

Delegate Name

Centre Name

Centre No.

WELCOME TO OUR 2023 NATIONAL EXAMS OFFICER CONFERENCE

**THE KIA OVAL,
LONDON**
THURSDAY 9 FEBRUARY

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 |

| | ENGLAND SUITE | ASHES SUITE | INDIA ROOM |
|------------------------------|---|--|---|
| 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 | NCFE Delivering to your needs (Manchester & London only) | 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: The Kia Oval Cricket Ground, Kennington Oval, London, SE11 5SS
- Car parking is available at the Alec Stewart Gate, upon request by emailing conference@theexamsoffice.com
- The nearest train station is Vauxhall
- Please enter via the Alec Stewart Gate on Harleyford Road

LOCATION OF EVENT SPACES:

- The **England Suite** and **India Room** are located on the second floor
- The **Ashes Suite** is located on the first floor

LUNCH AND REFRESHMENTS:

- Refreshments will be served prior to the start of the conference and during breaks in the **England** and **Ashes Suites**
- Please do take the opportunity to visit our exhibitors' stands
- Lunch will also be served in the **England** and **Ashes 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)**
- **NCFE**
- **Cambridge Assessment International Education**

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)