



Top tips for exam officers



Everyone knows that exams are a busy time for students, but it's also a hectic time for examination officers across the country, who have responsibility for making sure that every single exam in their centres runs smoothly.

Our Centre Support Team visits centres around the country to help exam officers prepare. Now that papers are arriving in centres, they've put together some top tips at this busy time of year.

1

PLAN AHEAD.

Establish exactly what you're required to do on each day of the exam season so there are no last-minute surprises. Refer to the relevant Awarding Body Exam Requirements document. Run every single exam as if you're anticipating an inspection.

2

MAKE CHECK LISTS FOR EXAMINATION DAY AND ROOM REQUIREMENTS.

Ensure your invigilators are checking them off every session.

3

CHECK THE DATE!

Two people are required to check the front cover of the exam papers to make sure

- It's today's date
- It's a morning or afternoon exam
- It's the correct paper for the candidates

4

SPEAK UP!

Talk to the Awarding Bodies, us, and any support networks you may have - we're all here to help. Never make assumptions.

5

KEEP WRITTEN RECORDS.

Get signatures for all changes requested. Create an incident log for every examination and record action points where necessary. Refer to the record to action any concerns.

6

CREATE A CONTINGENCY PLAN.

Think what would happen if you couldn't make it to work. Who will manage the situation? How will they know where things are and what to do?

7

BE CLEAR ON YOUR ROLE.

Engage with documentation from JCQ and fully appreciate what is expected of you and that your invigilation team understands their role within the exam room.

8

HOW DID IT GO?

Debrief your Invigilators to establish what did and didn't go well and what could be improved. Report back to your Senior Managers, with an action plan for future exam series.

Finally remember to store all papers securely. One of the worst things that can happen is for the contents of a paper to be leaked, which could impact on the results not only for that centre but potentially much wider now that social media plays such an important role in communicating information.

If you're an exam officer and have some top tips to share, please let us know by sending them to comms@qualificationswales.org