

Delegate Name

Centre Name

Centre No.

**Don't forget to bring your ID!**

**WEMBLEY STADIUM, WEMBLEY PARK, WEMBLEY, LONDON, HA9 0WS**  
THURSDAY 29 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.

The event will be livestreamed and the Virtual Conference recording will also be available after the conference. A photographer will also be present on the day taking photos of the event.

Enter Wembley Stadium via the Main Entrance at street level.

### TIMINGS FOR THE DAY

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

BOBBY MOORE (Level 1)		WEMBLEY SUITE (Level 2)
<b>Workshop 1</b> 9.45 – 10.30	<b>JCQ (including the JCQ Centre Inspection Service)</b> JCQ from ICE and General Regulation changes to Inspection: Understanding JCQ Updates & Centre Compliance for 2025–2026	<b>AQA</b> Tackling the tough stuff: Managing complex queries with confidence
<b>Workshop 2</b> 11.00 – 11.45	<b>The Exams Office</b> 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)	<b>Cambridge OCR</b> Supporting NEA success for Cambridge OCR qualifications: A practical guide for exams officers
<b>Workshop 3</b> 11.50 – 12.35	<b>AQA</b> Tackling the tough stuff: Managing complex queries with confidence	<b>NCFE</b> Uploading Learner Evidence with Confidence
<b>Workshop 4</b> 1.30 – 2.15	<b>National Association of Examinations Officers (NAEO)</b> 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)	<b>Pearson</b> Summer Success: Preparing for a Smooth Summer and Beyond

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: **Wembley Stadium, Olympic Way, Wembley, London, HA9 0WS**
- <https://www.wembleystadium.com/plan-your-visit/getting-to-wembley>
- **By Tube:** From Wembley Park Station: As you approach the stadium along Olympic Way, remain at street level and walk under the pedestrian walkway. Straight in front of you is the Main Entrance
- **By Rail:** From Wembley Central, turn right out of the station. Turn left at the triangle, towards Wembley Stadium Station. Cross White Horse Bridge and turn left onto Wembley Park Boulevard. Follow the path in front of the London Designer Outlet, Wembley Arena is now on your left, turn right and walk under the pedestrian walkway. The Wembley Stadium Main Entrance is at the top of this road
- **By Car:** Pink Parking off South Way is the recommended car park. Blue Badge Holders should use Blue Parking, this car park leads directly to the stadium concourse For maps and parking charges see: <https://wembleypark.com/get-here/parking-wembley-park/>

## IDENTIFICATION:

- Delegates **MUST** bring a physical copy of a **government issued photo I.D (Driver's Licence or Passport)**. **Digital copies cannot be accepted**. This proof of identity is a mandatory requirement for access to Wembley Stadium
- All bags will be scanned via the x-ray machine on arrival

Please do make a note in your The Exams Office Diary, Calendar and Wall Planner to remind you to bring this ID

## LOCATION OF EVENT SPACES:

- **Registration:** Wembley Stadium Main Entrance (Ground Floor, street level)
- **Refreshments:** Breakfast, breaks and lunch in Three Lions (Level 2)
- **Exhibitor Zone:** Green Concourse (Level 2)
- **Conference (main conference):** Bobby Moore (Level 1)
- **Conference (breakout):** Wembley Suite (Level 2)

## REGISTRATION, LUNCH AND REFRESHMENTS:

- **Registration:** After security clearance, make your way up the escalator to Level 2 to the Green Concourse and Three Lions
- **Refreshments:** Breakfast, breaks and lunch in Three Lions (Level 2)
- **Exhibitor Zone:** Visit our Exhibitor Zone - on arrival, during breaks and over lunch - Green Concourse (Level 2)

## DRESS CODE:

- Smart Casual

## DIETARY REQUESTS:

- Any dietary requirements detailed on your booking form have been forwarded to the venue. Further instructions will be provided to you at the conference

## EXHIBITORS:

Our Exhibitors are looking forward to meeting you on Green Concourse, Level 2:

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

## 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)**