

## **WELCOME TO OUR 2025 AUTUMN TRAINING**

### **NEW EXAMS OFFICER TRAINING**

Our Actions for Autumn training is designed to support: exams officers/exams office staff who are new to the role, exams officers/exams office who require a refresher course, senior members of staff who want to acquire a good working knowledge of the examination system. The content includes a step-by-step guide to the key tasks which need to be undertaken during the autumn and spring terms. The session will also be made available to delegates in video format on TEO Hub after the final event.

- Introduction to your role
- The exam system
- The 'exam cycle'
- Assessment
- Exam planning
- Briefing candidates, parents/carers and centre staff
- Confidential exam materials
- Policies and procedures
- Access arrangements
- Entries
- Evaluating, recruiting and training invigilators
- Preparing for exam time

#### **TIMINGS:**

- Registration: 8.15am | Welcome & Introduction: 9.00am | Close: 4.00pm

#### **GETTING TO THE EVENT:**

- The conference is taking place at: Bristol City Football Club, Ashton Gate Stadium, Ashton Rd, Bristol BS3 2EJ
- 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 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

#### **EVENT WILL TAKE PLACE IN:**

- 'The Heineken Lounge' located on the second floor - Please enter via VIP 2 entrance in the Lansdown Stand.

#### **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.

#### **INVOICE:**

- Your invoice must be paid prior to the training event.

#### **IF YOU CANNOT ATTEND DUE TO AN UNFORESEEN ISSUE:**

- Please refer to the Terms & Conditions of your booking, [www.examstraining.org/terms-and-conditions.aspx](http://www.examstraining.org/terms-and-conditions.aspx)
- Please contact us via email ([training@theexamsoffice.com](mailto:training@theexamsoffice.com)) or phone (0333 7000 755) to inform us of your non-attendance.

*Photos may be taken at the event for promotional purposes*