



WELCOME TO OUR 2024 SPRING TRAINING SENIOR LEADERS & LINE MANAGERS

(Exam changes and supporting your exams officer/managing exams in your centre)

Our Spring training is designed to support your exams officer in completing key tasks in the build up to and during the summer exam series. Delegates will also receive support in fulfilling the exams officer role in the event of the absence of their exams officer.

Your role in supporting your exams officer in undertaking/completing the following key tasks:

- Entries
- The pre-exams period – ensuring effective planning
- Contingency Planning
- Preparing for each exam day(s)
- Ensuring that your centre passes the JCQ inspection
- Administering exam results and understanding 'Post-Result Services'

TIMINGS:

• Registration: 8.15am | Welcome & Introduction: 9.15am | Close: 4.00pm

GETTING TO THE EVENT:

- The training is taking place at: Leeds Marriott Hotel, Trevelyan Square, Boar Lane, Leeds, LS1 6ET.
- The nearest train station is Leeds Central.
- [Parking near Leeds Marriott Hotel from £14.60 \(justpark.com\)](#)
- The Trinity car park is situated on the right as you arrive, postcode LS1 4AG. Please validate your ticket at concierge - £16 for 24hours.

EVENT WILL TAKE PLACE IN:

- 'The Thomas Ambler 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.