

Delegate Name

Centre Name

Centre No.

WEMBLEY STADIUM, WEMBLEY PARK, WEMBLEY, LONDON, HA9 0WS  
THURSDAY 30 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 (Green Concourse and Three Lions, Level 2)
9.00	Welcome & introductions (Bobby Moore, Level 1)
9.15	The Exams Office and National Association of Examinations Officers (NAEO) updates (Bobby Moore, Level 1)
9.30	Keynote speech: Ofqual - Safe delivery of exams and assessments (Bobby Moore, Level 1)
10.00	Workshop 1
10:55	Break (Three Lions, Level 2)
11.25	Workshop 2
12.20	Workshop 3
1.15	Lunch (Three Lions, Level 2)
2.00	Workshop 4
2.55	Break (Three Lions, Level 2)
3.10	Keynote Speech: JCQ - Key updates (Bobby Moore, Level 1)
3.40	Prize Draw (Bobby Moore, Level 1)
4.00	Close (Bobby Moore, Level 1)

#### BOBBY MOORE (Level 1)

#### WEMBLEY SUITE (Level 2)

##### 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)

**AQA:**  
Safeguarding and Contingency Planning

**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: **Wembley Stadium, Olympic Way, Wembley, London, HA9 0WS**
- **By Tube:** From Wembley Park Station: As you approach the stadium along Olympic Way, remain at street level and walk under the pedestrian walkway. Straight in front of you is the Main Entrance
- **By Rail:** From Wembley Central, turn right out of the station. Turn left at the triangle, towards Wembley Stadium Station. Cross White Horse Bridge and turn left onto Wembley Park Boulevard. Follow the path in front of the London Designer Outlet. Once you reach Wembley Arena is now on your left, turn right and walk under the pedestrian walkway. The Wembley Stadium Main Entrance is at the top of this road
- **By Car:** Pink Parking off South Way is the recommended car park. Blue Badge Holders should use Blue Parking, this car park leads directly to the stadium concourse For maps and parking charges see: <https://wembleypark.com/get-here/parking-wembley-park/>

## IDENTIFICATION:

- Delegates **MUST** bring a physical copy of a **government issued photo I.D (Driver's Licence or Passport)**. **Digital copies cannot be accepted**. This proof of identity is a mandatory requirement for access to Wembley Stadium
- All bags will be scanned via the x-ray machine on arrival
- Please do make a note in your The Exams Office Diary, Calendar and Wall Planner to remind you to bring this ID

## LOCATION OF EVENT SPACES:

- **Registration:** Wembley Stadium Main Entrance (Ground Floor)
- **Refreshments:** Breakfast, Breaks and Lunch Green Concourse and Three Lions (Level 2)
- **Exhibitor Zones:** Green Concourse and Three Lions (Level 2)
- **Conference (main plenary):** Bobby Moore (Level 1)
- **Conference (syndicate):** Wembley Suite (Level 2)

## REGISTRATION, LUNCH AND REFRESHMENTS:

- **Registration:** After security clearance, make your way up the escalator to Level 2 to the Green Concourse and Three Lions
- **Refreshments:** Breakfast, breaks and lunch in Three Lions (Level 2)
- **Exhibitor Zone:** Visit our Exhibitor Zone - on arrival, during breaks and over lunch - Green Concourse and Three Lions (Level 2)

## 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 at Green Concourse and Three Lions, Level 2:

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|---|---|
| • <b>The Exams Office</b>   | • <b>Arbor</b>  |
| • <b>Exams Training</b>   | • <b>SIMS</b>   |
| • <b>The National Association of Examinations Officers (NAEO)</b> | • <b>ATP Cyber</b>                                    |
| • <b>AQA</b>  | • <b>Parcelforce Worldwide (yellow label service)</b> |
| • <b>Cambridge International Education</b>                        | • <b>Phoenix Safes</b>                                |
| • <b>OCR</b>  | • <b>Scanning Pens</b>                                |
| • <b>NCFE</b>   | • <b>Spaceforme</b>                                   |
| • <b>Pearson</b>  | • <b>Texthelp</b>                                     |
| • <b>WJEC</b>   | • <b>Wharton Clocks</b>                               |
| • <b>VTCT Skills</b>  |   |

## 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)**