

WELCOME TO OUR 2024 SPRING TRAINING SENIOR LEADERS & LINE MANAGERS (getting ready for summer exam series and complying with JCQ regulations)

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: The Kia Oval Cricket Ground, Kennington Oval, London, SE11 5SS.
- Limited parking may be available at the Alec Stewart Gate, upon request by emailing training@theexamsoffice.com
- The nearest train station is Vauxhall.
- Please enter via the Alec Stewart Gate on Harleyford Road

EVENT WILL TAKE PLACE IN:

- 'The England Suite' - 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
Please contact us via email (training@theexamsoffice.com) or phone (0333 7000 755) to inform us of your non-attendance.