

Delegate Name

Centre name
and number:

Welcome to *The Exams Office's* London 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 – Grand Hall)
- 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 - Grand Hall)
- 15.40: Closing comments including delegate prize draw (all delegates - Grand Hall)
- 16.00: Close

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

The **Grand Hall** and the **Empire suite** are situated on the **upper ground floor**. The **Edinburgh suite** is situated on the **first floor** and is best accessed by taking the stairs opposite the Grand Hall. The **Ampthill suite** is on the **third floor** and can either be accessed by taking the stairs beside the entrance to the Grand Hall. The adjacent lift will fill quickly and likely take longer.

- All delegates should attend the Ofqual and JCQ presentations in the Grand Hall
- 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 exhibitor area beside the Grand Hall. Please do take the opportunity to visit our exhibitors' stands.

Lunch will be served in the exhibitor area beside the Grand Hall. 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 and around the Grand Hall:

- CIE - awarding body
- 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.**