



## WELCOME TO THE NATIONAL ASSOCIATION OF EXAMINATIONS OFFICERS SUMMER CONFERENCE, 2022

COVENTRY BUILDING SOCIETY ARENA  
TUESDAY 5 JULY 2022

To ensure that you get the most out of your day with us, below is some information which explains how the day is organised.

### LOCATION OF EVENT SPACES

- The Premier Lounge (PL) is located on the second floor
- The Business Lounge North (BLN) is located on the first floor
- The Business Lounge South (BLS) is located on the first floor

### TIMINGS AND ROOMING FOR THE DAY

09.15:	Welcome and housekeeping	(PL)
09.30:	Introduction and NAEO aims and progress from NAEO Chair, Timothy Fisher	(PL)
09.45:	Workshop 1	(PL, BLN or BLS)
10.45:	Break	(PL)
11.15:	Workshop 2	(PL, BLN or BLS)
12.15:	Lunch	(PL)
13.15:	Mel Eves - Performance Specialist	(PL)
13.45:	Workshop 3	(PL, BLN or BLS)
14.45:	Break	(PL)
15.00:	Keynote speech from Dr Jo Saxton, Chief Regulator, Ofqual	(PL)
15.30:	Exams Officer of the Year 2022 (sponsored by The Exams Office)	(PL)
15.45:	Close	(PL)

LOUNGE	PREMIER	BUSINESS NORTH	BUSINESS SOUTH
<b>09:45</b> Workshop Session 1	<b>AQA</b> Resilience – How to get it and how to give it	<b>OCR</b> Managing Results and Post-Results for GCSEs and A Levels: Understanding the JCQ guidance and instructions for the release of results and management of post-results services	<b>Kathy Stonham &amp; Katherine McDiarmid (serving exams officers)</b> Rabbit in the Headlights to Serene Swan: Coping Strategies for the Exam Season
<b>11:15</b> Workshop Session 2	<b>Kathy Stonham &amp; Katherine McDiarmid (serving exams officers)</b> Rabbit in the Headlights to Serene Swan: Coping Strategies for the Exam Season	<b>Morrish Solicitors</b> An examination officer’s contract of employment – what to watch out for	<b>The Exams Office</b> Strategies to manage your time (more) effectively
<b>13:45</b> Workshop Session 3	<b>The Exams Office</b> Strategies to manage your time (more) effectively	<b>Pearson</b> Supporting you – Summer update	<b>OCR</b> Managing Results and Post-Results for GCSEs and A Levels: Understanding the JCQ guidance and instructions for the release of results and management of post-results services

## LUNCH AND REFRESHMENTS

Refreshments will be served prior to the start of the conference and during breaktimes in the **Premier Lounge**. Delegates are encouraged to take the opportunity to visit the exhibitors’ stands. Lunch will also be served in the **Premier Lounge**.

## 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.