



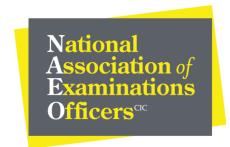
Juggling kittens against the clock!

My approach to managing my time/workload

Katherine McDiarmid

www.thenaeo.org

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













National Association of Examinations Officers^{ctc}

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



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



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!



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 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?

Officers CCC

National

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



Plan the Year

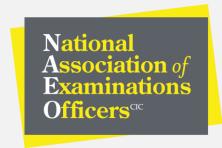
- Deadlines minus
- Access Arrangements
- Notify invigilators
- Summer Exam timetable
- Policies

National Association of Examinations Officers^{crc}

		NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
1	Suo 1	Wand I BTEC KEG	Fe.1.	Mon 1 New Year's Day	Thu 1	Eri 1	NOn 1 Saster Monday	Wed 1	5at 1 / Sun 2	Mon 1 FX	Tha 1
2 3 1	More 2	Tru 2	Sát 2 / Sun 3	Tuo 2	Fri 2	Set 2 / Sun 3	Tue 2	BTEL 17	Mon 3	Tue 2 FTL	Fn 2
1	Total	H-3	Mon 4	Wood 3 Kensh Alburt	Sat 3 / Sun 4	Man 4	Wed 3	Ma SCI INV	Tue 4	Wed 3 4/2	Set 3 / Sun 4
5	Wed 4	Sec 4 / Sup 3	Tue 5	Thu 4	Mon 5	Tue 5	Thu 4	Set 4 / Sun 5	Wed 5	Thu 4.55	Mon 5
d b	Thu 5	Mon 6	Wed 6	8n 5	Tue 6	New Evans Officer Names Chiefs Wood 6	Fri 5	Mon 6 Early Way Bank	Thu 6	Ens 55	Tue 6
	Fig. 6.	121	Thu 7	Sat 6 / Sun 7	Wed 7	Thu 7	Sat 6 / Sun 7	Holdsy Tue 7	Fn 7	Set 6 / Sun 7 55	Wed 7
	Su 7 / Sun 8	Wed 8	Fri B	Mon 8	Thu 8	Fri 8	Mon 8	Wed & BTECOM IT	Sat 8 / Sun 9	Mon 8	Fru 8
9 50-10	Mein 9	me.	Sat 9 / Sun 10	Tue 9 CHEM	Frie JA1 = A4	Sat 9 / Sun 10	Tue 9			Tue 9	En 9
- 11	Tue 10	FH 10	Mon 11	Wad 10 BLO	Sat 10 / Sun 11			MUS BIECam IT		Service II	Sat 10 / Sun 11
	San Santa Officer Street Lands	m /				Mon 11 New Years Office Transpositions	Wed 10	Fri 10	Tue 11	Wed 10	New York Control of the Control of t
12	Wed 11	Sat 11 / Sur. 12	Tue 12	Thu 11	Mon 12	Tue 12 Smits LaderLing Manager Serving Services	Thu 11	Set 11 / Sun 12	Wed 12	Thu 11	Mon 12
ed 13	100 12 North	Mon 13	Wed 13 Eng	Fri 12 am 17 4/13	Tue 13 \$5	Wed 13	Fri 12	Mon 13	Thu 13	Fri 12	Tue 13
14	Fn 13	Tue 14	Thu 14	Sat 13 / Sun 14	Wed 14	Thu 14	Sat 13 / Sun 14	Tue 14 K53	Fri 14	Sat.13 / Sun.14	Wed 141
15	Set 14 / Sun 15	Wed 15	Fri 15	Mon 15 an Bus 4/12	Thu 15	Fn 15	Mon 15 7 7	Wed 15	Sat 15 / Sun 16	Mon 15	Thu 150K
16 / Sun 17	Mon 16	Thu 16 Bpt	Sat 16 / Sun 17	Tue 16 pm TYr 12	Fri 16 S	Sat 16 / Sun 17	Tue 16	Thu 16	Mon 17 KS3	Tue 16	En 16
c 18	Tip 17	Fo 17	Mon 18	Wed 174M 1747 12	Sat 17 / Sun 18	Mon.18	Wed 17	-n 17	Tue 18	Wed 17	Sat 17 / Sun 18
19	BMATek /	Set 18 / Sun 19	Tue 19	Thu 18	'Mon 19	Tue 19	Thu 18	Sat 18 / Sun 19	Wed 19	Thu 18	Mon 19
of 20	Thu 19 Ox	Mon 20	Wed 20	Fri 19	Tue 20	Wed 20	Fri 19	Mon 20	Thu 20	Fri 19	Tue 20
21	60 20 0x	Tue 21	Thu 21	Sat 20 / Sun 21	Wed 21 ENTRIES	Thu 21 AA	Sat 20 / Sun 21	Tue 21	Fri 21	Set 20 / Sun 21	Wed 200
22	Sat 21 / Sun 22	Wed 22	Fri 22	Mon 22 Y R	Thu 22	Fri 22	Mon 22		Sat 22 / Sun 23	Man 22	Thu 220K
23 / Sun 24	Mon 23	Thu 23 BASED ATA	Sat 23 / Sun 24	Tue 23 PHY BLO	Fn 23	Sat 23 / Sun 24	Tue 23	Thu 23	Mon 24	Tue 23	Fri 23
25	Tue 24	Fn 24	Widn 25 Christmas Day	Wed 24	Sat 24 / Sun 25	Mon 25	Wed 24	Fri 24	Tue 25	Wed 24 COULT	Sat 24 / Sun 25
26	Wed 25	Set 25 / Sun 26	Tue 26 Boxing Day	Thu 25	Mon 26 / R 3	Tue 26	Thu 25	Sat 25 / Sun 26	Wed 26 Challet	Thu 25	Mon 26 Summar Bank
d 27	Thu 26	Mon 27	Wed 27	Fri 26	New Examp Officer Training (Bress)	Wed 27	Fri 26	Mon 27 Spring Bank	Thu 27	Fr 26	Holiday Tue 27
28	Fn 27 D	Tue 28	Thu 28	Sat 27 / Sun 28	Wed 28	Thu 28	Sat 27 / Sun 28	Holiday		Sat 27 / Sun 28	Wed 28
States Chine Terring Control	Sat 28 / Sun 29	Wed 29	Fri 29	Mon 29	Thu 29	Fri 29 Good Friday	Mon 29		Fri 28	Mon 29	
(30	Kron 30	Thu 30	Sat 30 / Sun 31	Fuctored Energ Officer Continues Exercised		Sat 30 / Sun 31	Tue 30		Sat 29 / Sun 30	A STATE OF THE PARTY OF THE PAR	Thu 29
	Tue 31			Former Every Office Conference Executed	TEO Education			Thu 30	National Association of Communications	Tue 30	Eri 30
ExamsTraining		sconningger	The next generation of reading tools	Wed 31 MOD PPRS	www.teoeducation.org	We help everyone to underst and be underst	texthelp texthelp	Fri 31	Officers*	Wed 31	Sat 31



MANAGE YOUR DAY





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

SUMMER EXAM TIME

National Association of Examinations Officers^{cic}

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!!!

National
Association of
Examinations
Officers^{cic}

TASK = RIGHT PERSON

CLEAR INSTRUCTIONS

LET GO!

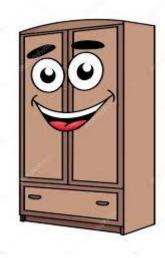
TASKS TO DELEGATE

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



HOME LIFE

National Association of Examinations Officers^{crc}







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!



