



CAMBRIDGE

# Empowering exams officers: Senior leaders' role in a successful Cambridge Exams Cycle

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# Housekeeping

Health and safety

Fire safety

Washrooms



# Agenda

- Introductions
- What is the role of exams officer and Senior Leader?
- How can senior leaders support exams officers
- Training and support
- Q&A



# Introductions



**Amy Cook**  
Training Manager,  
Exams Officer



**Kate Moulds**  
Training Lead,  
Exam Officers



**Michelle Temple**  
Senior Compliance  
Manager

# Understanding our roles: Exams Officer training and Inspections



## **Exams officer training:**

Develop and deliver training, webinars, and resources for exams officers



## **Inspection team:**

Conduct security inspections and quality assurance activities globally



## **Together we:**

Make sure centres follow the exam regulations in the Cambridge Handbook.

# Understanding your roles: Exams officers and senior leaders



## **Exams officers:**

Responsible for administering Cambridge exams effectively and securely.



## **Senior leaders:**

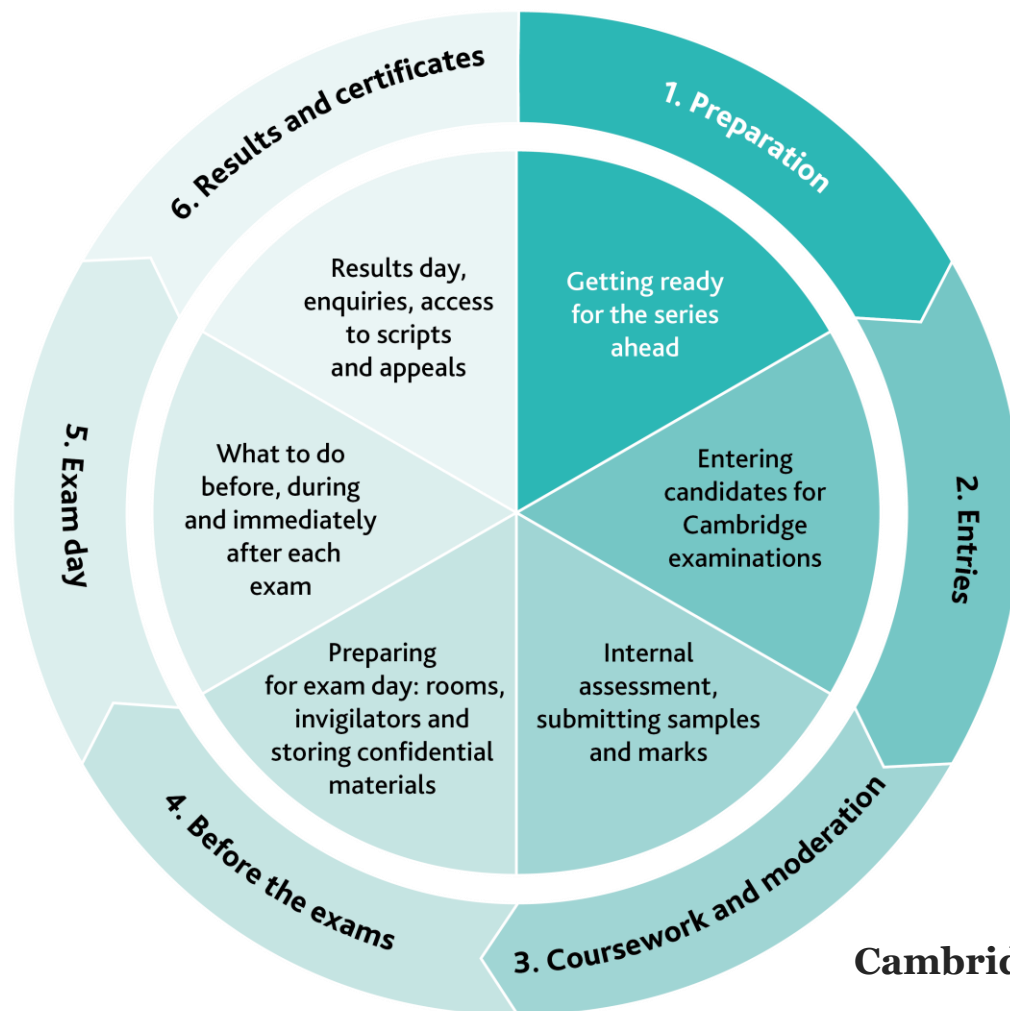
Work with and support exams officers to confidently and correctly run Cambridge exams



## **Together you:**

Make sure candidates all over the world have a fair consistent and positive exam experience.

# The Cambridge Exams Cycle



Task: What is the role of exams officer and senior leader?



# Task – Group discussion

- Look at the tasks on the next slide
- Discuss with colleagues on your table:
  - What should Senior Leaders be doing during each phase of the Cambridge Exam Cycle?
  - Who should you be working with during each phase of the Cambridge Exam Cycle?



# Exams officer tasks

## Phase 1: Preparation

Access Arrangements

Timetabling

Organise and book rooms

## Phase 2: Entries

Submit entries

Check entries

## Phase 3: Coursework and moderation

Submit samples

Submit marks and work

Coursework related special consideration

## Phase 4: Before the exams

Check pre-exam despatch

Check secure storage

Exam room set up

Train invigilators

## Phase 5: Exam day

Run exams

Prepare for inspections

Script return

Special consideration

## Phase 6: Results

Results release planning

Check results despatch

Submit enquiries about results

# Task: How can senior leaders support exams officers?

# How can senior leaders support exams officers?



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



What impact does the exams officer role have on the future success of your learners?

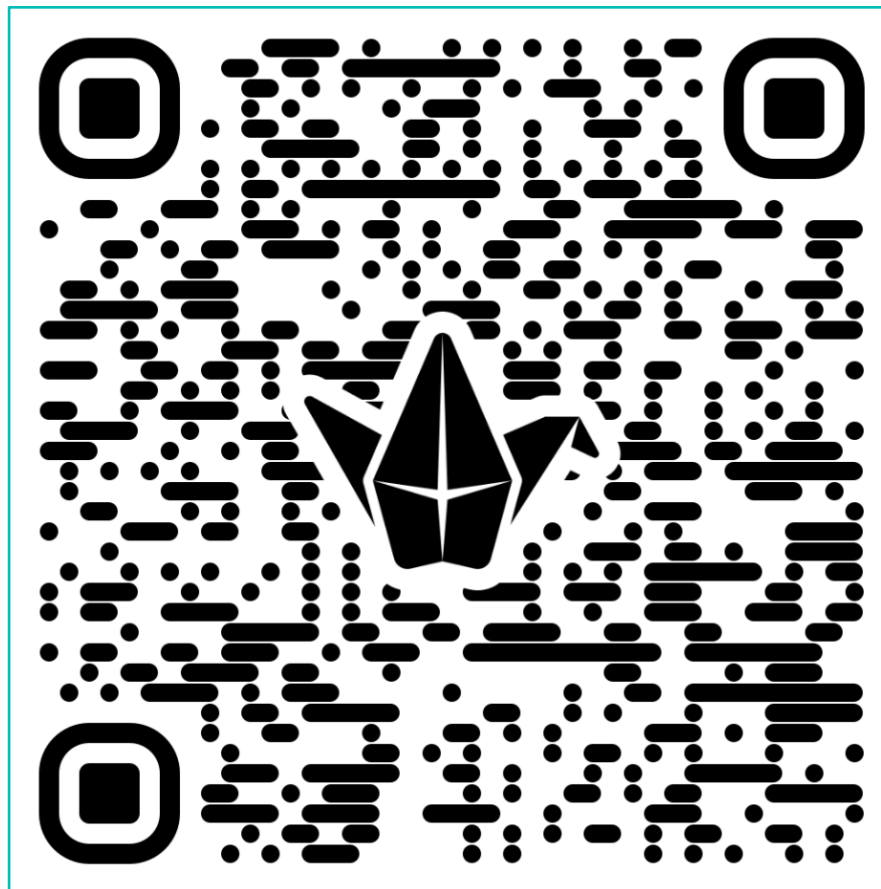



What do you currently do to support your exams officer?



What more can senior leaders do to support exams officers

# How can senior leaders support exams officers?



- Scan the QR code
- Discuss the questions with colleagues on your table.
- Use the  button to add your comments

# Support and resources

# Our website



## Cambridge Exams Officer Guide



# Our website

All information by phase

Links to documents and additional information

## Cambridge Exams Officers' Guide

- > Changes for the 2025 Cambridge Handbook
- > Phase 1 - Preparation
- > Phase 2 - Entries
- > Phase 3 - Coursework & Moderation
- > Phase 4 - Before the exams
- > Phase 5 - Exam day
- > Phase 6 - Results and certificates

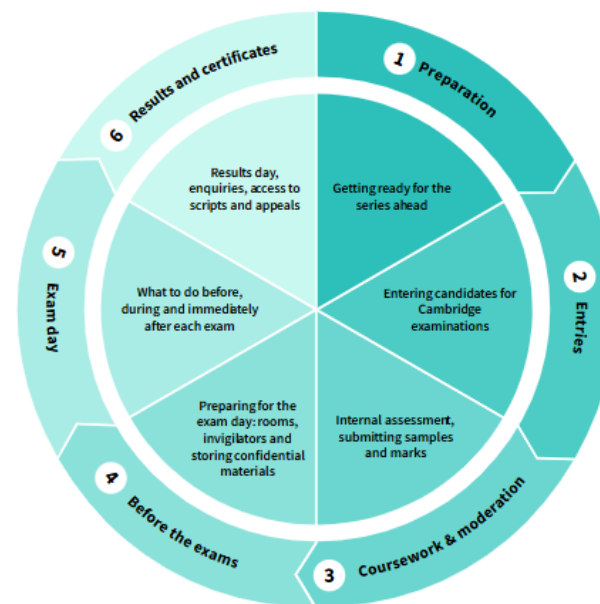
- > Administrative forms and guidance documents
- > Support and training
- > eNewsletter
- > My Cambridge
- > Cambridge Checkpoint changes
- > Portfolio of Evidence

[Home](#) > [Exam administration](#) > Cambridge Exams Officers' Guide

## Cambridge Exams Officers' Guide

The Cambridge Exams Officers' Guide is a step-by-step guide to delivering Cambridge exams in your centre. Different activities need to take place to successfully deliver an exam. We structure information about these activities around the Cambridge Exams Cycle (pictured below).

Click on a phase to learn more about the activities you may need to carry out.



If your school, or centre, is attached to another organisation such as a Cambridge Associate or the British Council, you do not have direct contact with us. Please contact your Cambridge Associate or the British Council with any queries or requests for information.



# Exams officer training



Exams officer webinars

- Regular exams officer webinars, 45 a year
- Register using the Professional Development Calendar.



# Exams officer training



Exams officer online training

- New online course for 2026
- Starts on January 12 2026
- Register now using the QR code.



# Compliance and the Inspections team



Help to answer questions, to ensure you understand our regulations.



We help you to support candidates with Access Arrangements and Special Consideration



Exam-day inspections are to provide support and help



Help safeguard your candidates

# Customer Support



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Sunday – Friday



24 hours



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# Any questions?

**Cambridge Schools Conference, December 2025**  
Future-ready: preparing learners to thrive

[cambridge.org/internationaleducation](https://cambridge.org/internationaleducation)

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# Thank you!

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Future-ready: preparing learners to thrive