

Getting to know the Cambridge Exams Cycle

Exams officer training

Our 'Getting to know the Cambridge Exam Cycle' course is a self-study course for both new and experienced exams officers. You can access it through the Professional Development Learning Community. We are re-designing this course to make it easier to navigate and more accessible to all exams officers across the world. This will be going live in October 2017, after we have published the *Cambridge Handbook 2018*. If you are already enrolled on this course, you do not need to do anything. To find out more, please read our FAQs below.

Q: Why are you re-designing the course?

The course is currently using a pop-up software for you to access the information. Although this can look impressive, the pop-up function uses a lot of internet bandwidth which makes the course difficult for participants in more remote areas of the world to access and engage with smoothly. These pop-up packages are also unfriendly for mobile users and Apple users.

As well as this, the course does not currently recognise the user when they access the pop-up package, therefore your name is not printed on the certificate, which is something we know you want. Other feedback we have received is that you want the course to check your understanding better and provide better feedback if you get things wrong on the quizzes, we will be adding this content in.

Finally, there are no clear learning aims for the course, and it does not focus on processes and concepts which you need to understand and learn in detail. Instead it gives a very general overview and does not differentiate between a key date you need a remember and a regulation you must understand.

Therefore, we are going to re-design a course so that it is easier for you to access wherever you are in the world and whatever device you are using. We will also make the aims clearer and make sure you can access clear feedback and information on our most important regulations and processes.

Q: When will the new course be available to access?

The newly designed course will be available at in October 2017. We will send out more information in the September and October issues of the Cambridge Exams Officer eNewsletter. After that, there may be some further modules added when relevant. We will notify you when this happens.

Q: What are you changing to make the course better?

The changes we are making are:

- no more pop-ups files - to make the course more accessible to users on different devices and with different internet speeds
- smaller modules which focus on one regulation or process - to make each module more relevant to you as an exams officers and also make it easier to access what you need to know when you need to know it
- clearer learning aims for each module – so you can see what you are going to learn before you access the module and how long it will take you to complete
- quizzes with clear feedback – to make sure you are confident in understanding our key regulations and processes
- certificates with your name on it – so once you've completed the course, you can show your achievement
- forums – for you to ask technical questions about the course, but also ask any questions about the training you don't understand.



Q: I am currently enrolled on the course, will I need to do anything?

No, however, remember all the content will be new and completely up to date for the new academic year, so we recommend you explore and complete the re-designed course to check you haven't missed any important changes in our regulations.

Q: I have never enrolled on the course, will I need to do anything?

If you have never enrolled on our 'Getting to know the Cambridge Exam Cycle', we recommend you do so. You can do this by logging onto the Professional Development Learning Community, searching for the course name, and using the enrolment key Cf34R.

Q: Is this course now compulsory?

No, we do not run compulsory exams officer training. However, we strongly recommend that new exams officers, or exams officers in need of a refresher complete the training to make sure they fully understand our key regulations and processes.

Q: I am an exams officer in an Associate Centre, can I participate in the course?

Yes, the course is structured so that any different information for Cambridge Associates or Associate Centres will be highlighted.

Q: I am an exams officer in the UK, is the course relevant to me?

Yes, the course is structured so you will be able to identify yourself as a UK exams officer and access any UK specific information.

Q: Are you making any other changes to the Exam Administration area of the Professional Development Learning Community?

As part of the re-design the 'Guidance on: running exams' will be removed. However, our exams officer webinars course will still be live for our more interactive training which focuses on being a new exams officer, making entries and preparing for results release.