

Delegate Name

Centre Name

Centre No.

## WELCOME TO OUR 2023 NATIONAL EXAMS OFFICER CONFERENCE

**OLD TRAFFORD FOOTBALL  
GROUND, MANCHESTER**  
THURSDAY 12 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

	Manchester Suite	Salford Bar & Kitchen	Salford Bar & Grill
<b>Workshop 1</b> (10.15)	<b>AQA</b> A guide to the updated malpractice regulations	<b>Pearson</b> BTECs – Supporting you	<b>OCR</b> 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)
<b>Workshop 2</b> (11.45)	<b>OCR</b> 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)	<b>Morrish Solicitors</b> Holiday pay after <i>Harper Trust v Brazel</i>	<b>Pearson</b> BTECs – Supporting you
<b>Workshop 3</b> (1.45)	<b>The Exams Office</b> Existing invigilators update meeting – Areas to cover	<b>NCFE</b> Delivering to your needs (Manchester & London only)	<b>AQA</b> 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: Manchester United Football Club, Sir Matt Busby Way, Old Trafford, Stretford, Manchester M16 0RA
- Car parking is available in E2 car park
- The nearest train station is Manchester Piccadilly, which is approximately 30 minutes away. From here take the blue Metro line to Old Trafford, which is 15 minute walk to Manchester United Football Club
- Please enter via the Sir Alex Ferguson Stand

## LOCATION OF EVENT SPACES:

- The **Manchester Suite** is located on the second floor
- The **Salford Bar & Kitchen** and the **Salford Bar & Grill** 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 adjacent to the **Manchester Suite**
- Please do take the opportunity to visit our exhibitors' stands
- Lunch will be served in the **Manchester 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)**
- **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)**