

## WELCOME TO OUR 2023 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, 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 session will also be made available to delegates in video format on TEO Hub after the final event.

- The Exam system, including the 'exam cycle'
- Exams Planning
- Briefing candidates and staff
- JCQ centre inspections
- Confidential exam materials
- Exam policies/procedures
- Access arrangements
- Entries
- Evaluating and recruiting invigilators
- Private candidates
- Preparing for exam time
- The exams community and exams officer support

**Exhibitors:** Texthelp & Scanning Pens Ltd.

### 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](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.