The ExamsOffice

IN PARTNERSHIP WITH

National Association of Examinations Officers

ExamsTraining

COVENTRY BUILDING SOCIETY ARENA, CV6 6AQ

29TH SEPTEMBER 2023

WELCOME TO OUR 2023 AUTUMN TRAINING
EXAM CHANGES 2023/24

The content of this training focuses upon exam regulation changes for the new academic year and how these will impact upon your role in your centre.

The content will prepare delegates for the 2023/2024 academic year, including a comprehensive summary of exams-related changes from key stakeholders including the JCQ, Ofqual, DfE and major awarding bodies. The JCQ changes will cover updates from a range of publications including General Regulations for Approved Centres, Instructions for conducting examinations and Access Arrangements and Reasonable Adjustments.

There will also be a demonstration of the latest support available on The Exams Office website.

TIMINGS:
• Registration: 8.15am | Welcome & Introduction: 9.15am | 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. You will be directed by traffic management to car park B if A is full.
• The code to validate your ticket will be issued on the day
• The barriers will be fully operational, you will be unable to exit if your ticket has not been 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.

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