

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 Bristol – Prince Street, Bristol. BS1 4QF
- Parking is available in the adjacent NCP at the reduced rate of £11.00.
- To receive a discounted rate, you will need to pay for parking at the hotel reception. It is important to keep your original car parking ticket as it is required to exit the car park.
- 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.
- The nearest train station is Temple Meads.

EVENT WILL TAKE PLACE IN:

- 'The Ballroom Suite'

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.