

Delegate Name

Centre Name

Centre No.

WELCOME TO OUR 2023 NATIONAL EXAMS OFFICER CONFERENCE

**HILTON LEEDS CITY,
LEEDS**

THURSDAY 26 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

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

	BRIGANTE SUITE	NEVILLE SUITE	MAGNUM SUITE
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: Leeds Hilton City, Neville Street, Leeds, LS1 4BX
- Car parking is available at the hotel. Please note that there is a charge for car parking
- The nearest train station is Leeds
- Please enter via the main hotel entrance and make your way to the third floor via the escalators or lift situated on the ground floor entrance

LOCATION OF EVENT SPACES:

- The **Brigante Suite** is located on the third floor
- The **Neville** and **Magnum Suites** are located on the fourth floor

LUNCH AND REFRESHMENTS:

- Refreshments will be served prior to the start of the conference and during breaks in the area outside the **Brigante Suite**
- Please do take the opportunity to visit our exhibitors' stands
- Breaks and lunch will be served in the **Brigante** and **Neville Suites**. 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)