

Delegate Name

Centre Name

Centre No.

**EMIRATES OLD TRAFFORD, LANCASHIRE CRICKET CLUB,  
TALBOT ROAD, OLD TRAFFORD, MANCHESTER M16 0PX  
TUESDAY 3 FEBRUARY 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 (The Point, Second Floor)
9.00	Welcome & introductions (The Point, Second Floor)
9.15	TEO/NAEO update – including the annual Exams Officer Survey outcomes and a guide to using The Exams Office Hub (The Point, Second Floor)
9.45	Workshop 1
10.30	Break (The Point, Second Floor)
11.00	Workshop 2
11.50	Workshop 3
12.35	Lunch (The Point, Second Floor)
1.30	Workshop 4
2.15	Break (The Point, Second Floor)
2.30	Keynote speech - Ofqual (The Point, Second Floor)
3.00	Panel discussion: the panel will be answering questions submitted by delegates at the time of booking (The Point, Second Floor)
3.30	Prize draw (The Point, Second Floor)
3.45	Close (The Point, Second Floor)

### THE POINT

### 1864 Suite

<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>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>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>Pearson</b> Summer Success: Preparing for a Smooth Summer and Beyond
<b>Workshop 3</b> 11.50 – 12.35	<b>AQA</b> Tackling the tough stuff: Managing complex queries with confidence	<b>Cambridge OCR</b> Supporting NEA success for Cambridge OCR qualifications: A practical guide for exams officers
<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>NCFE</b> Uploading Learner Evidence with Confidence

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: **Emirates Old Trafford, Lancashire Cricket Club, Talbot Road, Manchester, M16 0PX**
- <https://emiratesoldtrafford.lancashirecricket.co.uk/visit>
- Complimentary parking is available and is first come, first serve. From Talbot Road enter at Gate 1, bear right and park in Car Park Two or Three. Emirates Old Trafford is 0.9 miles away from the nearest EV charging station
- The nearest train stations are Manchester Piccadilly and Victoria, they both have access to Metrolink tram stops, albeit delegates may have to change lines
- The nearest Metrolink Tram stop is Old Trafford, this stop is located next door to the stadium. This tram stop is on the Altrincham - Bury Metrolink line and takes approximately 10 minutes to reach Manchester City Centre

## LOCATION OF EVENT SPACES:

- The Point is located on the second floor
- 1864 Suite (technically on the third floor) a short walk across the internal bridge from The Point

## REGISTRATION, LUNCH AND REFRESHMENTS:

- Registration – on arrival head to The Point (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 Point  
Please do take the opportunity to visit our exhibitors stands during these times

## DRESS CODE:

- Smart Casual

## DIETARY REQUESTS:

- Any dietary requirements as detailed on your booking form have been forwarded to the venue
- Emirates Old Trafford have asked we make delegates aware their food is prepared in kitchens with products containing gluten, milk and nuts as well as other allergens, and their suppliers may too. Therefore, it cannot be guaranteed that any food or drink is 100% free from allergen due to the risk of unexpected cross contamination, please do make the catering team at The Point aware if this is a concern to any delegate
- Further information regarding dietary requests will be provided at the conference

## EXHIBITORS:

Our Exhibitors are looking forward to meeting you at The Point:

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

## 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)**