EXAMS OFFICER/LINE MANAGER MEETING AGENDA AND REPORT FORM

MAY 2025

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| Actions from the previous meeting | Resolved / Completed | Notes |
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| Meeting follow-up notes/comments from May 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 (May) 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
* The content in this meeting agenda is most relevant for meetings which take place before the start of the summer exam series (8 May (GCSE) or 15 May (GCE))
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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:
* Preparing for exams (Summer exam series)
* Administering internal assessment – centre assessed marks and samples (Summer exam series)
* Conducting external exams (Summer exam series) and any internal exams/assessments
* Administering post-results services (March exam series)
* See *September/October/November/December /January/February/March/April meeting agenda* for new exams officer tasks in initial weeks/months in post
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| **January exam series (if applicable)**Ensure that your exams officer has:* Checked copies of scripts where applied for through the Access to Scripts service have been received and distributed as required
* Received certificates (where the January results are for a final qualification and where an awarding body may issue certificates in May)
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| **March exam series (if applicable)**Ensure that your exams officer has:* Submitted any final requests for reviews of results or for copies of scripts (where the awarding body deadline falls in May)
* Received certificates (where the March results are for a final qualification and where an awarding body may issue certificates in May)
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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:* 08/05 - Date of first GCSE examination on common timetable
* 08/05 - First date for submitting GCSE special consideration requests for timetabled examinations to awarding bodies
* 12/05 - Date of first GCE examination on common timetable
* 12/05 - First date for submitting GCE special consideration requests for timetabled examinations to awarding bodies
* 12/05 - First date for submitting special consideration requests for AQA, City & Guilds, NCFE, OCR, Pearson and WJEC VTQ (for qualifications in scope) to the awarding bodies (For OCR only applies to Cambridge Technicals)
* 15/05 - Deadline for submitting GCE centre assessed marks (AQA, OCR, Pearson and WJEC)

Ensure that your exams officer:* Continues to monitor final entries/changes to entries
* Finalises exam preparation and is ready for exam time

**Delivery, receipt, secure movement, checks and secure storage of confidential exam materials**Ensure that:* On receipt, and after checking, organising sealed question paper packets and any associated confidential materials (for example, resource material where this may be provided in separate sealed packets to the question papers) are placed in the secure storage facility in date and session order
* Attendance registers and examiner address labels (exam labels) are placed in date order for ease of access at exam time are safely stored
* Your exams officer is aware of erratum notices, how these may be issued by an awarding body, and how to deal with them

**Irregularities**Ask for confirmation that:* Before the exam period starts, centre staff and invigilators are aware of the requirements in relation to who is allowed in exam rooms to avoid any irregularities during the exam period
* Instructions around candidate late/very late arrival to an exam are fully understood
* Invigilators are aware of your centre’s policy for dealing with absence in the exam room and ensure absences are recorded correctly on the attendance register which is sent to the examiner/marker
* Your exams officer is aware of JCQ policies and procedures relating to actual and suspected malpractice
* Your centre policy regarding the emergency evacuation procedures for an exam room is known and understood by invigilators and candidates
* Relevant staff are prepared to deal with questions about special consideration in the run up to exams and know how to determine candidate eligibility in situations that may arise during exams and that they also understand how to apply and the timescales involved

**JCQ centre inspections*** Ensure that relevant staff within your centre are prepared to access required documentation that may be requested by a JCQ inspector

**Keeping question papers and other examination materials secure*** Ensure that your exams officer is aware that when it is time to remove sealed question paper packets from the secure storage facility on the correct day, date and time (session) of each exam, that the required recording process (‘second pair of eyes’ check) is in place for an additional member of staff to check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened

**Rooming and resources**Ensure that your exams officer will be:* Applying relevant instructions in ICE to every exam room
* Issuing invigilators with all the instructions they are required to give to candidates at the start and finish of each exam
* Informing invigilators of the importance of accurately completing attendance registers during the exam and according to the instructions

**Dispatch of scripts**Acquire reassurance from your exams officer that:* Exam scripts and the attendance register for each exam paper will be packed as required
* Script packages will be sent (dispatched) as required
* Arrangements for any exams that take place on Friday 23 May are known and followed

(England only):* Ensure that your exams officer is aware of the requirements of the yellow label service and that arrangements are in place for scheduled and/or ad hoc collections

**Access arrangements**Confirm that your exams officer has: * Met with the SENCo (or equivalent role) and confirmed that all required arrangements will be in place for exam time
* Prepared to deal with any emergency/last minute temporary access arrangements that may need to be put in place due to candidate indisposition during exam time and ensure any arrangements requiring approval are submitted through Access Arrangements Online (AAO)
* (if applicable) Put in place the logistics around candidates using a word processor (laptop, tablet etc.) in exams
* Informed any invigilator(s) who is additionally acting as a practical assistant, a prompter, a reader and/or a scribe with a candidate on a 1:1 basis, that a roving invigilator will be deployed to regularly enter the exam room(s) to undertake the required observations/support in maintaining the integrity of the exam
* Confirmed that any roving invigilator understands their role and that any invigilator who is also acting as a practical assistant, a prompter, a reader and/or a scribe with a candidate on a 1:1 basis understands the role of the roving invigilator
* Ensured that any candidates are aware of the role of the roving invigilator to minimise any disturbance or distraction, and that candidate understands they should continue with their exam as normal during these visits

**Post-exam follow up and reporting**Ensure that your exams officer will be undertaking any exam-related follow up tasks as soon as possible after theexam has taken place and that information, where required, is submitted by the deadline or timescale identified by the awarding body. This could include:* reporting a very late arrival
* reporting a case of suspected malpractice
* processing an application for special consideration

Confirm that your exams officer will be:* Filing required records in ease of reference date order
* Prepared to deal with any queries that may be received from awarding bodies on post-exam related matters
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| **Centre-specific activity** |
| **Non-examination assessments**Where administering internal assessment, confirm that your exams officer will meet individual awarding body deadlines for the submission of centre assessed marks the samples of candidates’ work. |  |  |
| **Invigilation arrangements**Acquire reassurance from your exams officer that invigilators will be briefed prior to each exam session so that they are fully prepared to invigilate their exam room, including details of any access arrangement candidates and the arrangements awarded. |  |  |
| **Exams Review (if applicable)**Confirm that your exams officer is collecting feedback during the exams period and beyond from candidates, invigilators and staff to inform any planned review. |  |  |
| **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
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| 1. Skills
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| 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 Examination Officers website |

Other areas for discussion

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