

Delegate Name

Centre Name

Centre No.

Welcome to *The Exams Office's* Winter Conference 2019 - Manchester (25 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 (Rooms 8 - 11)
- 09:40: Ofqual update (Rooms 8 - 11)
- 10:00: Workshop session 1 (See table below)
- 11:00: Break
- 11:30: Workshop session 2 (See table below)
- 12:30: Lunch
- 13:30: JCQ update (Rooms 8 - 11)
- 14:15: Break
- 14:30: Workshop session 3 (See table below)
- 15:30: Panel Q&As (Rooms 8 - 11)
- 15:50: Delegate prize draw (Rooms 8 - 11)
- 16:00: Close

	Rooms 8 - 11	Rooms 20 & 21	Rooms 16 & 17	Room 18
Workshop 1 (10:00)	OCR <i>'Contingency and beyond - what ifs?'</i>	The Exams Office <i>'Invigilator training and assessment module - live demonstration'</i>	The Exams Office <i>'Key tasks for new exams officers'</i>	Cambridge International Assessment Education <i>'Administering our examinations'</i>
Workshop 2 (11.30)	The Exams Office <i>'Invigilator training and assessment module - live demonstration'</i>	AQA <i>'We're here and we're listening'</i>	Pearson <i>'Dealing with malpractice'</i>	Cambridge International Assessment Education <i>'Administering our examinations'</i>
Workshop 3 (13.30)	Pearson <i>'Dealing with malpractice'</i>	AQA <i>'We're here and we're listening'</i>	OCR <i>'Contingency and beyond - what ifs?'</i>	The Exams Office <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 Rooms 8 - 11
- 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 main event space in **Rooms 8 – 11** is located on the **Second Floor**, as is the **Hallé Lounge Bar**
- **All other rooms** are located on the **Fourth Floor** and are accessed by taking the lift on the fourth floor landing

Lunch and refreshments:

Refreshments will be served prior to the start of the conference and during breaks in the **Hallé Lounge Bar**. Please do take the opportunity to visit our exhibitors' stands in this area and the main event space, **Rooms 8 – 11**.

Lunch will also be served in the **Hallé Lounge Bar** located on the **Second 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 main event space in **Rooms 8 – 11** and in the **Hallé Lounge Bar**:

- AQA - awarding body
- Cambridge International Assessment 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
- 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 (14:15-14:30)