

Membership benefits:

- Free place at a Winter Conference (non-member rate - £175)
- Free access to a wide range of support resources and online tools
- Receipt of *The Exams Office's* annual dispatch – Exams Officer 2019/2020 Handbook and 2019/2020 Exams Calendar (non-member cost - £95)
- Access to over 150 online support resources – including templates, guides and checklists
- Invigilator training resources, including invigilator training videos
- Free face-to-face invigilator training for 3 members of staff (non-member delegate rate - £30)
- Exams Timetable Tool – an inter-board exams timetable tool exclusively produced by *The Exams Office*
- Key Dates Calendar Tool – an inter-board and JCQ key dates tool exclusively produced by *The Exams Office*

- Discounted face-to-face training for new and experienced exams officers and SLT/Line Managers (£195 for members, £245 for non-members)
- Discounted exams-related equipment (secure storage, digital clocks, desks etc.)

Online tools

(available during the 2019/2020 academic year)

- Invigilator Training and Assessment Module (for up to 70 invigilators) – new and experienced, including access arrangements facilitators and on-screen tests
- New Exams Officer Induction Module
- SLT/Line Manager Training and Assessment Module
- Exam Year Review Module
- Exam Policy Generator – allowing up-to-date, self-assessed exam policies to be produced quickly and accurately and stored online for future years

Free place
to a Winter Conference
(non-member delegate rate - £175)

Discounted
12-month centre membership
- £175*

Free access
to a wide range of support resources and online tools

National Conferences

2020 Winter Conferences (Preparing for the summer exams series)

- **Bristol** - Thursday 9 January
- **Manchester** - Friday 17 January
- **Leeds** - Friday 24 January
- **Coventry** - Friday 31 January
- **London** - Tuesday 4 February
- **London** - Wednesday 5 February

2020 Summer Conferences (Preparing for the new academic year)

- **Leeds** - Thursday 2 July
- **London** - Thursday 9 July

✉ contact@theexamsoffice.com

☎ 0333 7000 755



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The Exams Office

www.theexamsoffice.com

*Pearson and OCR centres eligible for a discounted 12-month membership for just £175 (non-discounted - £295)

In partnership with:

The ExamsOffice
Supporting Exams Officers

ExamsTraining

www.ExamsTraining.org

2019/20
Training Event
Schedule

Exams Training for New and Experienced
Exams Officers, Senior Leaders and Invigilators

All full-day events held
at high quality venues
with lunch/refreshments
included

Experienced Exams Officers

Understanding JCQ,
Ofqual and DfE exam
changes and preparing for
the 2019/20 academic year

Wed 2 October
Birmingham

Thu 3 October
Bristol

Thu 10 October
London

Tue 15 October
Manchester

Wed 16 October
Leeds

Tue 3 December
London

New Exams Officers

Actions for Autumn
– Successful exam
preparation for the
2019/20 academic year

Fri 4 October Bristol

Tue 8 October Birmingham

Wed 9 October London

Mon 14 October Manchester

Fri 18 October Leeds

in association with
OCR
Oxford Cambridge and RSA

Spring onto Summer
– Getting ready for the
summer 2020 exam series

Mon 2 March Birmingham

Tue 3 March Bristol

Tue 10 March Manchester

Wed 11 March Leeds

Tue 17 March London

SLT/Line Managers

Autumn – Managing
exams in your centre
during the 2019/20
academic year

Autumn

Fri 11 October
London

Mon 4 November
Leeds

Spring – Getting ready
for the summer 2020
exams series – Ensuring
that your centre is JCQ
compliant

Spring

Thu 12 March
Leeds

Wed 18 March
London

Invigilators

Members of *The Exams Office*
can send three members
of staff to one of these
training events free of charge
(booking window opens late
2019/early 2020)

Wed 4 March
Bristol

Mon 9 March
Manchester

Fri 13 March
Leeds

Thu 19 March
London

Tue 24 March
Coventry

Additional
discounts for
multiple
bookings*

£195
Delegate rate
per event*

Content devised and delivered by
ex-DfE exams experts, awarding body
personnel and ex-JCQ inspectors

At least two presenters
at each event with high
quality delegate resources

For more details visit:
www.examstraining.org

Members of *The Exams Office*, OCR and Pearson centres acquire a discounted
delegate training rate of just £195 per event (non-discounted - £245)

*Multiple booking discount applies to two or more bookings made for the same event