Senior leader training London 2 October

01 Oct - 04 Oct 2024

Poll results

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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? (1/5)

- No
- Standardisation of registration and booking dates for vocational qualifications. Standardise attendance lists and yellow parcel service labels.
- No
- Unsure
- No
- No

- Not as yet just need to make use of the resources/training already available
- A small focus on the external process for functional skills English and Maths.
- Well our exams officer left at quite suddenly with very little hand over. I have taken on management of exams



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? (2/5)

- and we need a bit more help with procedures to operate according to guidelines & be successful in our approach
- No
- Audio books
- Not really.
- Making it easier for staff to access areas they need
- No

- Centralised list of all key timings/deadlines/tasks directly relevant to SLT Line Managers
- No
- Exam and key dates for submission etc. I realise this is difficult before dates are set. But maybe a calendar to be sent out once all Dates confirmed?
- Online meetings at key points



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? (3/5)

- I don't think so
- The Access arrangements book should be a handout if possible. The new layout makes it impossible to print for those of us who rely on the book as bible
- No
- An executive summary of JCQ guidelines for SLT Maybe

key meeting points to discuss throughout the academic year

- Maybe an overall list of every task/deadline over the year, like year planner. When I was new to the post with no handover I had to find this out as I went along.
- Key point document of changes separately produced from the Instructions for examinations



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? (4/5)

- No I think we get everything we need
- Notification of in year changes
- Posters Sample policies
- More materials on the different access arrangements. For invigilators, teachers and learners.
- No
- Countdowns to when

information is due back to awarding bodies.

 No, just more uniformity between awarding bodies would be so helpful. As well as exams SLT I am also the internal quality assurer of all



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? (5/5)

vocational programmes and the Quality Nominee. If you work with numerous boards like I do there are so many different portals and systems of paperwork!!

Open text poll

Survey (2/8)

0 4 1

What, if anything, prevents you from familiarising yourself with JCQ documentation each academic year (e.g. workload)? (1/4)

- No
- Workload and unrealistic deadlines from awarding bodies for annual reviews, still processing post results in September
- Workload only
- Workload and time
- Too much information to sift through
- Workload/ time
- Time and workload, especially

in a new role

- Nothing
- I do read as much as possible but the workload does get in the way.
 But attending the exams office senior leadership training is very informative.
- I do have many roles to fulfil as well as being in charge of exams.
- Workload
- Time pressures.
- Time

Open text poll

Survey (2/8)

0 4 1

What, if anything, prevents you from familiarising yourself with JCQ documentation each academic year (e.g. workload)? (2/4)

- Time. Assumption that Exams Officer has got it covered.
- Nothing
- Workload
- Workload can be an issue.
- Workload and lack of time
- Time
- Time
- Workload
- How hefty they are!
- Time so much reading, please

have more succinct summaries of changes.

- Workload, time, role split into too many parts, time management, reactive headteacher
- Workload is one of them. But also the ever changing rules and regulations
- Workload
- Workload can you create an audio podcast of all changes so we can listen to it instead

0 4 1

What, if anything, prevents you from familiarising yourself with JCQ documentation each academic year (e.g. workload)? (3/4)

- Time! Workload!
- Workload along with other responsibility's
- It's a large document so I rely on my exams manager to extract new information and update the team
- Workload in terms of amount to read. There is no way that the Head of centre who is also supposed to read it would be able to.

- Time Workload
- Workload due to processing ROM Census etc
- Workload, density of information to read and sometimes complexities of it.
- Nothing
- It is a challenge with the everincreasing workload. Plus the documentation is (necessarily) dense, which means it can take a little longer to read through.

Open text poll

Survey (2/8)



What, if anything, prevents you from familiarising yourself with JCQ documentation each academic year (e.g. workload)? (4/4)

- Workload at the beginning of the year. As assistant head of sixth form as well that tends to take most of my time.
- Volume of reading
- Time and workload
- Workload time at these conferences is paramount, but it is the follow up afterwards and keeping on top of it all as well as like manage the EO.
- Workload. Time. (Boring!)

Multiple-choice poll

Survey (3/8) Do you think that there should be a national job description which all centres use when appointing a new exams officer? Yes No 6 %

Not sure

22 %

What is the most challenging aspect of your role? (1/5)

- Having the time to do everything properly and support people where necessary.
- Keeping up with all the key dates
- Splitting double roles
- The vast amount of information required to do the role and not having a current exams officer in post.
- Navigation of dual roal of SLT and EO
- Time to support exams Officer
- Juggling so many responsibilities when they are all

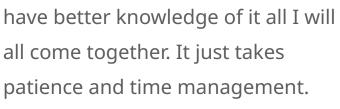
new. Making enough time for each area.

- Ensuring all students have the correct access arrangements (we are SEND school & college) deliver functional skills entry level 1 to level
 The recording and written assessment of all SLC. This takes a long time to complete.
- Trying to learn all things exams related whilst still doing my managerial role. I do believe once I





Survey (4/8) What is the most challenging aspect of your role? (2/5)



- Keeping on top of the many demands.
- Staying on top of the scheduling of tasks.
- Keeping abreast of changing AA
- Finding time to get everything done.
- Interface with the Learning Support side of this - whole other team and line manager
- Liaising between our EO, SenCo

and HT where there are conflicting priorities (esp re rooming & EAA)

- Managing a variety of roles and members of staff, with exams being one of them. This particularly can become challenging closer to exams seasons.
- Keeping up to date with changes, admin around exam time
- Monitoring the exams officer and ensuring he is doing what he should be doing.



What is the most challenging aspect of your role? (3/5)

- Multi tasking exam officer who cannot stay late
- Workload
- Invigilators and invigilator training
- Lack of time! Too many different courses to understand requirements for - particularly BTECs and arrangements regarding "keeping work secure"
- Balancing all of the different responsibilities I have been given as a new assistant headteacher
- Retaining exams officers

- Organising BTECs
- Workload Bureaucracy of regulations
- Time to absorb all of the information when new to the role
- As I am new to this it is about understanding the compliance aspects to ensure we as a centre are compliant
- Rooming, communication from others, balancing and prioritising
- The long hours during the exam series
- Turnaround of staff. Lack of



Survey (4/8) What is the most challenging aspect of your role? (4/5)

support from other departments as we are seen as business suppper and not teaching.

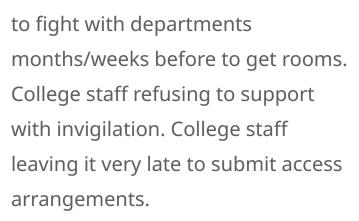
- Supporting Exams and the exams manager during busy times when I still have the rest of the day job.
 Lack of understanding of role and process from the rest of slt.
 Managing expectations- eg. We need more than a team of 20 invigilators but are not allowed
- Teachers not knowing the details of the exam boards they

are using or how to use Centre Services, Results Plus

- Range of different hats and not fully understanding the systems and processes to be able to support the exams officer.
- Other depts not pulling their weight. We have to set up all the exam desks ourselves. We get no support with setting up rooms. We have



What is the most challenging aspect of your role? (5/5)



- Juggling the many plates.
- Time management and juggling many roles.
- Time management
- I am currently doing the Exams officer role / data manager role on my other work load. I know

what I need to do but not the how. Getting my head round systems is proving very challenge

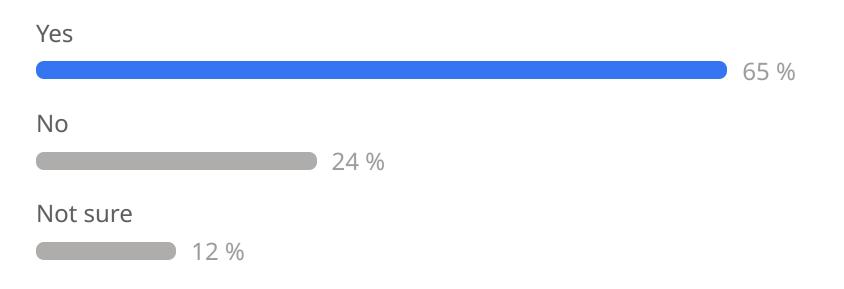
- Managing my workload. Sure the same for everyone!
- Workload
- Currently in appointing and exams officer. Demanding parents. Parent understanding of the regulations. (The more we seem to tell them, the more they ask)

Multiple-choice poll

Survey (5/8)



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?

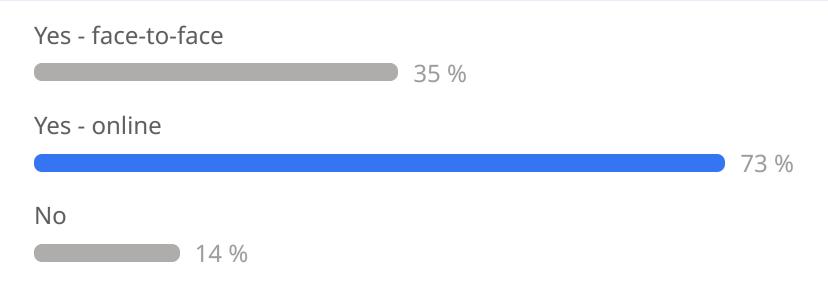


Multiple-choice poll (Multiple answers)

Survey (6/8)



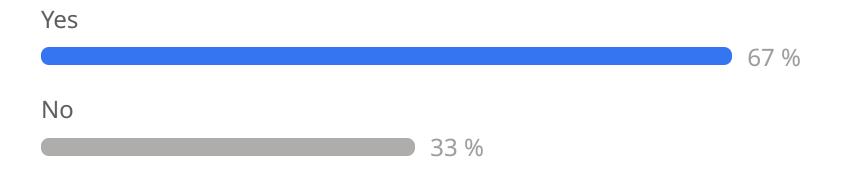
Would you attend a termly senior leader exam network? (Tick all that apply)



Multiple-choice poll

Survey (7/8)

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)?



05

Multiple-choice poll

Survey (8/8) Will you be registering your exams officer for the annual Exams Officer Professional **Standards**? Yes 57 % No 8 % I am not aware of the Exams Officer Professional Standards 35 %