

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: Wembley Stadium, Olympic Way, Wembley, London, HA9 0WS, <https://www.wembleystadium.com/plan-your-visit/getting-to-wembley>
- From Wembley Park Station: As you approach the Stadium along Olympic Way, remain at street level and walk under the pedestrian walkway. Straight in front of you is the Main Entrance
- From Wembley Stadium and Wembley Central Stations: From Wembley Central, turn right out of the station and walk down the High Road. Turn left at the triangle, towards Wembley Stadium Station
- Cross White Horse Bridge and turn left onto Wembley Park Boulevard. Follow the path in front of the London Designer Outlet. Once you reach Wembley Arena on your left, turn right and walk under the pedestrian walkway. The Wembley Main Entrance is at the top of this road
- By Car: Make your way to the stadium and follow signs for Pink Parking off South Way. Come out of the car park and turn left on the main road to walk towards the stadium
- Parking rates: 6 - 8 hours £11.50, 8 - 12 hours £15.50. Further information can be found at <https://wembleypark.com/get-here/parking-wembley-park/>

EVENT WILL TAKE PLACE IN:

- 'The Bobby Moore Suite' via the main entrance
- **Please bring with you a physical copy of a government issued photo I.D (Driver's Licence/Passport)**
All bags will be scanned via the x-ray machine on arrival

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