

Delegate Name

Centre Name

Centre No.

EMIRATES OLD TRAFFORD, LANCASHIRE CRICKET CLUB,  
TALBOT ROAD, OLD TRAFFORD, MANCHESTER M16 0PX  
MONDAY 3 FEBRUARY 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 (The Point)
9.00	Welcome & introductions (The Point)
9.15	The Exams Office and National Association of Examinations Officers (NAEO) updates (The Point)
9.30	Keynote speech: Ofqual - Safe delivery of exams and assessments (The Point)
10.00	Workshop 1
10:55	Break (The Point)
11.25	Workshop 2
12.20	Workshop 3
1.15	Lunch (The Point)
2.00	Workshop 4
2.55	Break (The Point)
3.10	Keynote Speech: JCQ - Key updates (The Point)
3.40	Prize Draw (The Point)
4.00	Close (The Point)

### THE POINT

### THE 1864

#### 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

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

#### Workshop 3 (12.20 - 1.15)

**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

#### Workshop 4 (2.00 - 2.55)

**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

**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: **Emirates Old Trafford, Lancashire Cricket Club, Talbot Road, Manchester, M16 0PX**
- Complimentary parking is available and is first come, first serve. From Talbot Road enter at Gate 1, bear right and park in Car Park Two or Three. Emirates Old Trafford is 0.9 miles away from the nearest EV charging station
- The nearest train stations are Manchester Piccadilly and Victoria, they both have access to Metrolink tram stops, albeit delegates may have to change lines
- The nearest Metrolink Tram stop is Old Trafford, this stop is located next door to the stadium. This tram stop is on the Altrincham - Bury Metrolink line and takes approximately 10 minutes to reach Manchester City Centre

## LOCATION OF EVENT SPACES:

- The Point is located on the second floor and The 1864 Suite (technically on the third floor) a short walk across the internal bridge

## REGISTRATION, LUNCH AND REFRESHMENTS:

- Registration – on arrival head to The Point (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 Point. Please do take the opportunity to visit our exhibitors stands during these times

## DRESS CODE:

- Smart Casual

## DIETARY REQUESTS:

- Any dietary requirements as 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

Emirates Old Trafford have asked we make delegates aware their food is prepared in kitchens with products containing gluten, milk and nuts as well as other allergens, and their suppliers may too.

Therefore, it cannot be guaranteed that any food or drink is 100% free from allergen due to the risk of unexpected cross contamination, please do make the catering team at The Point aware if this is a concern to any delegate.

Further information regarding dietary requests will be provided at the conference.

## EXHIBITORS:

Our Exhibitors are looking forward to meeting you at The Point:

- |   |   |
|---|---|
| • <b>The Exams Office</b>   | • <b>Arbor</b>  |
| • <b>Exams Training</b>   | • <b>ATP Cyber</b>                                    |
| • <b>The National Association of Examinations Officers (NAEO)</b> | • <b>Parcelforce Worldwide (yellow label service)</b> |
| • <b>AQA</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)**