

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: Lancashire County Cricket Club, Emirates Old Trafford, Talbot Road Manchester, M16 OPX
- Complimentary parking is available at car park one, accessible via Talbot Road
- The nearest train stations are: Manchester Piccadilly, Deansgate, Castlefield and Victoria, they all have access to tram stops
- The nearest Tram stop: Old Trafford (this stop is directly outside the ground).

EVENT WILL TAKE PLACE IN:

- '1864 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.