

Senior leader training Coventry 18 October

16 - 22 Oct 2024

Poll results

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- Survey

Survey (1/8)

0 0 4

Is there any additional material/support which you feel the JCQ/awarding bodies should be producing to help you in overseeing examination administration in your centre and line managing your exams officer?

- An A4 page of key things for Senior Leaders to ensure they are watertight on
- More advice about how we include AI in our malpractice policy - what constitutes AI and how to detect it. Also, guidance on the new access arrangements of listening to music - how do we administer / check content?
- Help videos?
- Nothing else, the support and information available is ample.

Survey (2/8)

006

What, if anything, prevents you from familiarising yourself with JCQ documentation each academic year (e.g. workload)?

- Volume/workload - mostly juggling with multiple complex roles ie. Curriculum, t&l, line management, premises etc
- Time constraints, multiple roles
- Competing responsibilities of competing urgency
- Mainly time
- Workload Daunting
- Workload is the main factor.

Survey (3/8)

0 0 8

Do you think that there should be a national job description which all centres use when appointing a new exams officer?

Yes



No

0 %

Not sure

0 %

Survey (4/8)

007

What is the most challenging aspect of your role?

- Juggling demands everything and getting staff
- Access arrangements
- Demands on time, rooming.
- Being less informed than the exams officer I am supposed to be leading!
The practical reality tends to be that they are really in charge and I am there to support.
- The condensed nature of the role in terms of periods of high intensity workload - then periods of low levels.
- Rooming exams, employing enough and suitable invigilators.
- Keeping on top of

Survey (5/8)

008

Is there adequate contingency planning in place in your centre in the event of the absence of your exams officer at critical stages of the academic year/exam cycle?

Yes



No



Not sure



Survey (6/8)

008

Would you attend a termly senior leader exam network? (Tick all that apply)

Yes - face-to-face



Yes - online



No



Survey (7/8)

008

Do you feel that there is adequate internal support for you in overseeing examinations/assessments in your centre (e.g. from other senior leaders/head of centre/Governors/MAT)?

Yes



No



Survey (8/8)

008

Will you be registering your exams officer for the annual Exams Officer Professional Standards?

Yes



No



I am not aware of the Exams Officer Professional Standards

