

## 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: Hilton Leeds City, Neville Street, Leeds, LS1 4BX
- The nearest train station is Leeds Central
- Limited onsite parking is available at £18.00 per day. (Multi-storey car park, tight turns & small spaces).

### EVENT WILL TAKE PLACE IN:

- 'Brigante Suite' - located on the third 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.