**EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM**

**AUGUST 2025**

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from August 2025 meeting:(**BEFORE** you use this form, click on this instructional text box to delete it when the information it contains is known and understood)Please note:* This template has been created in Word format to allow for rows/text to be added/removed
* See *The Exams Office (August) Support Guide* for more information on key tasks. This guide is available from [*The Exams Office Hub*](https://www.theexamsoffice.org/new-exams-officers/support-resources/)
* The areas listed below are taken from the exam cycle. Delete any areas which do not apply to examination/assessment activity within your centre
* Add any centre-specific tasks to the agenda
* If your exams officer is new to the role, each meeting should also cover the relevant areas of their centre induction
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| Exams officer |  | Line manager |  | Date |  |

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| Action | Line Manager action(s) | Exams Officer action(s) |
| **JCQ/Awarding body requirements** |
| **New exams officer** (if appointed/relevant)If your centre has appointed a new exams officer, ensure that the following tasks are being undertaken/have been completed:* Attendance at relevant training events
* Familiarity with the centre’s Management Information System (MIS)
* Preparation/support to complete the following tasks:
* Managing results day(s) and the post-results period
* See *September/October/November/December /January/February/March/April/May/June/July meeting agenda* for new exams officer tasks in initial weeks/months in post
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| **Summer exam series**Ensure that your exams officer is aware of the following key dates if applicable to qualifications taken in your centre:* 13/08 - Restricted release of results to centres only (GCE, Extended Project)
* 14/08 - Release of results to candidates (GCE, Extended Project, (AQA, City & Guilds, OCR, Pearson and WJEC) Level 3 VTQs)
* 20/08 Restricted release of results to centres only (GCSE, Level 1 & 2 Projects)
* 21/08 - Release of results to candidates (GCSE, Level 1 & 2 Projects, (City & Guilds, NCFE, OCR, Pearson and WJEC) Level 1 & 2 VTQs)
* 21/08 - Deadline for awarding bodies to receive requests for Priority Service 2 reviews of marking (GCE A-level and Level 3 VTQ qualifications only)

**Results**Ensure your exams officer:* Is prepared to manage results day(s) and beyond
* Understands the restricted release of results requirements
* Liaises with relevant centre staff to ensure IT systems are functioning correctly to ensure access to systems will be available when needed, and is following any MIS provider guidance
* Refers to awarding body results guidance and information, and is prepared to deal with any missing and incomplete results
* Results day(s): issues statements of provisional results to candidates; issues result summaries/analysis to relevant centre staff or signposts to relevant

information/results analysis on awarding body extranet sites**Post-results**Ensure your exams officer:* Has arrangements in place for dealing with post-results services queries
* Acquires candidate consent prior to requesting any post-results service
* Submits any requests for a Priority Service 2 review of marking and processes any requests for copies of scripts to support reviews of marking
* Tracks to conclusion any post-results services requests
* Updates internal systems/records if any provisional results change due to the outcome of any MIR, RoR (or subsequent Appeal)

**Certificates**Confirm with your exams officer:* If early certification should be requested from the awarding body/bodies
* Centre policy on how certificates are issued to candidates,
* How unclaimed certificates are retained
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| **November exam series** (if applicable)* Confirm with your exams officer that a process is in place for capturing/dealing with any re-sit requests following the issue of the summer series results
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| **Centre-specific activity** |
| **Annual appraisal: progress check against targets/final appraisal** |  |  |

**Exams Officer Professional Standards**

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|  | Notes/Progress |
| 1. Knowledge and understanding
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| 1. Skills
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| 1. Values and Attributes
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Other areas for discussion

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