

Delegate Name

Centre Name

Centre No.

THE QUEENS, CITY SQUARE, LEEDS LS1 1PJ

THURSDAY 23 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 followed by refreshments (Lower Lobby, ground floor)
9.00	Welcome & introductions (Queens Ballroom, first floor)
9.15	The Exams Office and National Association of Examinations Officers (NAEO) updates (Queens Ballroom, first floor)
9.30	Keynote Speech: JCQ - Key updates (Queens Ballroom, first floor)
10.00	Workshop 1
10:55	Break (Arc Royal, first floor)
11.25	Workshop 2
12.20	Workshop 3
1.15	Lunch (Arc Royal, first floor)
2.00	Workshop 4
2.55	Break (Arc Royal, first floor)
3.10	Ofqual - Safe delivery of exams and assessments (Queens Ballroom, first floor)
3.40	Prize Draw (Queens Ballroom, first floor)
4.00	Close (Queens Ballroom, first floor)

QUEENS BALLROOM (First Floor)

PALM COURT (Ground Floor)

Workshop 1
(10.00 - 10.55)

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

AQA:
Safeguarding and Contingency Planning

Workshop 2
(11.25 - 12.20)

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

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

Workshop 3
(12.20 - 1.15)

AQA:
Safeguarding and Contingency Planning

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

Workshop 4
(2.00 - 2.55)

OCR:
Special consideration: Your role and best practice

The Exams Office Hub:
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: **The Queens, City Square, Leeds LS1 1PJ**
- **Main Hotel Entrance:** The main entrance is at the front of the hotel in City Square from here you will enter the main reception area
- **By Rail:** The Queens Hotel is attached to Leeds Train Station and has its own private entrance to the hotel off the main concourse. There is a buzzer at this entrance, delegates should press and call through to the hotel reception to open the doors
- **By Bus:** Leeds Bus and Coach Station is a short walk from the hotel
- **By Car:** There are diversions in Leeds City Centre so plan your journey before driving to the hotel. Postcodes to the nearest car parks are: LS1 4HT: NCP at Leeds Rail Station, Aire Street and LS1 4AG: Q-Park Sovereign Square, Swinegate

LOCATION OF EVENT SPACES:

- **Registration:** Lower Lobby, ground floor (off the hotel main reception and along the 'John Charles/ Palm Court' corridor)
- **Exhibitor Zone 1:** Lower Lobby, ground floor (off the hotel reception and along the 'John Charles/Palm Court' corridor)
- **Exhibitor Zone 2:** Arc Royal Foyer, first floor
- **Conference (main plenary):** Queens Ballroom, first floor
- **Conference (syndicate suite):** Palm Court, ground floor

REGISTRATION, LUNCH AND REFRESHMENTS:

- **Registration:** on arrival at the hotel head for The Exams Office registration desk located in the Lower Lobby (ground floor)
- **Refreshments:** all refreshments – breakfast on arrival, all breaks and lunch - will be served in Arc Royal, (first floor)
- **Exhibitor Zone:** Please do take the opportunity to visit our Exhibitor Zone - on arrival, during breaks and over lunch. The Exhibitor Zones are: Lower Lobby (ground floor) and Arc Royal Foyer (first floor)

DRESS CODE:

- Smart Casual

DIETARY REQUESTS:

- Any dietary requirements detailed on your booking form have been forwarded to the venue. Further instructions will be provided to you at the conference

EXHIBITORS:

Our Exhibitors are looking forward to meeting you in the Exhibitor Zones: Lower Lobby (ground floor) and Arc Royal Foyer (first floor):

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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)