

Five ways to make your SLT appreciate the significance of your role

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Why is it important for SLT to appreciate the importance of your role?

Discussion



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Why it is important to highlight the importance of your role to SLT



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Why is it important for SLT to appreciate the importance of your role?

You are the individual who will:

- ✓ Ensure that your centre adheres to JCQ regulations and awarding body requirements - being compliant reduces risk within your centre
- ✓ Protect your centre, Head of Centre and centre staff from engaging in maladministration/malpractice
- ✓ Prepare students for their examinations and create the best possible environment during an exam series to enable them to perform to the best of their ability
- ✓ Avoid unnecessary financial costs
- ✓ Possess the necessary expertise to provide advice and guidance for your SLT

Why it is important to highlight the importance of your role to SLT

- To raise the profile and status of your role within your centre
- To highlight why your role is more than an administrative role
- To evidence the technical knowledge required to perform your role
- To support claims for an improved salary or a salary which is on par with colleagues with similar responsibilities, knowledge, skills and experience

1. Create annual exams and qualifications plans

Why?

- To confirm the scale of your role by:
 - Highlighting the extensive range of activities which you must perform in relation to the qualifications delivered in your centre, including other events throughout the year that impact on your role/time
 - Summarising the range of qualifications being examined/assessed within your centre during the current academic year

An *ANNUAL EXAMS PLAN TEMPLATE* and *ANNUAL QUALIFICATIONS PLAN TEMPLATE* are available in The Exams Office Hub

2. Summarise annual regulation changes

Why?

- To demonstrate your knowledge of the regulations
- To ensure that SLT are up-to-date with the latest regulations/regulation changes
- To enable SLT to make effective decisions in line with the regulations
- To save SLT time

Attend the *Exam Changes* training in person or watch the live-streamed session.

Following the event, share the recording with senior leaders, highlighting the key sections that are most relevant for them to review

3. Support your SLT in meeting their responsibilities

Why?

- To ensure that they are meeting their obligations as detailed in the General Regulations for Approved Centres, section 5.3:
 - Familiarity with relevant awarding body and JCQ documentation
 - Support the exams manager/officer and SENCo
 - Make effective decisions in line with the regulations

3. Support your SLT in meeting their responsibilities

How?

- Provide a copy of the *CHECKLIST FOR SENIOR LEADERS/LINE MANAGERS* (available from the Hub)
- Enrol SLT – particularly those new to their exam-related role – on to the Actions for Autumn and Spring into Summer training to develop their understanding of the exam cycle
- Create accounts for members of SLT on **The Learning and Skills Office**, enabling them to complete the online training and assessments covering the key JCQ documents they are expected to understand:
 - General Regulations for Approved Centres
 - Suspected Malpractice: Policies and Procedures
 - A Guide to the special consideration process

4. Devise contingency arrangements for your role

Why?

- To help SLT meet the requirements set out in JCQ General Regulations for Approved Centres (section 3.17)
- To ensure candidates are not disadvantaged in the event of your absence
- To maintain the centre's compliance with JCQ regulations in event of your absence
- To present a case for support/an exams assistant during busy periods
- To reduce the workload/backlog waiting for you when you return

4. Devise contingency arrangements for your role

How?

- Retain key information in an *Exams Manual* (including monthly guides, checklists and templates, exam policies, invigilator details and rota, centre exam timetable information etc.)
- Provide access for your SLT to The Exams Office Hub to access exam-day related resources
- Provide the wording for the centre's contingency plan in the event of your absence during a critical stage of the exam cycle

5. Create a review of the exam year

Why?

- To highlight the scale of your role, including the risks which you manage and your wider responsibilities in relation to:
 - Staff and invigilator training
 - Exam policies
 - Candidate information
 - Qualifications
 - Entry information
 - Malpractice
 - Special consideration
 - Access arrangements
 - Modified papers
 - Exam Time
 - Inspections
 - Post-results

Create a report using the *Exam Year Review Tool* which is available in The Exams Office Hub