

WELCOME TO OUR 2026 SPRING TRAINING

NEW EXAMS OFFICER TRAINING

Our Spring into Summer training is designed to support exams officers/exams office staff and senior leaders/line managers 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: 9.00am | Close: 4.00pm

GETTING TO THE EVENT:

- The training is taking place at: Wembley Stadium, Olympic Way, Wembley, London, HA9 0WS
- **From Wembley Park Station:** As you approach the Stadium along Olympic Way, remain at street level and walk under the pedestrian walkway. Straight in front of you is the Main Entrance.
- **From Wembley Stadium and Wembley Central Stations:** From Wembley Central, turn right out of the station and walk down the High Road. Turn left at the triangle, towards Wembley Stadium Station. Cross White Horse Bridge and turn left onto Wembley Park Boulevard. Follow the path in front of the London Designer Outlet. Once you reach Wembley Arena on your left, turn right and walk under the pedestrian walkway. The Wembley Main Entrance is at the top of this road.
- **By Car:** Make your way to the stadium and follow signs for Pink Parking off South Way. Come out of the car park and turn left on the main road to walk towards the stadium.
- Parking rates: 6 - 8 hours £11.50, 8 - 12 hours £15.50
- Further information can be found at <https://wembleypark.com/get-here/parking-wembley-park/>

EVENT WILL TAKE PLACE IN:

- 'The Bobby Moore Suite' via the main entrance. Please bring with you a physical copy of a government issued photo I.D (Driver's License/Passport). All bags will be scanned via the x-ray machine on arrival.

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.