

Delegate Name

Centre Name

Centre No.

Don't forget to bring your ID!

WEMBLEY STADIUM, WEMBLEY PARK, WEMBLEY, LONDON, HA9 0WS
WEDNESDAY 28 JANUARY 2026

WELCOME TO OUR 2026 NATIONAL SENIOR LEADER/LINE MANAGER EXAMS CONFERENCE

To ensure that you get the most out of your day with us, below is the agenda and key information.
The conference will be recorded and our Virtual Conference made available to delegates in February 2026.

TIMINGS FOR THE DAY (Bobby Moore, Level 1)

TIME	SESSION
8.00 onwards	Registration (Main Entrance, Street Level) and Refreshments
9.00	Welcome & introductions
9.15	NAEO update, including: <ul style="list-style-type: none"> Annual Exams Officer Survey outcomes Why it is beneficial for a senior leader to rename their Exams Officer as the Exams Manager
9.45	Workshop 1
10.30	Break
11.00	Workshop 2
11.50	Workshop 3
12.35	Lunch
1.20	Workshop 4
2.05	Break
2.25	Keynote speech - Ofqual
3.00	Panel discussion: the panel will be answering questions submitted by delegates at the time of booking
3.30	Prize Draw
3.45	Close

BOBBY MOORE SUITE (Level 1)

WEMBLEY SUITE (Level 2)

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	NCFE Uploading Learner Evidence with Confidence
11.00 – 11.45	The Exams Office The role and responsibilities of a senior leader in overseeing examinations and assessments within their centre (If delegates wish to engage in the live session a SMART phone is required to submit replies)	AQA Working together: Supporting exams officers to navigate exam day with confidence
11.50 – 12.35	Cambridge OCR Managing an exam day in the absence of your exams officer	Cambridge International Examinations Empowering Exams Officers: Senior leaders' role in a successful Cambridge exams cycle
1.20 - 2.05	Pearson The exams officer journey and what's next for vocational qualifications	Liz Devereux (Head of Exams at Bede's Senior School, East Sussex) Managing the use of laptops during an examination

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

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 (Street Level)
- **Refreshments:** Breakfast, breaks and lunch in Bobby Moore (Level 1)
- **Exhibitor Zones:** Bobby Moore (Level 1)
- **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 1 to the Bobby Moore (Level 1)
- **Refreshments:** Breakfast, breaks and lunch in Bobby Moore (Level 1)
- **Exhibitor Zone:** Visit our Exhibitor Zone - on arrival, during breaks and over lunch - Bobby Moore (Level 1)

GETTING TO THE EVENT:

- The conference is taking place at: **Wembley Stadium, Olympic Way, Wembley, London, HA9 0WS**
- **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. Once you reach 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/>
- <https://www.wembleystadium.com/plan-your-visit/getting-to-wembley>

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 in Bobby Moore (Level 1):

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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: