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

**JULY 2025**

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| Actions from the previous meeting | Resolved / Completed | Notes |
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(**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 (July) 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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| Meeting follow-up notes/comments from July 2025 meeting: |
| 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:
* Conducting any internal exams/assessments
* Preparing for results day(s) and beyond
* See *September/October/November/December /January/February/March/April/May/June 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 date if applicable to qualifications taken in your centre:* 02/07 - Final date for submitting special consideration requests to awarding bodies

**Preparing for results day(s) and the post-results period**Ensure that your exams officer:* Understands what needs to be done in terms of preparing for and managing results
* Understands how results will be accessed/downloaded and the restricted release of results
* Identifies how provisional statements of results will be issued to candidates
* Refers to JCQ and awarding body post-results-services information and understands how to administer requests for these services
* Gathers information about deadlines, fees and charges for each service available
* Prepares a process to collect requests, required consent and payment (where relevant) for post-results services
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| **Planning for the new academic year**Confirm if your exams officer is considering:* Information gathering:

Collating a summary of the qualifications being assessed in the centre in 2025/26Collating (when published) JCQ and relevant awarding body key dates information for 2025/26* Information sharing: signposting relevant JCQ documents, as they are updated for 2025/26 to relevant centre staff
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| **November exam series** (if applicable)* Confirm with your exams officer that key dates and deadlines for this series that fall early in the new academic year are known and understood
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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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