

Delegate Name

Centre Name

Centre No.

ASHTON GATE STADIUM, ASHTON RD, BRISTOL BS3 2EJ
WEDNESDAY 21 JANUARY 2026

WELCOME TO OUR 2026 NATIONAL EXAMS OFFICER CONFERENCE

To ensure that you get the most out of your day with us, below is the agenda and key information.

TIMINGS FOR THE DAY

TIME	SESSION
8.00 onwards	Registration and refreshments (Lansdown Suite, Second Floor)
9.00	Welcome & introductions (Lansdown Suite, Second Floor)
9.15	TEO/NAEO update – including the annual Exams Officer Survey outcomes and a guide to using The Exams Office Hub (Lansdown Suite, Second Floor)
9.45	Workshop 1
10.30	Break (Lansdown Suite, Second Floor)
11.00	Workshop 2
11.50	Workshop 3
12.35	Lunch (Lansdown Suite, Second Floor)
1.30	Workshop 4
2.15	Break (Lansdown Suite, Second Floor)
2.30	Keynote speech - Ofqual (Lansdown Suite, Second Floor)
3.00	Panel discussion: the panel will be answering questions submitted by delegates at the time of booking (Lansdown Suite, Second Floor)
3.30	Prize draw (Lansdown Suite, Second Floor)
3.45	Close (Lansdown Suite, Second Floor)

LANDSDOWN SUITE (Second Floor)

PRAVHA LOUNGE (Second Floor)

Workshop 1 9.45 – 10.30	JCQ (including the JCQ Centre Inspection Service) JCQ from ICE and General Regulation changes to Inspection: Understanding JCQ Updates & Centre Compliance for 2025–2026	The Exams Office The role and responsibilities of an exams officer in the creation, updating and reviewing of JCQ required exam-related policies (If delegates wish to engage in the live session a SMART phone is required to submit replies)
Workshop 2 11.00 – 11.45	The Exams Office The role and responsibilities of an exams officer in the creation, updating and reviewing of JCQ required exam-related policies (If delegates wish to engage in the live session a SMART phone is required to submit replies)	NCFE Uploading Learner Evidence with Confidence
Workshop 3 11.50 – 12.35	AQA Tackling the tough stuff: Managing complex queries with confidence	Pearson Summer Success: Preparing for a Smooth Summer and Beyond
Workshop 4 1.30 – 2.15	National Association of Examinations Officers (NAEO) Reconsidering the Job Title: Exams Officer vs Exams Manager (If delegates wish to engage in the live session a SMART phone is required to submit replies)	Cambridge OCR Supporting NEA success for Cambridge OCR qualifications: A practical guide for exams officers

Please bring this delegate letter with you to the conference to enter the prize draw.

GETTING TO THE EVENT:

- The conference is taking place at: **Bristol City Football Club, Ashton Gate Stadium, Ashton Rd, Bristol BS3 2EJ**
- <https://www.ashtongatestadium.co.uk/visitors/getting-here/>
- **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 will be issued with a QR code at the event. The QR code must be used before exiting the car park or charges will apply
- **By Bus:** an extensive bus network serves the stadium, refer to [TravelWest Journey Planner](#) for up to date information
- **By Rail:** the nearest train station is Parson Street Station which is a 15-20 minute walk from Ashton Gate Stadium. Ashton Gate is two miles away from Bristol Temple Meads Station

LOCATION OF EVENT SPACES:

- Please enter via VIP 2 entrance in the Lansdown Stand. The Lansdown Suite and Pravha Lounge are located on the second floor

REGISTRATION, LUNCH AND REFRESHMENTS:

- **Registration** – on arrival head to the Lansdown Suite (second floor) and register at The Exams Office desk
- **Refreshments** – all refreshments prior to the start of the conference, at break and lunch will be served in the Lansdown Suite. Please do take the opportunity to visit our exhibitors stands during these times

DRESS CODE:

- Smart Casual

DIETARY REQUESTS:

- Any dietary requirements detailed on your booking form have been forwarded to the venue
- Further information regarding dietary requests will be provided at the conference

EXHIBITORS:

Our Exhibitors are looking forward to meeting you at the Lansdown Suite:

- | | |
|---|---|
| • The Exams Office | • Pearson |
| • Exams Training | • Everway |
| • The National Association of Examinations Officers (NAEO) | • Parcelforce Worldwide (yellow label service) |
| • AQA | • Scanning Pens |
| • Cambridge OCR | • Spaceforme |
| • Eduqas/WJEC | • Wharton Electronics |
| • NCFE | • ...and more |

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 (2.15pm to 2.30pm)