



CAMBRIDGE

How a well-supported exams officer leads to a successful exam series

Amy Cook, Kate Moulds

Date and time

Introductions



Kate Moulds
Training Coordinator,
Exam Officers



Amy Cook
Training Manager,
Exam Officers

Agenda

- Who's in the room?
- What is the role of Exams Officer?
- The Cambridge Exam Cycle
- How can you support the Exams Officer in your centre?
- Training and support
- Q&A



Who's in the room?

Who's in the room?

Are you...

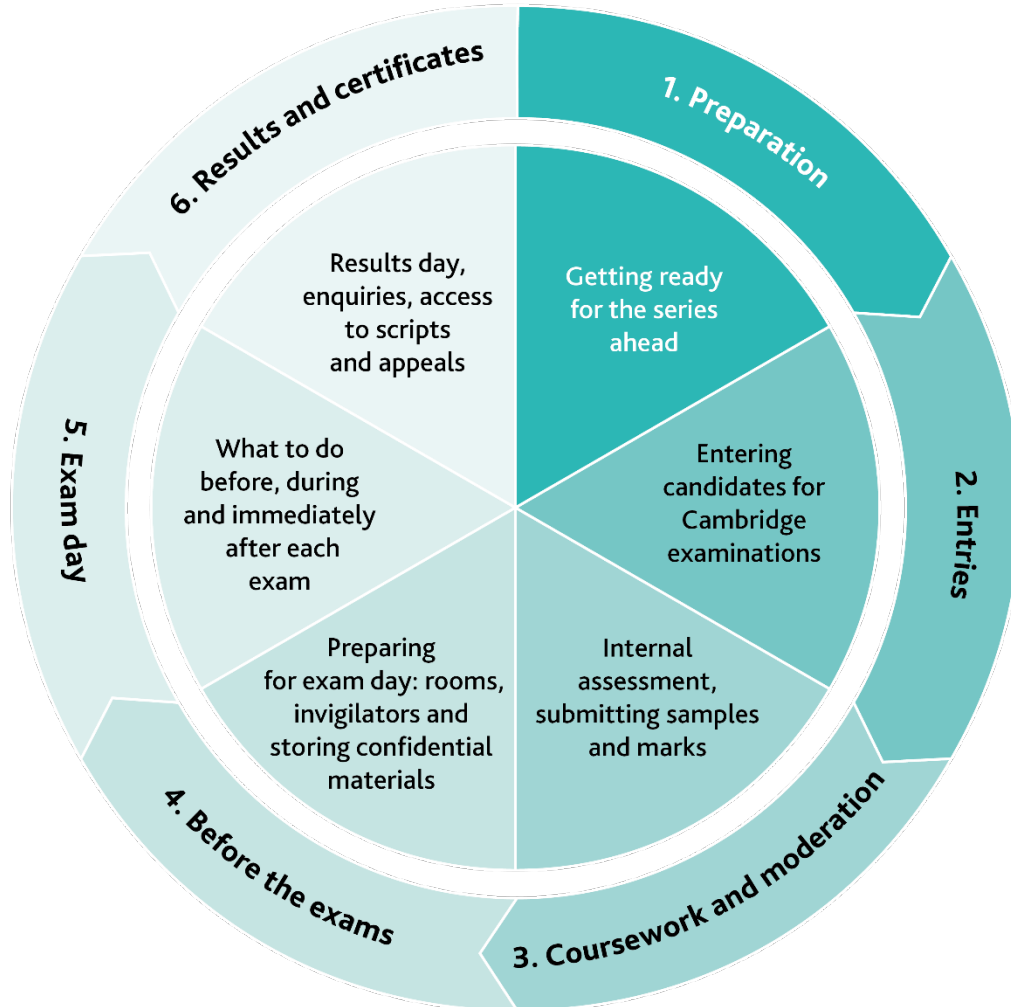
- An exams officer?
- An exams officer with another role?
- A senior leader?
- A teacher?



Talk to people in the room, discuss your roles and on each table try to have one of each of the above roles.

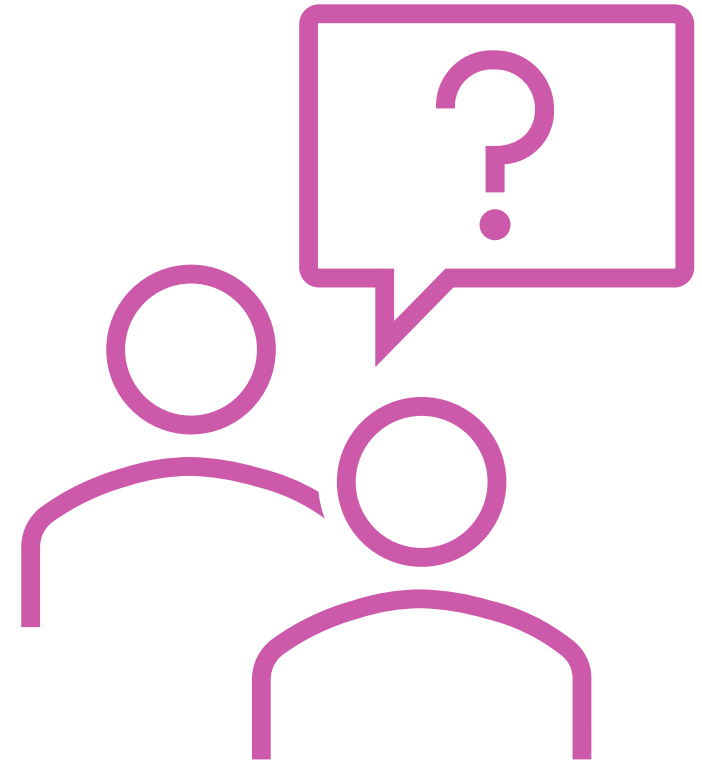
Exams officer role

The Cambridge Exams Cycle



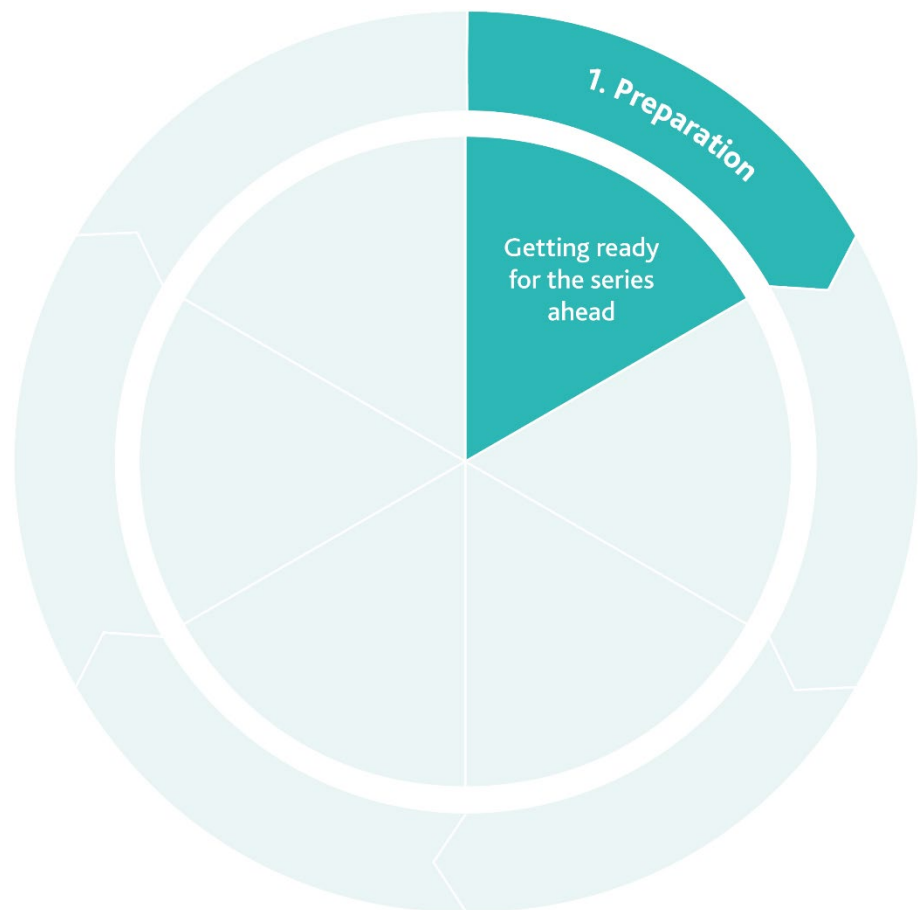
Task

- Add the tasks to the correct phase
- Are there any tasks missing?
- Use the blank cards to add any missing tasks to the correct phase.



Phase 1: Preparation

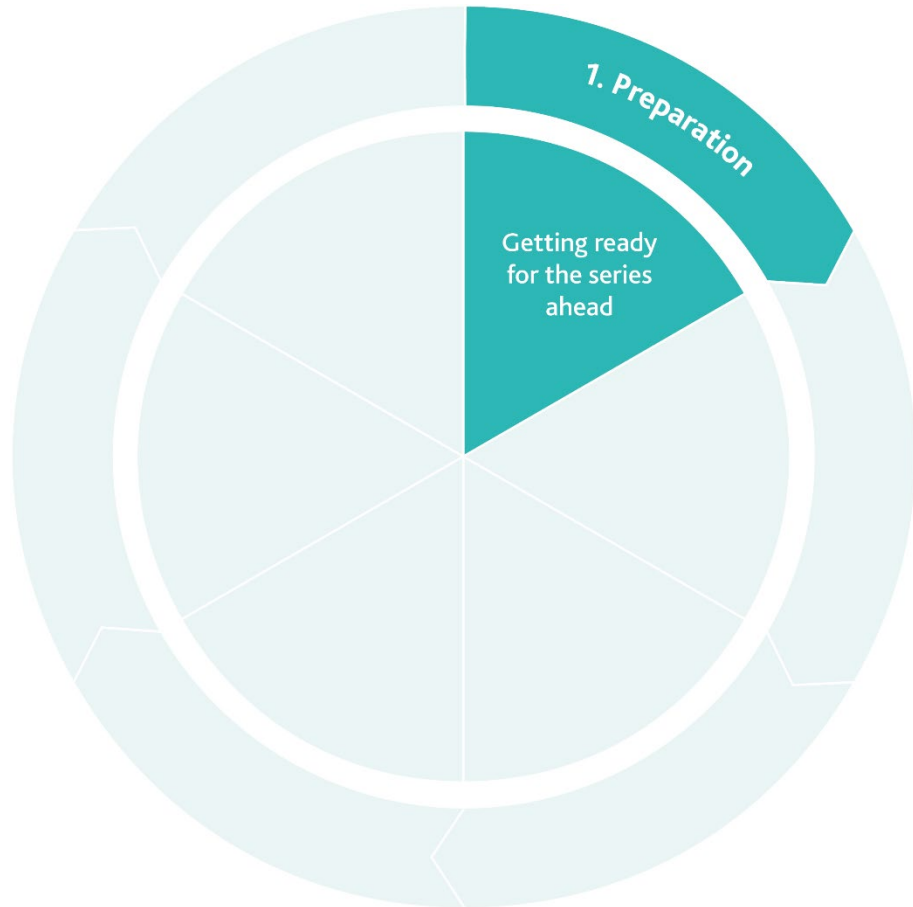
Phase 1: Preparation



Cambridge Handbook - Section 1

- Familiarise yourself with key dates and deadlines
- Familiarise yourself with Key Times and Full Centre Supervision regulations
- Timetable exams

Phase 1: Preparation



Cambridge Handbook - Section 1

- Organise and book rooms
- Additional sittings
- Timetable deviations
- Access arrangements

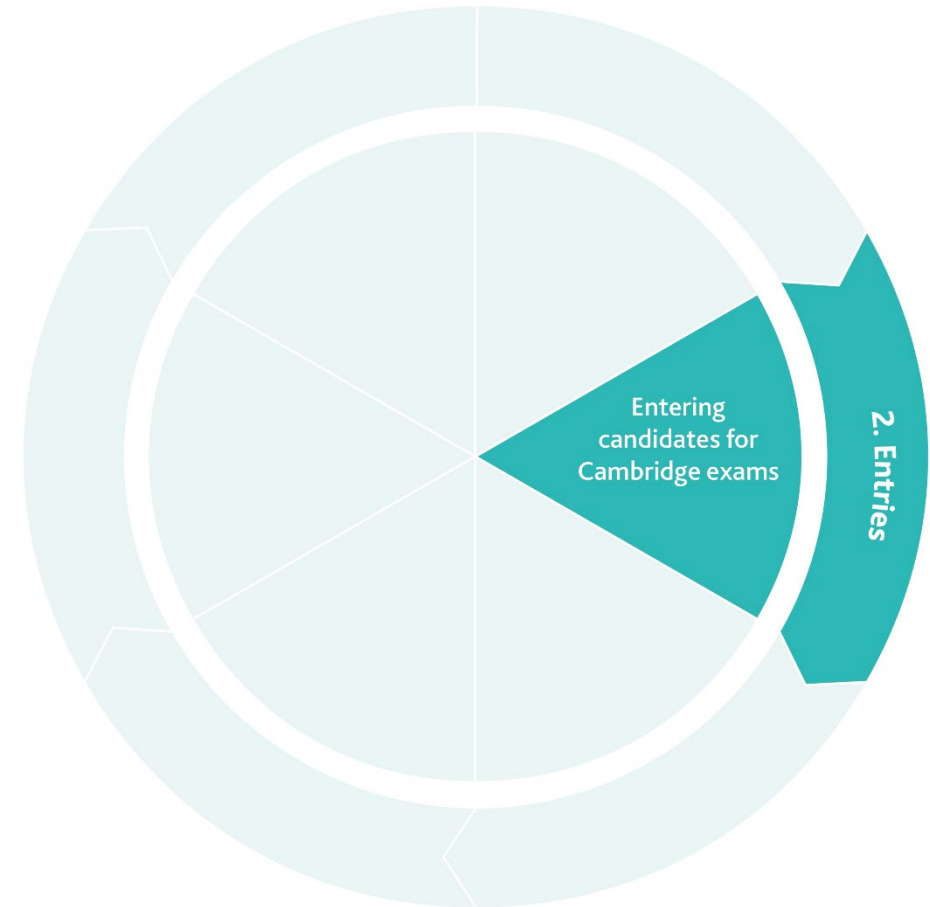
Phase 2: Entries

Phase 2: Entries




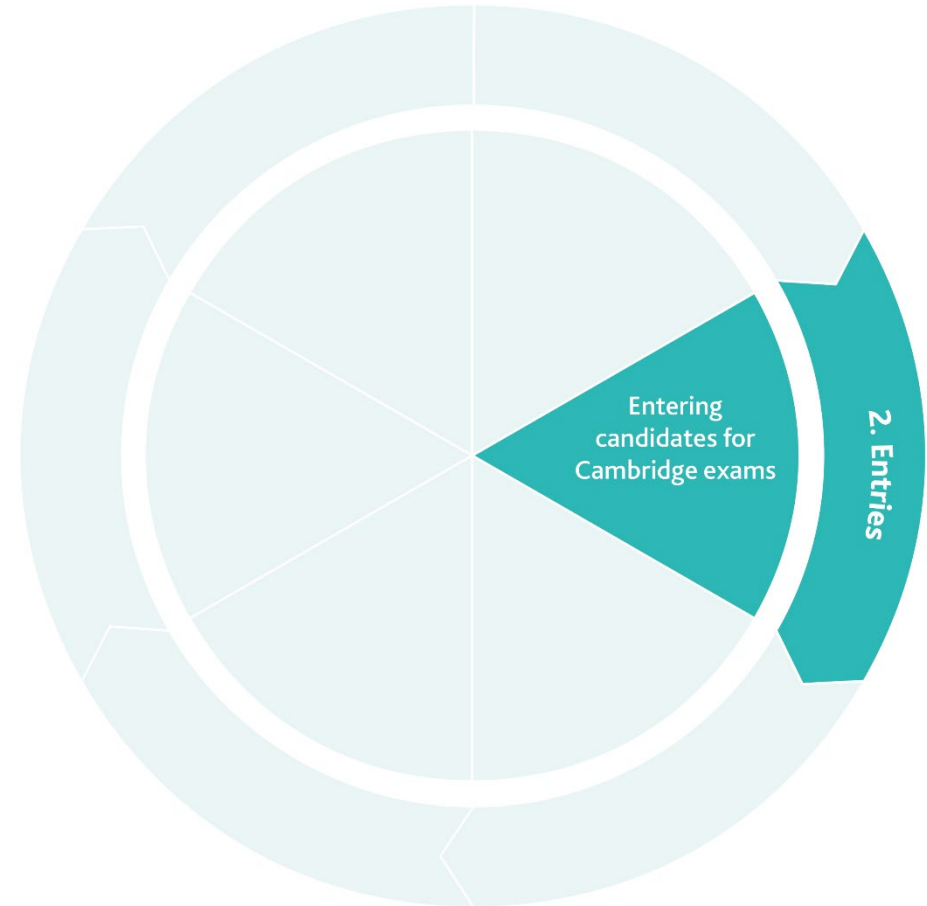
Cambridge Handbook – Section 2

- Submit estimated entries
- Cambridge Guide to Making Entries
- Submit entries
- Check statement of entries



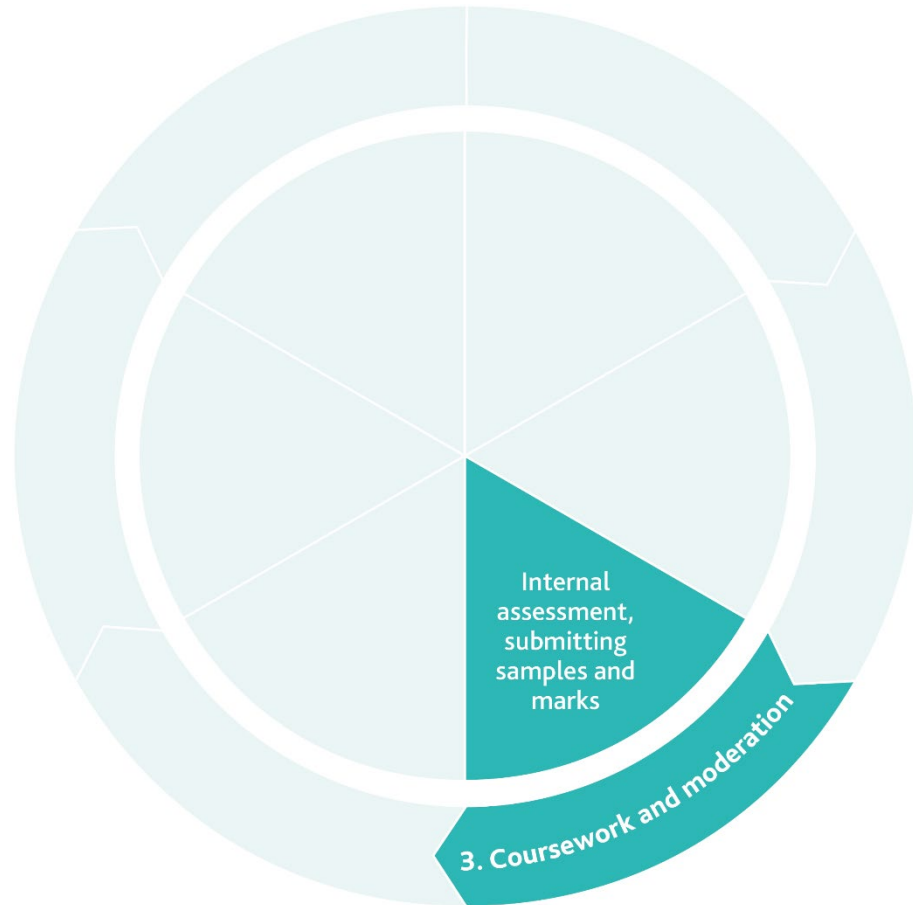
Phase 2: Entries

-  **Cambridge Handbook – Section 2**
 - Book alternative venue
 - Submit entries for Cambridge Primary and Lower Secondary Checkpoint



Phase 3: Coursework and moderation

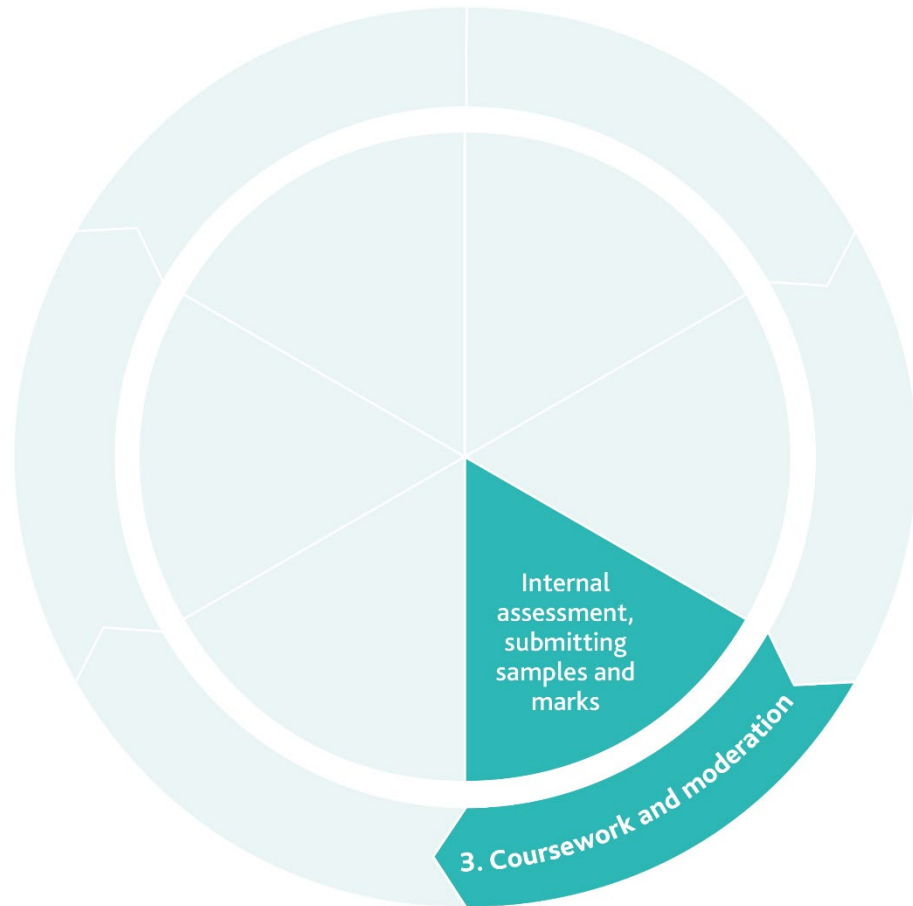
Phase 3: Coursework and moderation



Cambridge Handbook – Section 3

- Submit samples
- Submit internally assessed marks
- Submit externally assessed components

Phase 3: Coursework and moderation




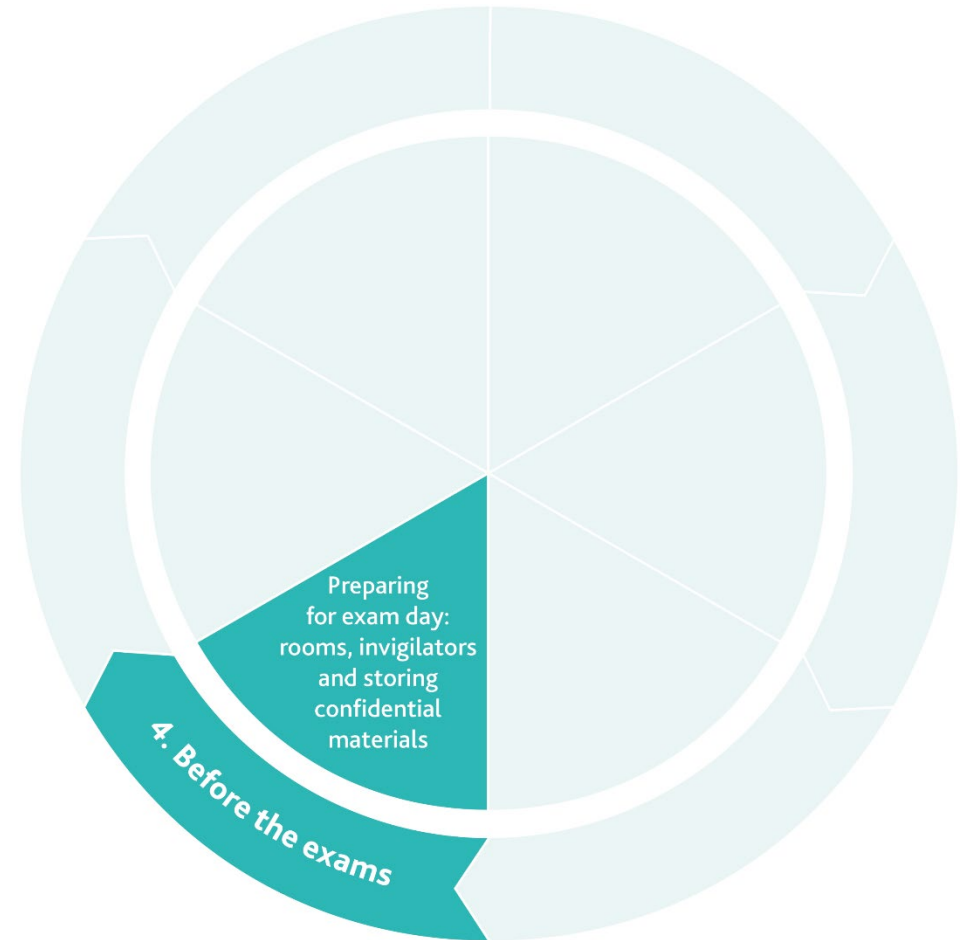
Cambridge Handbook – Section 3

- Coursework-related special consideration
- Check the samples database
- Send samples

Phase 4: Before the exams

Phase 4: Before the exams

-  **Cambridge Handbook – Section 4**
- Submit forecast grades
 - Check your pre-exam dispatch
 - Ensure exam materials security meets our regulations
 - Check the additional exam materials list

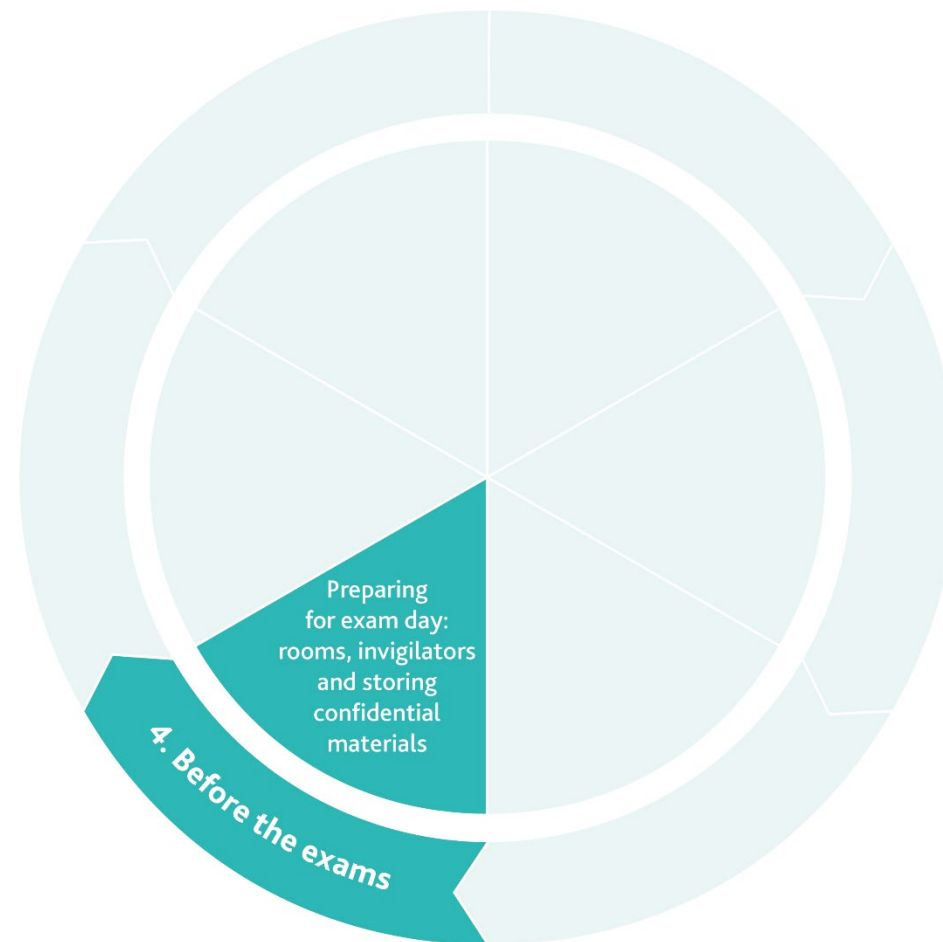


Phase 4: Before the exams



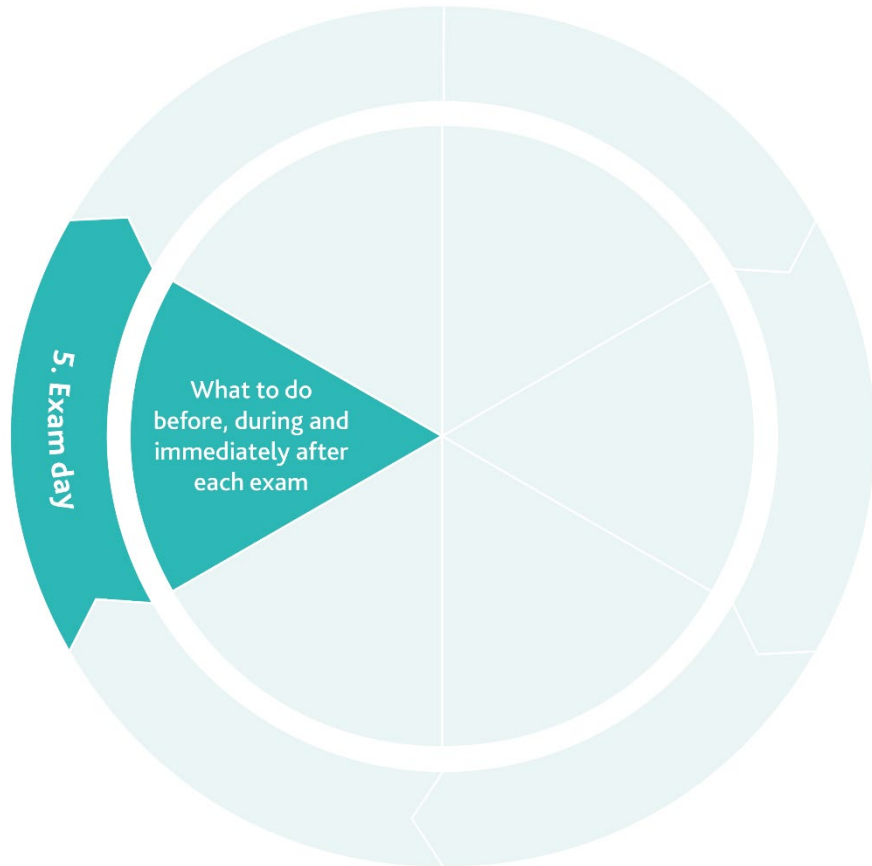
Cambridge Handbook – Section 4

- Train Invigilators
- Plan for Key Times and Full Centre Supervision
- Exam room(s) set up



Phase 5: Exam Days

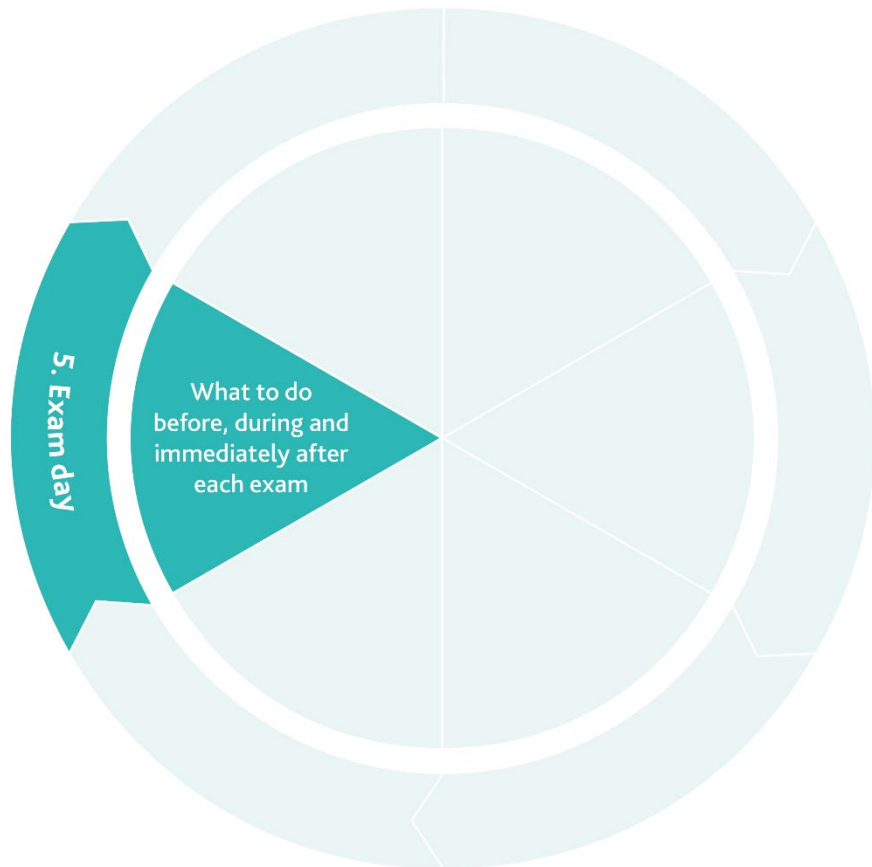
Phase 5: Exam days



Cambridge Handbook – Section 5

- Run exams
- Prepare for inspections

Phase 5: Exam days



Cambridge Handbook – Section 5

- Apply for Special consideration
- Follow all regulations to reduce the risk of malpractice
- Script return

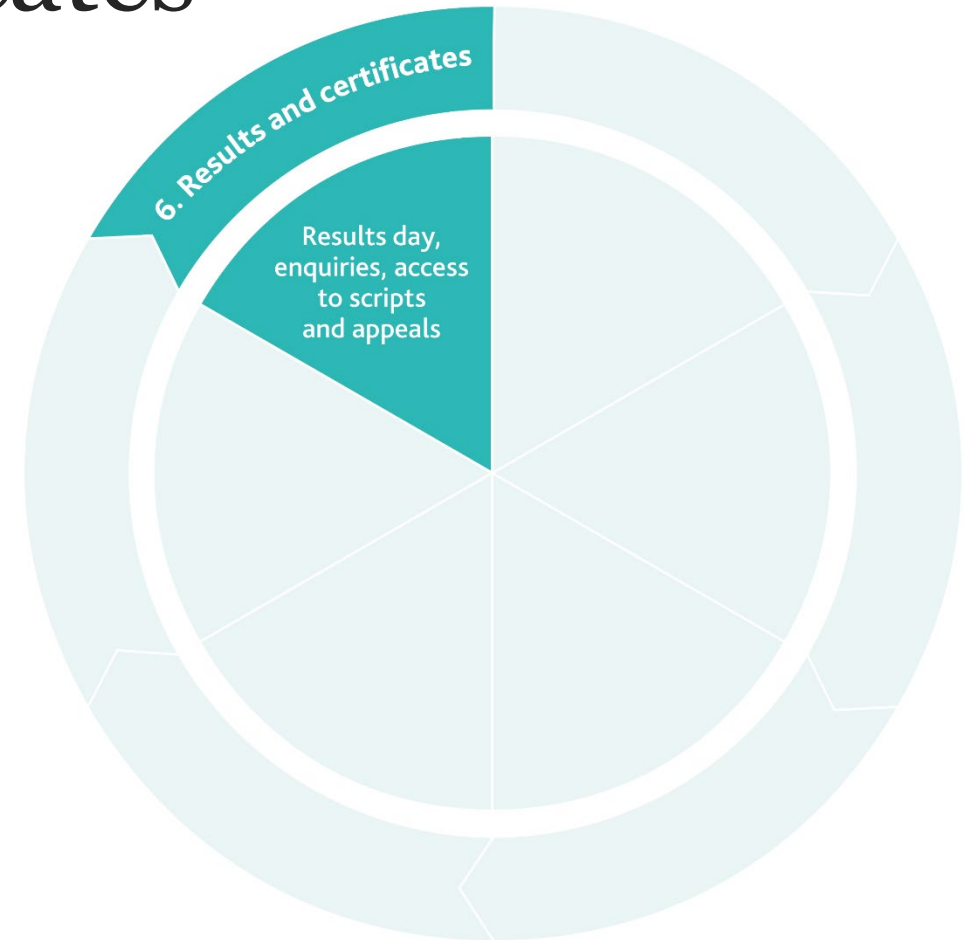
Phase 6: Results and Certificates

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Cambridge Handbook – Section 6

- Check Direct log in details before results release
- Check your printed results dispatch
- Plan how to give candidates their results
 - Candidate results service

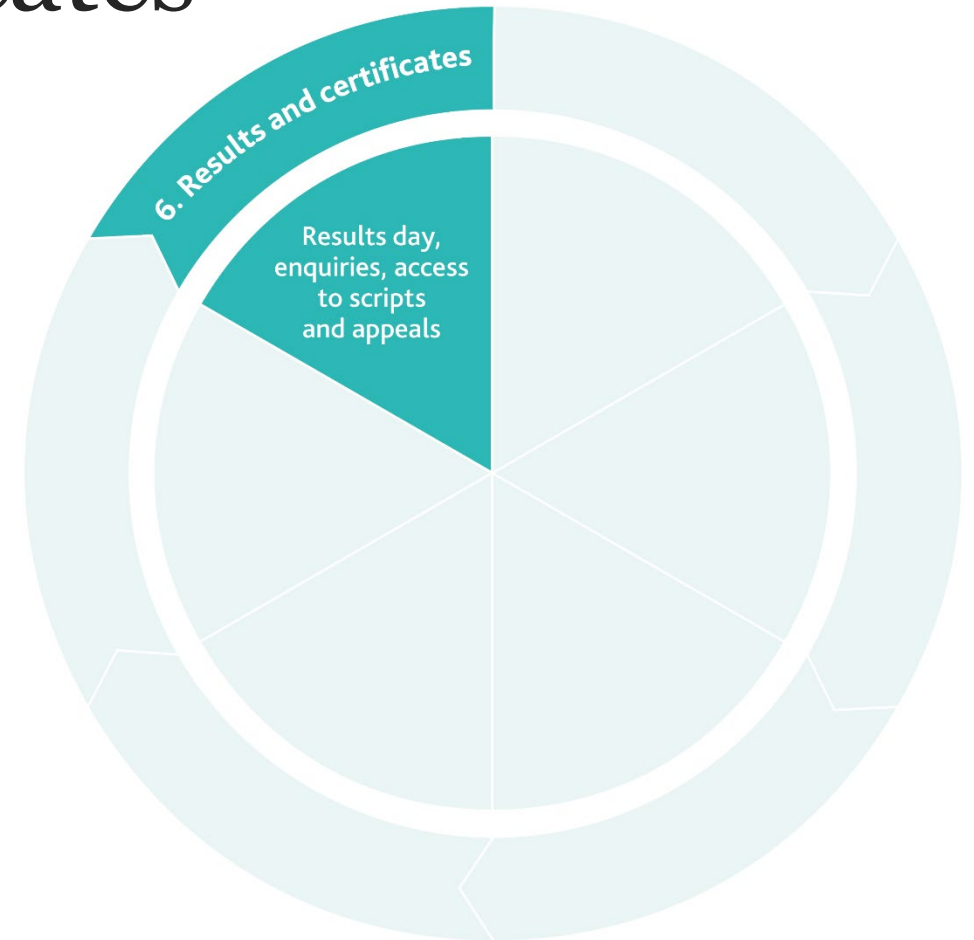


Phase 6: Results and Certificates



Cambridge Handbook – Section 6

- Submit enquiries about results
- Plan how to give student their certificates



How can you support your exams officer?

How can you support your exams officer?

Having seen what is involved in the role of the exams officer, think about the following:



Why is it important to have a well-trained and supported exams officer in your centre?



What impact does this role have on the success of your students?



What do you currently do to support your exams officer?



What more can you do to support the exam officer in your centre?

Support and Resources

Our Website



Cambridge Exams Officers' Guide

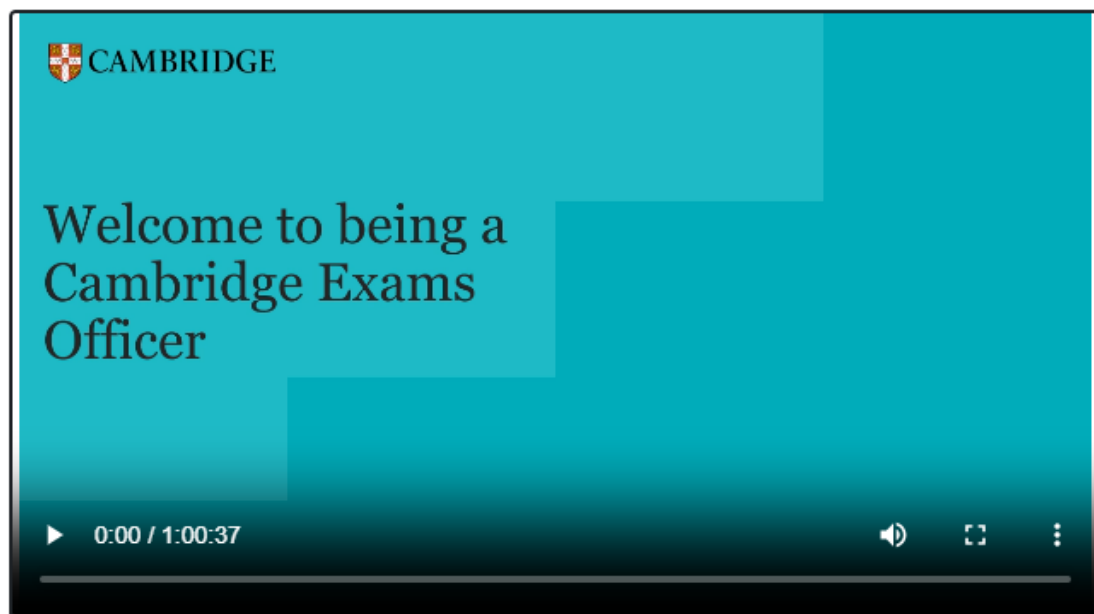


Support and training



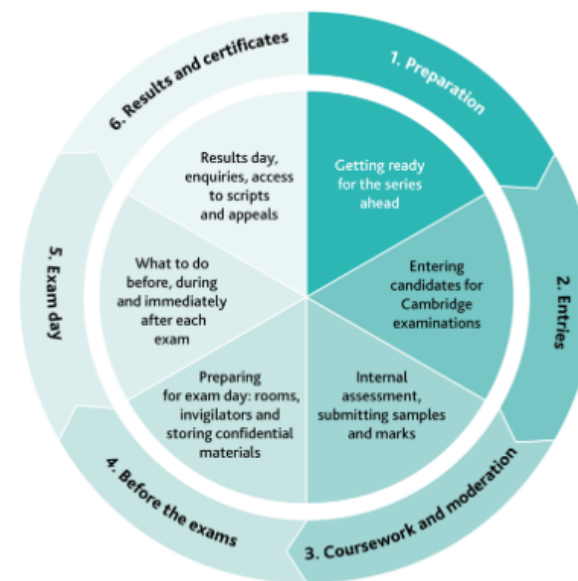
Exams officers eNewsletters

Exams Officer Training



Course structure

This course follows the phases of the Cambridge Exams Cycle and the structure of the Cambridge Handbook. It will start with Key TI understanding and a final quiz for you to pass the course.



[Let's begin >](#)

[Shortcut to Key Times mini quiz >](#)

[Shortcut to confidential materials mini quiz >](#)

[Shortcut to running exams mini quiz >](#)

[Shortcut to special consideration mini quiz >](#)

[Shortcut to malpractice mini quiz >](#)

[Shortcut to course consolidation quiz >](#)

[Take our short feedback survey >](#)



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Sunday – Friday



24 hours

Any questions?

Cambridge Schools Conference, July 2024
Effective communication: from competence to confidence

Your feedback

Please let us know your views on this session

Scan the QR code and share your feedback with us





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Thank you!

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Effective communication: from competence to confidence