

Delegate Name

Centre Name

Centre No.

ASHTON GATE STADIUM, ASHTON RD, BRISTOL BS3 2EJ
TUESDAY 28 JANUARY 2025

WELCOME TO OUR 2025 NATIONAL EXAMS OFFICER CONFERENCE

To ensure that you get the most out of your day with us, below is the agenda and key information.

TIMINGS FOR THE DAY

TIME	SESSION
8.00 onwards	Registration and refreshments (Lansdown Suite)
9.00	Welcome & introductions (Lansdown Suite)
9.15	The Exams Office and National Association of Examinations Officers (NAEO) updates (Lansdown Suite)
9.30	Keynote speech: JCQ - Key updates (Lansdown Suite)
10.00	Workshop 1
10:55	Break (Lansdown Suite)
11.25	Workshop 2
12.20	Workshop 3
1.15	Lunch (Lansdown Suite)
2.00	Workshop 4
2.55	Break (Lansdown Suite)
3.10	Keynote Speech: Ofqual - Safe delivery of exams and assessments (Lansdown Suite)
3.40	Prize Draw (Lansdown Suite)
4.00	Close (Lansdown Suite)

LANSDOWN SUITE (Second Floor)

HEINEKEN LOUNGE (Second Floor)

Workshop 1 (10.00 - 10.55)

OCR:
Special consideration: Your role and best practice

AQA:
Safeguarding and Contingency Planning

Workshop 2 (11.25 - 12.20)

JCQ:
A journey through the inspection maze using 'ICE' as your guide

OCR:
Special consideration: Your role and best practice

Workshop 3 (12.20 - 1.15)

The Exams Office:
Dealing with requests for toilet breaks, sleeping candidates and other irregularities

Pearson:
Navigating Exam Excellence: Key Dates, Security, and Tools for Success

Workshop 4 (2.00 - 2.55)

The Exams Office:
Dealing with requests for toilet breaks, sleeping candidates and other irregularities

The Exams Office Hub:
A 'how to' session on navigating the hub and accessing key resources

Please note:

- In addition to the 'Welcome and introductions', all delegates should attend the JCQ and Ofqual updates
- Delegates must attend the workshop sessions they selected when they booked to attend the event
- Visit The Exams Office registration desk if you are unsure of the workshop sessions onto which you are booked
- We have allocated time during breaks, and lunch, to allow you to network with colleagues and visit the exhibitor stands

GETTING TO THE EVENT:

- The conference is taking place at: **Bristol City Football Club, Ashton Gate Stadium, Ashton Rd, Bristol BS3 2EJ**
- **By Car:** leave the M5 at Junction 18 and travel along the Portway (A4) following signs for the Bristol Airport/Taunton (A38). Go over the swing bridge (Brunel Way), branch left into Winterstoke Road, and the ground is on your left
- Please note that if you are driving to the venue, Bristol has a 'clean air zone'. You must pay to drive within the zone if your vehicle does not meet the zone's emission standards, unless you have an exemption. Please visit this website for more information: <https://www.bristol.gov.uk/residents/streets-travel/bristols-caz/view-a-map>
- **Car parking** (complimentary) is available in the Winterstoke Road car park (BS3 2LQ) on a first come first serve basis. Delegates will be issued with a QR code at the event. The QR code must be used before exiting the car park or charges will apply
- **By Rail:** The nearest train station is Parson Street Station which is a 15-20 minute walk from Ashton Gate Stadium. Ashton Gate is two miles away from Bristol Temple Meads Station

LOCATION OF EVENT SPACES:

- Please enter via VIP 2 entrance in the Lansdown Stand. The Lansdown Suite and Heineken Lounge are located on the second floor

REGISTRATION, LUNCH AND REFRESHMENTS:

- **Registration** – on arrival head to the Lansdown Suite (second floor) and register at The Exams Office desk
- **Refreshments** – all refreshments prior to the start of the conference, at break and lunch will be served in the Lansdown Suite. Please do take the opportunity to visit our exhibitors stands during these times

DRESS CODE:

- Smart Casual

DIETARY REQUESTS:

- Any dietary requirements detailed on your booking form have been forwarded to the venue
- All food will be clearly labelled and the venue catering team, manning each station, will be able to advise on what the menu contains. A food matrix will also be on display
- Further information regarding dietary requests will be provided at the conference

EXHIBITORS:

Our Exhibitors are looking forward to meeting you at the Lansdown Suite:

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| • The Exams Office | • Arbor |
| • Exams Training | • ATP Cyber |
| • The National Association of Examinations Officers (NAEO) | • Parcelforce Worldwide (yellow label service) |
| • AQA | • Phoenix Safes |
| • OCR | • Scanning Pens |
| • Pearson | • Spaceforme |
| • WJEC | • Texthelp |
| • VTCT Skills | • Wharton Clocks |

FEEDBACK:

What did you think worked particularly well at the event?

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

To be entered into the free prize draw, please place your completed form in the box at the front of the stage during afternoon break (2.55pm to 3.10pm)