

Delegate Name

Centre Name

Centre No.

## Welcome to *The Exams Office's* Winter Conference 2019 - London (11 January)

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 (Grand Hall)
- 09:40 Ofqual update (Grand Hall)
- 10:00 Workshop session 1 (Please see table below)
- 11:00 Break
- 11:30 Workshop session 2 (Please see table below)
- 12:30 Lunch
- 13:30 Workshop session 3 (Please see table below)
- 14:30 Break
- 14:45 JCQ update (Grand Hall)
- 15:15 Panel Q&As (Grand Hall)
- 15:45 Delegate prize draw (Grand Hall)
- 16:00 Close

	Grand Hall	Edinburgh	Devon	Empire
Workshop 1 (10:00)	<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>The Exams Office</b> <i>'Key tasks for new exams officers'</i>	<b>Cambridge International Assessment Education</b> <i>'Administering our examinations'</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>Pearson</b> <i>'Dealing with malpractice'</i>	<b>Cambridge International Assessment Education</b> <i>'Administering our examinations'</i>
Workshop 3 (13.30)	<b>Pearson</b> <i>'Dealing with malpractice'</i>	<b>AQA</b> <i>'We're here and we're listening'</i>	<b>OCR</b> <i>'Contingency and beyond – what ifs?'</i>	<b>The Exams Office</b> <i>'Key tasks for new exams officers'</i>

### Please note:

- In addition to the welcome and introduction, all delegates should attend the Ofqual and JCQ presentations in the Grand Hall
- 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 **Grand Hall** and the **Empire Suite** are located on the **Upper Ground Floor**
- The **Edinburgh Suite** is located on the **First Floor** and is best accessed by taking the stairs opposite the Grand Hall
- The **Devon Suite** is located on the **Fourth Floor** and is best accessed by either taking the stairs beside the entrance to the Grand Hall or by taking the adjacent lift

### Lunch and refreshments:

Refreshments will be served prior to the start of the conference and during breaks in the **Balmoral Suite**, beside the **Grand Hall**. Please do take the opportunity to visit our exhibitors' stands.

Lunch will also be served in the **Balmoral Suite** beside the **Grand Hall**. 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 Grand Hall and the Balmoral Suite:

- AQA - awarding body
- Cambridge Assessment International Education - 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
- SIPS Education - MIS support services
- SISRA - MIS provider
- Spaceforme - exams furniture
- Texthelp - assistive learning solutions
- 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)**