

## **How to arrange a Skills for Life Speaking & Listening exam 2018-19**

### **28 calendar days before the exam date**

- Your S&L exam must be booked through the Trinity exam portal *no later than 28 calendar days before the exam date*.
- The Trinity exam portal can be found here...  
[www.trinitycollege.co.uk/portal](http://www.trinitycollege.co.uk/portal)
- Pictorial instructions are available from your Trinity appointed co-ordinator.
- Once you have booked your S&L exam session you will receive an email confirming that Trinity has received the booking – this email will include the exam invoice.

*You must arrange payment immediately – no exam will take place without either payment in full received into Trinity's account or a pre-arranged invoice agreement.*

- Payment can be made either by cheque, payable to *Trinity College London*, or directly into our bank account, details below:

Bank:	Lloyds Bank plc
Sort Code:	30-00-09
Account Number:	01212316
Account name:	Trinity College London

- You must send proof of payment to [receivable@trinitycollege.co.uk](mailto:receivable@trinitycollege.co.uk)

### **Preparing for the exam**

Once you have booked your exam and made payment you will need to go back to the Trinity exam portal and complete the following tasks...

Task	Completed by...
<b>Enrol your candidates</b>	24 hours before the exam
<b>Create exam timetable in exam portal</b>	24 hours before the exam
<b>Print exam day materials</b>	24 hours before the exam

*Candidates not enrolled by the day before the exam will not be allowed to take the exam.*

## **On the day of the exam**

- Ensure that the exam room is well ventilated/heated, of adequate size, with a desk and enough chairs for candidates and the examiner.
- There must be no evidence of classroom work on walls etc.
- Provide a quiet examining area, with posters warning staff and students of exam session in progress.
- Provide all exam paperwork to the examiner/s – this includes mark sheets, report forms and a full timetable.
- Ensure that the facilities for candidates are supervised to ensure noise is kept to a minimum.
- Ensure that there is effective stewarding of candidates before and after the exam, and ensure that candidates do not confer.
- Make sure examiners have access to regular refreshments throughout the session and make available facilities for lunch for the examiner, or recommend a suitable place for this.
- Check and follow up candidates who have not turned up/are ill etc and inform examiner as soon as possible.
- Please note that substituting one candidate for another or adding new candidates on the day is not allowed, except in exceptional circumstances. Please contact your Trinity coordinator should any such issues arise.
- Level changes are not allowed on the day of the exam.

## **After the exam**

- The examiner must be given access to a photocopier.
- The examiner will return the composite mark sheet to Trinity's head office and results and certificates will usually be dispatched to the centre within 4 weeks after the exam session.
- The examiner will place the report forms into a secure envelope, seal and both the examiner and centre representative will sign across the seal. This envelope is to be returned to Trinity by the centre representative.