

WELCOME TO OUR 2026 AUTUMN TRAINING ACTIONS FOR AUTUMN



This training for new exams officers and senior leaders provides practical guidance on managing exams and assessments during the first half of the academic year, focusing on the key tasks that need to be completed during this period.

**Your QR code will be emailed to you a few days before the event.
Please have either a printed or digital copy available for scanning at the registration desk upon arrival.**

**If you leave the venue temporarily or depart early, please exit through the reception area and scan out.
If you return, please scan in again at reception.**

TIMINGS:

- Registration: From 8.15am | Welcome and introductions: 9.00am | Close: 4.00pm

GETTING TO THE EVENT:

- The training is taking place at: International Convention Centre (ICC), 8 Centenary Square, Birmingham B1 2EA
- By car: The ICC is easily accessible from the M6, M5 and M42. Parking is available nearby, including at Utilita Arena Birmingham (B1 2AA). Please note the ICC is within Birmingham's Clean Air Zone and charges may apply to non-compliant vehicles
- By train: Birmingham New Street is the closest station, with all city centre stations within walking distance. Trams also stop at Centenary Square, directly outside the ICC
- On foot: The ICC is a short walk from Birmingham New Street via Victoria Square and Centenary Square, passing the Library of Birmingham
- For full travel information and directions, please visit the ICC website <https://www.theicc.co.uk/find-us/>

EVENT WILL TAKE PLACE IN:

- Hall 11A & Hall 11B

FOOD ALLERGIES:

- Any food allergies as detailed on your booking form have been forwarded to the venue's catering staff. Please ask the catering staff about which options are suitable for you

INVOICE:

- Your invoice must be paid prior to the training event.

IF YOU CANNOT ATTEND DUE TO AN UNFORESEEN ISSUE:

- Please refer to the Terms & Conditions of your booking: www.theexamsoffice.org/legals
- Please contact us via email (training@theexamsoffice.com) or phone (0333 7000 755) to inform us of your non-attendance

Photos may be taken at the event for promotional purposes