

## 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 training is taking place at: Coventry Building Society Arena, Judds Lane, Coventry, CV6 6AQ.
- Complimentary parking is available in car park A.
- The Arena parking system is now ANPR with no barriers in place.
- There will be touch screen tablets available on the registration desk to validate your parking, this can be done at any point during the event day. A PCN will be issued if parking is not validated.
- The nearest train station is Coventry Arena.
- Please enter via the 'North (Main) Entrance' opposite car park A.

### EVENT WILL TAKE PLACE IN:

- 'The Premier Lounge' - located on the second floor

### 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*