



Juggling kittens against the clock!

My approach to managing
my time/workload

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MY APPROACH TO MANAGING MY TIME/ WORKLOAD

- Factors
- Non-exam time
- Exam Time

What are the key factors

- It would be easier to do our job without



Key Impacting Factors



Solutions

Contact, Communication, Deadlines, Inform

Teachers:

- Use emails!
- Notify them of your requirements/deadlines.
- Consider a “monthly newsletter” updating Subject Heads.
- Periodically attend meetings.
- Send checklists

Solutions

Contact, Communication, Deadlines, Inform

Parents:

- Email contact only! Some exceptions in exam time if there is a serious issue.
- Inform relevant people of key information such as when exam timetables will be sent out, exam season dates, contingency date etc

Students:

- Assembly
- Email Exam Timetables to tutors
- Out of Year Exams such as home languages

Solutions

Contact, Communication, Deadlines, Inform

Access Arrangements:

- Have regular meetings with SEND team
- Start early in the year.
- Be prepared for last minute emergencies such as broken fingers/hands
- Monitor in Mocks
- Know the regs!

Solutions

Contact, Communication, Deadlines, Inform

Moving the Goal Posts

- Be prepared – it will happen!
 - Sole room booked for student – now an office!
- Communicate with relevant personnel in advance – emails provide a record!

JCQ REGULATIONS

- You must must must know these inside out – it creates confidence in staff and students when you are knowledgeable.
- Ensure you send copies/links to SLT.

IS YOUR CRYSTAL BALL WORKING?

Lack of communication or understanding is extremely frustrating and can lead to increased workload

- ❖ Back up conversations with emails
- ❖ Read school weekly newsletters
- ❖ School calendar
- ❖ Staff weekly bulletin
- ❖ Heads of Year

Sometimes you just need to accept that you will be missed out on vital information and will have to re-do work.



NON-EXAM TIME

Year

Week

Day

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Plan the Year

- Deadlines minus
- Access Arrangements
- Notify invigilators
- Summer Exam timetable
- Policies

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<p>Exam Training</p> <p>www.examinations.org</p>	<p>scanning</p> <p>the next generation of reading tools</p>	<p>TEO Education</p> <p>www.teoeducation.org</p>	<p>Help everyone to understand and be understood</p> <p>texthelp</p> <p>www.texthelp.com</p>	<p>National Association of Examinations Officers</p> <p>www.naexo.org</p>	<p>www.thefxamsoffice.org</p>	<p>Exam Support Materials</p>	<p>Office</p>				

KEY COLOUR AND CATEGORISE YOUR IMPORTANT DATES

- MAIN EXAMS
- MOCKS
- INSERT
- HOL
- BTEC

NON-EXAM TIME

The Working Week

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MANAGE YOUR DAY



- Emails: limit access
- Action tasks immediately
- Visitors
- Self-care

SUMMER EXAM TIME

- Preparation
- Delegation
- Home
- Initiatives

PREPARATION

- Accept that things may change last minute
- Be as prepared as you possibly can be
- Check, check and double check
 - Exam papers in
 - Invigilators booked
 - Access requirements
 - Contingency!

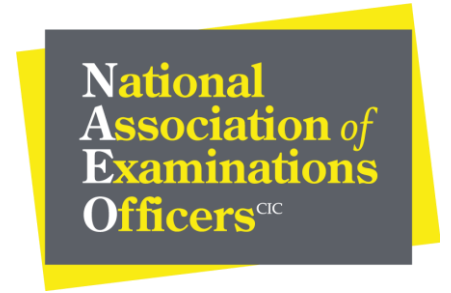
DELEGATE!!!

TASK = RIGHT
PERSON

CLEAR
INSTRUCTIONS

LET GO!

TASKS TO DELEGATE



- ❖ Exam Room boxes
- ❖ Posters
- ❖ Setting up ad-hoc rooms
- ❖ Student breaks
- ❖ Printing
- ❖ Checking board registers and packing scripts

HOME LIFE



INITIATIVES

- ❖ Unused board labels
- ❖ Daily lists and script packs

SPEND TIME

- ❖ Network
- ❖ Personal time
- ❖ Meetings
- ❖ Training

CONCLUSION: MANAGING WORKLOAD/TIME

- Expect the unexpected
- Do your best
- Be prepared and informed
- Delegate!

