

Delegate Name

Centre name  
and number:

## Welcome to *The Exams Office's* Leeds National Exams Officer Conference 2018.

To ensure that you get the most out of your day with us, below is some information which explains how the day is organised.

Please ensure that you have collected your delegate bag from the event staff.

### Timings for the day?

The day is structured as follows:

- 08.30: Registration
- 09.30: Welcome
- 09.40: Ofqual - Qualification reform update (all delegates – Met Suite)
- 10.00: Workshop session 1 (see table below for details)
- 11.00: Break
- 11.30: Workshop session 2 (see table below for details)
- 12.30: Lunch
- 13.30: Workshop session 3 (see table below for details)
- 14.30: Break
- 14.50: JCQ update (all delegates - Met Suite)
- 15.40: Closing comments including delegate prize draw (all delegates - Met Suite)
- 16.00: Close

	Met Suite	Met 10	Met 2
<b>Session 1</b> (10.00)	<b>Exams Officer Hot Topics</b> <i>Exploring themes ranging from the new requirements for centre assessed marks to why OCR don't require treasury tags.</i> OCR	<b>Getting ready for the summer 2018 exams series (new exams officers)</b> <i>Key tasks, good practice and hints and tips</i> The Exams Office	<b>A guide to stress-free preparation with Pearson</b> <i>Top tips, hints and good practice for a range of Pearson qualifications including BTECs</i> Pearson
<b>Session 2</b> (11.30)		<b>SIMS update on Exams and GDPR</b> <i>Current and future developments in the Exams area and how SIMS can help you with your GDPR obligations</i> Capita	<b>A guide to stress-free preparation with Pearson</b> <i>Top tips, hints and good practice for a range of Pearson qualifications including BTECs</i> Pearson
<b>Session 3</b> (13.30)	<b>Exams Officer Hot Topics</b> <i>Exploring themes ranging from the new requirements for centre assessed marks to why OCR don't require treasury tags.</i> OCR	<b>SIMS update on Exams and GDPR</b> <i>Current and future developments in the Exams area and how SIMS can help you with your GDPR obligations</i> Capita	<b>Changes impacting on exams officers</b> <i>What is GDPR and how will it impact upon exams officer? Exam Policies update, including a guide to 'Complaints &amp; Appeals Procedures' and 'Internal Appeals Procedures'</i> The Exams Office

The **Met Suite** and room **Met 2** are situated on the **ground floor**. Room **Met 10** is situated on the **first floor** and can be accessed by the lift or stairs beside the reception desk.

- All delegates should attend the Ofqual and JCQ presentations in the Met Suite
- You have already selected your workshops sessions, but please visit the registration desk if you are unsure of your workshop session
- We have allocated time during break and lunch to allow you to network with colleagues and visit exhibitor stands

## Lunch and refreshments:

Refreshments prior to the start of the conference and during breaks will be served in the Met Suite and in room Met 1. Please do take the opportunity to visit our exhibitors' stands.

Lunch will be served in the Tempus restaurant on the ground floor. We have allocated an hour for lunch due to the number of delegates, therefore please feel free to have lunch at any time between 12.30-13.30. Again, please do take the opportunity to visit our exhibitors' stands.

## Dietary requirements:

Any dietary requirements as detailed on your booking form have been forwarded to the venue's catering staff.

There is a vegetarian option, however, if your specific dietary requirement has not been met please speak to our staff on the registration desk, or venue staff, who are aware of individual requirements.

## Exhibitors attending:

Representatives from the following organisations will be available in room Met 1:

- OCR - awarding body
- Pearson - awarding body
- Phoenix Safe Company - secure exams and centre storage
- Scanning Pens - exam reading software manufacturer
- SIPS Education - MIS support
- Spaceforme - exams and classroom furniture manufacturer
- Texthelp - assistive learning solutions
- Wharton - digital exam clock manufacturer
- WJEC - awarding body

Please take every opportunity to find out about our exhibitors' products and services. We are reliably informed that there will be lots of promotional goodies on offer at the stands.

## Feedback

What did you think worked particularly well at the event?

Please share any comments regarding how the events could be improved:

**Please hand in this form by no later than 14.50 to be entered into the prize draw.  
Delegates will be informed where the forms are to be placed.**