

WELCOME TO OUR 2024 AUTUMN TRAINING NEW EXAMS OFFICER TRAINING

Our Actions for Autumn training is designed to support exams officers/exams office staff who are new to the role, or those who require a refresher course, and includes a step-by-step guide to the key tasks which need to be undertaken during the academic year. The session will also be made available to delegates in video format on TEO Hub after the final event.

- Introduction to your role
- The exam system
- The 'exam cycle'
- Assessment
- Exam planning
- Briefing candidates, parents/carers and centre staff
- Confidential exam materials
- Policies and procedures
- Access arrangements
- Entries
- Evaluating, recruiting and training invigilators
- Preparing for exam time

Exhibitors: Texthelp & Scanning Pens Ltd.

TIMINGS:

- Registration: 8.15am | Welcome & Introduction: 9.00am | Close: 4.00pm

GETTING TO THE EVENT:

- The training is taking place at: Manchester United Football Club, Old Trafford, Manchester
- For sat nav, use postcode M16 0SZ
- Complimentary parking is available at car park E2
- The nearest train stations are: Manchester Piccadilly, Deansgate, Castlefield and Victoria, they all have access to tram stops
- The nearest Tram stop: Old Trafford station. Situated within a five minute walk of the ground. This station is accessible for wheelchair users.
- The Trafford Park line is now open, with the new stops at the Imperial War Museum and Wharfside being just a short walk to the ground.

EVENT WILL TAKE PLACE IN:

- 'Evolution Suite', via car park E2

DIETARY REQUIREMENTS:

- Any dietary requirements as detailed on your booking form have been forwarded to the venue's catering staff. Please ask the catering staff about which options are suitable for you.

INVOICE:

- Your invoice must be paid prior to the training event.

IF YOU CANNOT ATTEND DUE TO AN UNFORESEEN ISSUE:

- Please refer to the Terms & Conditions of your booking, www.examstraining.org/terms-and-conditions.aspx Please contact us via email (training@theexamsoffice.com) or phone (0333 7000 755) to inform us of your non-attendance.