

## WELCOME TO OUR 2024 SPRING TRAINING NEW EXAMS OFFICER TRAINING

Our Spring into Summer training is designed to support exams officers/exams office staff 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: 9.15am | Close: 4.00pm

### GETTING TO THE EVENT:

- The training is taking place at: The Kia Oval Cricket Ground, Kennington Oval, London, SE11 5SS.
- The nearest train station is Vauxhall.
- Please enter via the Alec Stewart Gate on Harleyford Road.

### EVENT WILL TAKE PLACE IN:

- 'The England Suite' - 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.