

Delegate Name

Centre Name

Centre No.

# WELCOME TO OUR 2023 SUMMER CONFERENCE

**THE KIA OVAL,  
LONDON SE11 5SS**  
MONDAY 3 JULY 2023

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

## TIMINGS FOR THE DAY

TIME	SESSION	ROOM(S)
8.15	Registration from (Tea/coffee & visit exhibitors)	Jardine
9.00 - 9.45	Introduction & NAEO/TEO updates	Ashes
9.50 - 10.40	Workshop session 1	England/Ashes/India
10.40 - 11.05	Break	Jardine
11.05 - 11.55	Workshop session 2	England/Ashes/India
12.00 - 12.50	Workshop session 3	England/Ashes/India
12.50 - 1.35	Lunch	Jardine
1.35 - 1.55	Exams Officer of the Year announcement	Ashes
2.00 - 2.50	Workshop session 4	England/Ashes/India
2.50 - 3.10	Break	Jardine
3.10 - 3.40	Keynote speech (Margaret Farragher - CEO JCO)	Ashes
3.40 - 4.00	Prize Draw & Close	Ashes

	ASHES SUITE	ENGLAND SUITE	INDIA ROOM
<b>Workshop 1</b> 9.50-10.40	<b>Anjali Manek &amp; Lisa Longstaff:</b> Empowering exams officers: Building your team and making yourself more visible	<b>Pearson:</b> BTEC feedback workshop - This session will cover topics to get you ready for BTEC results and an opportunity to share feedback with Pearson staff	<b>AQA:</b> A guide to Enhanced Results Analysis
<b>Workshop 2</b> 11.05-11.55	<b>Mindfulness &amp; Well-being:</b> Building resilience - How to bounce back from challenge and stay in control (Geraldine Jozefiak)	<b>AQA:</b> A guide to Enhanced Results Analysis	<b>Katherine McDiarmid:</b> Leading your exams office - Understanding how teams work within centres and how to manage different teams to ensure that you can effectively lead on, and deliver, key exam processes
<b>Workshop 3</b> 12.00-12.50	<b>OCR:</b> Countdown to results (Summer 2023) - A session covering the key actions exams officers need to take to help them prepare for, and effectively manage, the summer 2023 results and post-results period	<b>The Exams Office:</b> 'What do you do when exams are not taking place?' (Jugjit Chima)	<b>Pearson:</b> BTEC feedback workshop - This session will cover topics to get you ready for BTEC results and an opportunity to share feedback with Pearson staff
<b>Workshop 4</b> 2.00-2.50	<b>Summer 2023 exams series feedback</b> - An opportunity for delegates to offer feedback from the summer exams series (The Exams Office)	<b>Katherine McDiarmid:</b> Leading your exams office - Understanding how teams work within centres and how to manage different teams to ensure that you can effectively lead on, and deliver, key exam processes	<b>OCR:</b> Countdown to results (Summer 2023) - A session covering the key actions exams officers need to take to help them prepare for, and effectively manage, the summer 2023 results and post-results period

### Please note:

- In addition to the welcome and introduction, all delegates should attend the JCO presentation in the Ashes Suite
- We have allocated time during break and lunch to allow you to network with colleagues and visit the exhibitor stands

## GETTING TO THE EVENT:

- The conference is taking place at: The Kia Oval Cricket Ground, Kennington Oval, London, SE11 5SS
- Limited parking may be available at the Alec Stewart Gate, upon request by emailing [conference@theexamsoffice.com](mailto:conference@theexamsoffice.com)
- The nearest train station is Vauxhall
- Please enter via the Alec Stewart Gate on Harleyford Road

## LOCATION OF EVENT SPACES:

- The **Jardine Suite** is located on the ground floor
- The **Ashes Suite** is located on the first floor (this is also the location of the introduction, Exams Officer of the Year presentation, keynote speech and prize draw)
- The **England Suite** and **India Room** are located on the second floor

## LUNCH AND REFRESHMENTS (Jardine Suite):

- Refreshments will be served prior to the start of the conference and during breaks in the **Jardine Suite** which is located on the ground floor
- Please do take the opportunity to visit our exhibitors' stands which are also located in the **Jardine Suite**
- Lunch will also be served in the **Jardine Suite**. We have allocated 45 minutes for lunch between 12.50 and 1.35

## 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

## EXHIBITORS:

- |  |   |
|--|---|
| • AQA  | • Scanning Pens                                 |
| • OCR  | • Texthelp                                      |
| • Pearson                                      | • Wharton Clocks                                |
| • WJEC/Eduqas                                  | • Phoenix Safes                                 |
| • NCFE   | • Spaceforme                                    |
| • Cambridge Assessment International Education | • Parcelforce                                   |
| • The Exams Office                             | • Geraldine Jozefiak (Mindfulness & Well-being) |
| • Morrish Solicitors                           |   |

## FEEDBACK:

What did you think worked particularly well at the event?

Please share any comments regarding how the event 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 (2.50 to 3.10)**