

The Effective School Examinations Officer in Special Schools and PRUs

Getting ready for 2019/2020: Updates, Planning and Policies

Amongst invaluable networking opportunities you will also benefit from:

- **Reviewing 2018/2019: sharing strengths, opportunities, weaknesses and threats**
- **JCQ changes for 2019/2020: understanding the implications for Examinations Officers and SEND students**
- **Hints and tips for Examination Officers in Special Schools and PRUs**
- **Other qualifications and exam types**
- **Sharing best practice**
- **Planning for the 2019/2020 academic year**

24th September 2019

London

Novotel London West

19th November 2019

Manchester

Central venue

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This is such a useful course as Specials & PRUs face different challenges from mainstream.

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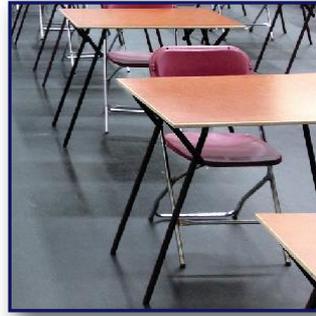
In the current climate of continuing change in external examinations and scrutiny of qualification systems, Examinations Officers in all schools play a pivotal role in ensuring that any changes are integrated smoothly and fully into their practice in school.

This interactive event will provide essential and practical guidance on the management and administration of school examinations in Special Schools and Pupil Referral Units (PRUs). It will also address any changes which may occur as the year progresses, as well as good practice in examination management. There will be ample opportunities to discuss issues with the experienced, lively trainer.

DRAFT AGENDA

9:30-10:00	Registration and refreshments
10:00-10:45	<p>Reviewing 2018/19 and planning for 2019/20</p> <ul style="list-style-type: none"> Identifying strengths, opportunities, weaknesses and threats Identifying things that will be ongoing and embedding practice
10:45-11:15	<p>Changes to the Examinations System: an overview</p> <ul style="list-style-type: none"> Update on the ICE booklet for 2019/20 Understanding the implications for Examinations Officers Planning and preparing for the changes
11:15-11:30	Mid-morning refreshments
11:30-12:45	<p>Changes to the terracotta booklet: what's new for 2019/20?</p> <ul style="list-style-type: none"> What's new in Access Arrangements? Ensuring the necessary evidence and documentation are in place Training and awareness-raising for all involved Hints and tips for Examinations Officers in Special Schools and PRUs
12:45-1:45	Lunch
1:45-2:30	<p>Sharing best practice in...</p> <ul style="list-style-type: none"> Contingency planning – ensuring compliance and effective outcomes for your centre Preparation for the JCQ inspections Exam policies
2:30-3:00	<p>Other qualifications and exam types</p> <ul style="list-style-type: none"> On screen tests – how to prepare Obtaining the necessary information and set up Successful implementation
3:00-3:30	<p>Planning for a smooth year ahead... as best as you can!</p> <ul style="list-style-type: none"> Watertight Invigilation – Recruiting, retaining and training your team Rooming and timetabling logistics
3:30-3:45	Open Forum: Your questions answered





“ *Very valuable and relevant* ”

Wendy Bell has extensive experience in the examinations environment through her role as Examinations Officer in several secondary schools. She was a Regional Support Manager at AQA for 8 years providing support to Examinations Officers across South and Central England. Her role at AQA included the coordination, planning and delivery of the national programme of training for newly appointed Examinations Officers. She was a regular presenter at QCDA events for Examinations Officers. Prior to joining AQA, she worked for a number of years as the Examinations Officer at John Bentley School and previously at George Ward School. Recently she has been providing support and training to new Examinations Officers in a secondary school in Bristol and in a special school. She has also worked at a secondary school in Reading providing maternity cover for the Examinations Officer.



The Effective School Examinations Officer in Special Schools and PRUs

This course is just £259.99 + VAT per person - we offer discounts for multiple bookings so please contact us for prices: **t:** 020 8243 8704 **e:** rta-training@forumbusinessmedia.co.uk **w:** www.rta-training.co.uk

Please book me a place on **The Effective School Examinations Officer Seminar 2019**

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Central Manchester, Venue TBC | 19.11.2019 | £259.99 + VAT = £311.99 Total PRODUCT REF: 952304/3890

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