

WELCOME TO OUR 2026 SPRING TRAINING NEW EXAMS OFFICER TRAINING

Our Spring into Summer training is designed to support exams officers/exams office staff and senior leaders/line managers who are new to the role, or those who require a refresher course, and includes a step-by-step guide to the key tasks which need to be undertaken during the academic year.

- The Exams Cycle Update
- The Exams Community
- Entries
- Access arrangements
- Assessments/Internal assessment
- Timetabling
- Rooming
- Seating Plans
- Storing confidential exam materials
- Exam briefings/guidance for candidates, staff, and parents
- Preparing your invigilators
- The exam day
- The JCQ Centre Inspection
- Packaging and dispatching of scripts

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 Please contact us via email (training@theexamsoffice.com) or phone (0333 7000 755) to inform us of your non-attendance.