The Exams Office

THE LEARNING AND SKILLS OFFICE

Delegate Name

Centre Name

Centre No.

COVENTRY BUILDING SOCIETY ARENA, JUDDS LANE, COVENTRY CV6 6AQ
THURSDAY 6 FEBRUARY 2025

WELCOME TO OUR
2025 NATIONAL SENIOR LEADER/LINE MANAGER EXAMS 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 (Premier Lounge)
9.00	Welcome & introductions (Premier Lounge)
9.15	The Exams Office update (Premier Lounge)
9.30	Keynote speech – Ofqual: *Safe delivery of exams and assessments* (Premier Lounge)
10.00	Workshop 1
10:55	Break (Premier Lounge)
11.25	Workshop 2
12.20	Workshop 3
1.15	Lunch (Premier Lounge)
2.00	Workshop 4
2.55	Break (Premier Lounge)
3.10	Keynote speech – JCQ: *Key updates* (Premier Lounge)
3.45	Close (Premier Lounge)

	PREMIER LOUNGE (Second Floor)	**BUSINESS LOUNGE SOUTH (First Floor)**
Workshop 1 (10.00 - 10.55)	**JCQ:** JCQ centre inspections	**Pearson:** Cyber security leadership: cyber security – protecting your systems, student data and exam papers
Workshop 2 (11.25 - 12.20)	**National Association of Examinations Officers (NAEO):** Effectively managing, supporting and supervising your exams officer (including utilising the *Exams Officer Professional Standards*)	**JCQ:** JCQ centre inspections
Workshop 3 (12.20 - 1.15)	**AQA:** Top tips to help your teachers work effectively with your exams officer	**OCR:** Special consideration – your role and best practice
Workshop 4 (2.00 - 2.55)	**The Exams Office:** The role of senior leaders in devising exam-related policies and procedures	**ATP Cyber** (external organisation): Be cyber safe and regulation ready

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: **Coventry Building Society Arena, Judds Lane, Coventry, CV6 6AQ**
- Complimentary parking is available in car park A. You will be directed by traffic management to car park B if A is full
- The code to validate your ticket will be issued on the day. There is a number plate recognition system in place so please do not exit the car park without activating the code
- The nearest train station is Coventry Arena
- Please enter via the 'North (Main) Entrance' opposite car park A and adjacent to the Double Tree Hilton

LOCATION OF EVENT SPACES:

- The Premier Lounge is located on the second floor
- Business Lounge South is located on the first floor

REGISTRATION, LUNCH AND REFRESHMENTS:

- Registration – on arrival, head to the Premier Lounge (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 Premier Lounge. 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 provide access to allergy information
- Further information regarding dietary requests will be provided at the conference

EXHIBITORS:

Our Exhibitors are looking forward to meeting you at the Premier Lounge:

- **The Exams Office**
- **Exams Training**
- **The National Association of Examinations Officers (NAEO)**
- **AQA**
- **OCR**
- **Pearson**
- **WJEC**
- **VTCT Skills**

- **Arbor**
- **SIMS**
- **ATP Cyber**
- **Parcelforce Worldwide (yellow label service)**
- **Phoenix Safes**
- **Scanning Pens**
- **Spaceforme**
- **Texthelp**
- **Wharton Clocks**

FEEDBACK:

What did you think worked particularly well at the event?

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