

## WELCOME TO OUR 2024 AUTUMN TRAINING SENIOR LEADERS AND LINE MANAGERS

(Exam changes and supporting your exams officer/managing exams in your centre)

**Areas Covered:** A full day course focusing upon the JCQ changes for the 2024/2025 academic year relevant to those managing/overseeing examinations within their centre across a range of JCQ publications including **General Regulations for Approved Centres, Instructions for conducting examinations, Access Arrangements and Reasonable Adjustments.**

### Stakeholder update for the 2024/2025 academic year

An update will be provided from key stakeholders (DfE, Ofqual and the awarding bodies) relating to examinations taking place during the 2024/2025 academic year.

### Managing and supporting your exams officer

We will detail the key tasks which your exams officer will be undertaking in the coming months and how you can ensure that these are delivered successfully, to deadline and in an efficient manner within your centre.

### Senior leader role and responsibilities

The content includes an analysis of the exam-related areas for which senior leaders must assume responsibility and the tasks which must be undertaken to ensure that your centre is JCQ compliant.

## TIMINGS:

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

## GETTING TO THE EVENT:

- The training is taking place at: Coventry Building Society Arena, Judds Lane, Coventry, CV6 6AQ
- Complimentary parking is available in car park B.
- The Arena parking system is now ANPR with no barriers in place.
- There will be touch screen tablets available on the registration desk to validate your parking, this can be done at any point during the event day. A PCN will be issued if parking is not validated.
- The nearest train station is Coventry Arena
- Please enter via the 'South Gate' Entrance'

## EVENT WILL TAKE PLACE IN:

- 'Hall 5'

## 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](http://www.examstraining.org/terms-and-conditions.aspx) Please contact us via email ([training@theexamsoffice.com](mailto:training@theexamsoffice.com)) or phone (0333 7000 755) to inform us of your non-attendance.