

Join us during
November and
December 2025
for our annual
International
Exams Officer
training events.

In association with

The
ExamsOffice

EXAMS OFFICER TRAINING 2025

Our 2025 international exams officer training includes two whole day sessions which focus upon JCQ and awarding body regulation changes and specific areas/issues which have been identified as a concern by centre inspections and the awarding bodies during the 2024/2025 academic year. The delegate fee also includes access to a half day in-person and/or online certificated invigilator session for exams officers and invigilators

£795

Delegate rate
per event

£495

for additional
delegates

All delegates attending this exams officer/senior leader training will also receive a free membership to

The Exams Office until July 2026 for their centre (including full access to the website and The Exams Office Hub), and a copy of the *JCQ Instructions for conducting examinations* booklet.

Dubai

Exams officer training: 12 & 13 November
Invigilator training: 14 November (half day)

Doha

Exams officer training: 16 & 17 November
Invigilator training : Online sessions - dates to be confirmed

Bangkok

Exams officer training: 1 & 2 December
Invigilator training: 3 December (half day)

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ExamsTraining



THE DELEGATE RATE INCLUDES:

- Access to The Exams Office website to 30 July 2026 (Memberships are activated once the invoice is paid in full)
- A copy of the General Regulations for Approved Centres and Instructions for conducting examinations publication

DAY 1

- Welcome & Introductions
- Identifying and understanding exam regulation changes for the 2025/2026 academic year (AQA and Pearson AS, A Level and GCSE qualifications)
- Our team of exam experts will support delegates in interpreting the changes and the impact of these changes upon their centre
- Delegates will also have an opportunity to discuss regulation changes with fellow delegates and consider how to implement these within their centre
- There will also be a focus on areas of concern from the summer 2025 exam series

DAY 2

- Identifying and understanding exam regulation changes for the 2025/2026 academic year (AQA and Pearson AS, A Level and GCSE qualifications)...continued
- Presentations will be given on specific areas which have been identified as a concern and in need of improvement by centre inspections and the awarding bodies from the 2024/2025 academic year
- Previous year's sessions have included a focus upon contingency planning, malpractice, recruiting and training your invigilators and cyber security
- Stakeholder updates from the DfE, Ofqual, the National Association of Examinations Officers and The Exams Office for the 2025/2026 academic year

Invigilator Training - half day

We will be holding half-day certificated invigilator training sessions in Dubai and Bangkok, and 3 x 1 hour online sessions, to train exams officers in the delivery of an invigilator training session, and for invigilators to participate in to prepare them for exams taking place during the 2025/2026 academic year. Exams officers who have booked onto the two-day training session, and their invigilators, can attend this training **at no additional cost**. Naturally, the face-to-face training is more accessible for local invigilators, however, the online session can be attended by all invigilators regardless of their location. Exams officers are also encouraged to attend this session to acquire certification to allow them to invigilate, and to understand how this training should be presented to their invigilators upon returning to their centre.