

Delegate Name

Centre Name

Centre No.

Welcome to *The Exams Office's* Winter Conference 2020 - Manchester (17 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.

Timings for the day:

The day is structured as follows:

08:30: Registration opens	(Manchester Suite)
09:30: Conference welcome and introduction	(Manchester Suite)
10:00: Workshop session 1	(Please see table below)
11:00: Break	(Manchester Suite)
11:30: Workshop session 2	(Please see table below)
12:30: Lunch	(Manchester Suite)
13:30: Workshop session 3	(Please see table below)
14:30: Break	(Manchester Suite)
14:45: Ofqual update	(Manchester Suite)
15:30: Delegate prize draw	(Manchester Suite)
15:45: Close	

	Manchester Suite	Salford Suite 1	Salford Suite 2
Workshop 1 (10:00)	AQA <i>Malpractice, centre inspection and you</i>	Pearson <i>A guide to special requirements</i>	OCR <i>Back to the future: Reviewing the summer 2019 series to help prepare for summer 2020</i>
Workshop 2 (11.30)	JCQ <i>JCQ Update</i>	Pearson <i>A guide to special requirements</i>	The Exams Office <i>Exam policies and using the Exam Policy Generator</i>
Workshop 3 (13.30)	The Exams Office <i>Exam policies and using the Exam Policy Generator</i>	AQA <i>Malpractice, centre inspection and you</i>	JCQ <i>JCQ Update</i>

Please note:

- In addition to the welcome and introduction, all delegates should attend the Ofqual presentation in the Manchester Suite
- 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

Car parking:

- All delegates travelling by car should park on **car park N2** located adjacent to the **Sir Alex Ferguson Stand**. Maps and directions can be found on the Manchester United website here: <https://www.manutd.com/en/visit-old-trafford/getting-here>

Location of event spaces:

- The **Manchester Suite** is located in the **Sir Alex Ferguson Stand**
- **Salford Suite 1** and **Salford Suite 2** are also located in the **Sir Alex Ferguson Stand**

Lunch and refreshments:

- Refreshments will be served prior to the start of the conference and during breaks in the **Manchester Suite**. Please do take the opportunity to visit our exhibitors' stands
- Lunch will also be served in the **Manchester Suite**. 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

Representatives from the following organisations will be available in the **Manchester 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 - assistive technology
- Spaceforme - exams furniture
- Texthelp - assistive technology
- Wharton - digital exam clocks
- WJEC Eduqas - awarding body

Please take every opportunity to find out about our exhibitors' products and services. We have been reliably informed that there will be lots of promotional materials available 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)