

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: Aspire, 2 Infirmary Street, Leeds, LS1 2JP
- By car: Aspire is centrally located in Leeds and easily accessible from the M621, M1 and M62. Follow signs for Leeds City Centre and Leeds Train Station, then continue via Neville Street and Quebec Street to Croft Court. **Parking is not available onsite. Leeds Railway Station APCOA multi-story car park, Aire Street, LS1 4HT, is a short walk from the venue: <https://www.apcoa.co.uk/find-parking/locations/leeds/leeds-station>**
- By train: Aspire is just 0.4 miles from Leeds City Station, approximately a 10-minute walk. Exit the station towards City Square, continue to Infirmary Street, and Aspire is located on the left-hand side
- By bus: Numerous bus services stop on Infirmary Street, directly outside the venue entrance
- For detailed travel directions and additional transport information, please visit the Aspire Leeds website www.aspire-leeds.co.uk/contact/how-to-find-us

EVENT WILL TAKE PLACE IN:

- 'The Banking Hall'

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