

Delegate Name

Centre Name

Centre No.

WELCOME TO OUR 2023 NATIONAL EXAMS OFFICER CONFERENCE

**ASHTON GATE STADIUM,
BRISTOL**

WEDNESDAY 18 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

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|-------|---|
| 08.30 | Registration desk opens |
| 09.15 | Introduction – including updates from The Exams Office and National Association of Examinations Officers (NAEO) |
| 09.35 | JCQ update |
| 10.15 | Workshop session 1 |
| 11.15 | Break |
| 11.45 | Workshop session 2 |
| 12.45 | Lunch |
| 1.45 | Workshop session 3 |
| 2.45 | Break |
| 3.00 | Ofqual update |
| 3.40 | Prize draw |
| 4.00 | Final comments and Close |

| | LANSDOWN SUITE 1 | LANSDOWN SUITE 2 | HEINEKEN LOUNGE |
|------------------------------|---|--|---|
| Workshop 1 (10.15) | AQA A guide to the updated malpractice regulations | Pearson BTECs – Supporting you | OCR Top tips for summer 2023: General Qualifications, Cambridge Nationals and Cambridge Technicals (Covering topics ranging from entries to results, to help exams officers plan and prepare for a successful summer exam series) |
| Workshop 2 (11.45) | OCR Top tips for summer 2023: General Qualifications, Cambridge Nationals and Cambridge Technicals (Covering topics ranging from entries to results, to help exams officers plan and prepare for a successful summer exam series) | Pearson BTECs – Supporting you | The Exams Office Existing invigilators update meeting – Areas to cover |
| Workshop 3 (1.45) | The Exams Office Existing invigilators update meeting – Areas to cover | AQA A guide to the updated malpractice regulations | |

Please note:

- In addition to the welcome and introduction, all delegates should attend the Ofqual presentation in the England Suite
- Delegates must attend the workshop sessions they selected when they registered to attend the event
- 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

GETTING TO THE EVENT:

- The conference is taking place at: Bristol City Football Club, Ashton Gate Stadium, Ashton Rd, Bristol BS3 2EJ, If you are travelling by car, leave the M5 at Junction 18 and travel along the Portway (A4) following signs for the Bristol Airport/Taunton (A38). Go over the swing bridge (Brunel Way), branch left into Winterstoke Road, and the ground is on your left
- Please note that if you are driving to the venue, Bristol has a 'clean air zone'. You must pay to drive within the zone if your vehicle does not meet the zone's emission standards, unless you have an exemption. Please visit this website for more information - <https://www.bristol.gov.uk/residents/streets-travel/bristols-caz/view-a-map>
- Car parking (complimentary) is available in the Winterstoke Road car park (BS3 2LQ) on a first come first serve basis. Delegates are required to input their car registration into the iPad, which will be brought to the room where our event is taking place, to ensure to receive complimentary parking. This can be done at any point during the day but must be completed before you exit the car park.
- The nearest train station is Parson Street Station which is a ten minute walk from Ashton Gate Stadium. Ashton Gate is two miles away from Bristol Temple Meads Station
- Please enter via VIP 2 entrance in the Lansdown Stand

LOCATION OF EVENT SPACES:

- The **Landsdown** and **Heineken** Suites are located on the second floor

LUNCH AND REFRESHMENTS:

- Refreshments will be served prior to the start of the conference and during breaks in the **Landsdown** Suite
- Please do take the opportunity to visit our exhibitors' stands
- Lunch will also be served in the **Landsdown** Suite. We have allocated an hour for lunch between 12.45 and 1.45

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:

- The Exams Office/Exams Training
- National Association of Examinations Officers (NAEO)
- Printing for Education - Exam banners

The following organisations will be exhibiting:

Awarding organisations

- **AQA**
- **OCR**
- **Pearson**
- **WJEC Eduqas**
- **London Institute of Banking and Finance (LIBF)**

Support resources/organisations

- **Scanning Pens**
- **Texthelp**
- **Wharton Clocks**
- **Phoenix Safes**
- **Spaceforme**
- **Parcelforce**
- **Morrish Solicitors**

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 (2.45 to 3.00)