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

JUNE 2025

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from June 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 (June) 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 | | | | | |
| 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 external exams (Summer exam series) and any internal exams/assessments * Completing the management and administration of the March exam series * See *September/October/November/December /January/February/March/April/May meeting agenda* for new exams officer tasks in initial weeks/months in post |  |  |
| **Summer exam series**  Ensure that your exams officer is aware of the following key dates if applicable to qualifications taken in your centre:   * 11/06 - Contingency afternoon session in the event of national or significant local disruption to examinations in the United Kingdom * 19/06 – Date of final GCSE examination on the common timetable * 20/06 - Date of last VTQ examination * 24/06 – Date of final GCE examination on the common timetable * 25/06 – Contingency day in the event of national or significant local disruption to examinations in the United Kingdom * 02/07 - Final date for submitting special consideration requests to awarding bodies   Ensure that your exams officer continues to ensure:   * Exam scripts are dispatched as required * Post-exam follow up and reporting (e.g. reporting a very late arrival, reporting a case of suspected malpractice, processing an application for special consideration) is completed to deadline/timescale * Post-exam records are retained as required (Retain signed records of the seating plan, the invigilation arrangements and the centre’s copies of the attendance registers for each exam until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)   **Preparing for results day(s)**   * Ensure that your exams officer is considering tasks in preparation to effectively manage results day(s) in August and the post-results period |  |  |
| **Planning for the new academic year**  Confirm if your exams officer is starting to:   * Collate information for the 2025/26academic year * Monitor and note the issue of any updated JCQ documents for 2025/26 |  |  |
| **Centre-specific activity** | | |
| **Non-examination assessments**   * Where administering internal assessment, confirm that your exams officer is aware of the storage and retention requirements in relation to the return of samples of candidates’ work at the end of the moderation period |  |  |
| **Exams Review** (if applicable)  Work with your exams officer to review the summer exams period:   * Collate relevant information recorded on summer exams weekly report forms and exam room incident logs to inform an exams review * Collate any gathered feedback from candidates, invigilators and staff * Identify what went well and what could be improved * Use feedback and any other collated information to enable completion of an exams review and action plan for the new academic year |  |  |
| **Annual appraisal: progress check against targets/areas to focus upon/improve** |  |  |

**Exams Officer Professional Standards**

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|  | **Notes/progress** |
| 1. Knowledge and understanding |  |
| 1. Skills |  |
| 1. Values and Attributes | Download, agree and sign the exams officer *Values and Attributes statement* from the Senior Leader/Line Manager support website/National Association of Examinations Officers website |

Other areas for discussion

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