

Delegate Name

Centre Name

Centre No.

## Welcome to *The Exams Office's* Winter Conference 2019 - Bristol (1 February)

**To ensure that you get the most out of your day with us, below is some information which explains how the day is organised.**

On arrival, please ensure that you collect your delegate bag from our event staff.

### What are the timings for the day?

The day is structured as follows:

- 08:30: Registration opens
- 09:30: Conference welcome (Ballroom Suite)
- 09:40: Ofqual update (Ballroom Suite)
- 10:00: Workshop session 1 (See table below)
- 11:00: Break
- 11:30: Workshop session 2 (See table below)
- 12:30: Lunch
- 13:30: Workshop session 3 (See table below)
- 14:30: Break
- 14:45: JCQ update (Ballroom Suite)
- 15:15: Panel Q&As (Ballroom Suite)
- 15:45: Delegate prize draw (Ballroom Suite)
- 16:00: Close

	Ballroom Suite	William Jessop Suite	George White Suite
Workshop 1 (10:00)	<b>Pearson</b> <i>'Dealing with malpractice'</i>	<b>AQA</b> <i>'We're here and we're listening'</i>	<b>The Exams Office</b> <i>'Key tasks for new exams officers'</i>
Workshop 2 (11.30)	<b>The Exams Office</b> <i>'Invigilator training and assessment module – live demonstration'</i>	<b>AQA</b> <i>'We're here and we're listening'</i>	<b>OCR</b> <i>'Contingency and beyond – what ifs?'</i>
Workshop 3 (13.30)	<b>OCR</b> <i>'Contingency and beyond – what ifs?'</i>	<b>The Exams Office</b> <i>'Invigilator training and assessment module – live demonstration'</i>	<b>Pearson</b> <i>'Dealing with malpractice'</i>

### Please note:

- In addition to the welcome and introduction, all delegates should attend the Ofqual and JCQ presentations in the Ballroom
- Delegates must attend the workshop sessions they selected when they registered to attend the event. Please visit the registration desk if you are unsure of the workshop sessions onto which you are booked
- We have allocated time during break and lunch to allow you to network with colleagues and visit the exhibitor stands

### Location of rooms:

- The **Ballroom (1 and 2) Suite** is located on the **Lower Ground Floor**
- The **William Jessop Suite** is located on the **Ground Floor**
- The **George White Suite** is located on the **Upper Ground Floor**
- The **Meetings and Events Lounge** is located on the **Ground Floor**

### Lunch and refreshments:

Refreshments will be served prior to the start of the conference and during breaks in the **Meetings and Events Lounge** on the **Ground Floor**. Please do take the opportunity to visit our exhibitors' stands.

Lunch will be served in the **Ballroom 1 Suite** located on the **Lower Ground Floor**. We have allocated an hour for lunch so please feel free to have lunch at any time between 12.30 and 13.30. Again, please do take the opportunity to visit our exhibitors' stands.

### Dietary requirements:

Any dietary requirements 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.

### Exhibitors attending:

Representatives from the following organisations will be available in and around the **Ballroom 1 Suite** and the **Meetings and Events Lounge**:

- AQA - awarding body
- Claro Software - assistive technology
- NCFE - awarding body
- OCR - awarding body
- Parcelforce - 'yellow label' exam script dispatch service
- Pearson - awarding body
- Phoenix Safe Company - secure storage
- PrintingforEducation - printed exam materials
- Scanning Pens - exam reading software
- Spaceforme - exams furniture
- Wharton - digital exam clocks
- WJEC Eduqas - awarding body

Please take every opportunity to find out about our exhibitors' products and services. We are reliably informed that there will be lots of promotional goodies on offer at the stands.

### Feedback:

What did you think worked particularly well at the event?

Please share any comments regarding how the events could be improved:

**To be entered into the free prize draw, please place your completed form in the box at the front of the stage during afternoon break (14:30-14:45)**