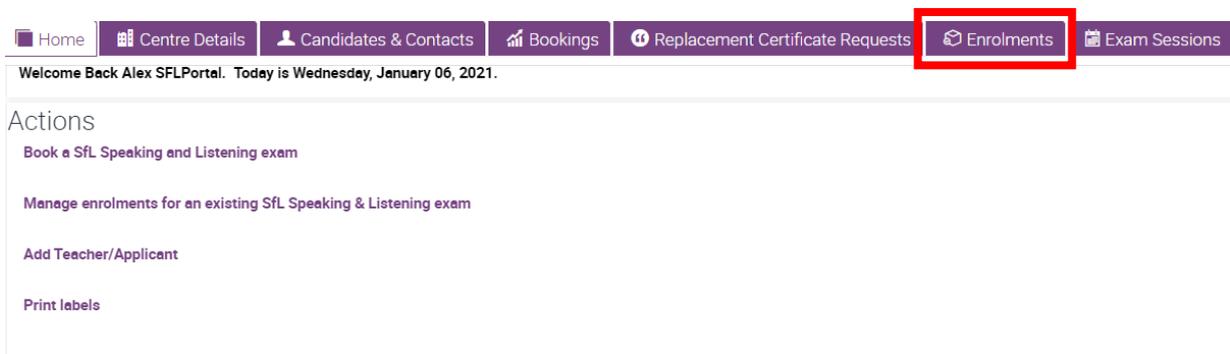


SfL Reading & Writing - enrol candidates and book your exam

Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to enrol candidates and book your Reading or Writing exam

1. Go to **Enrolments** at the top of the page



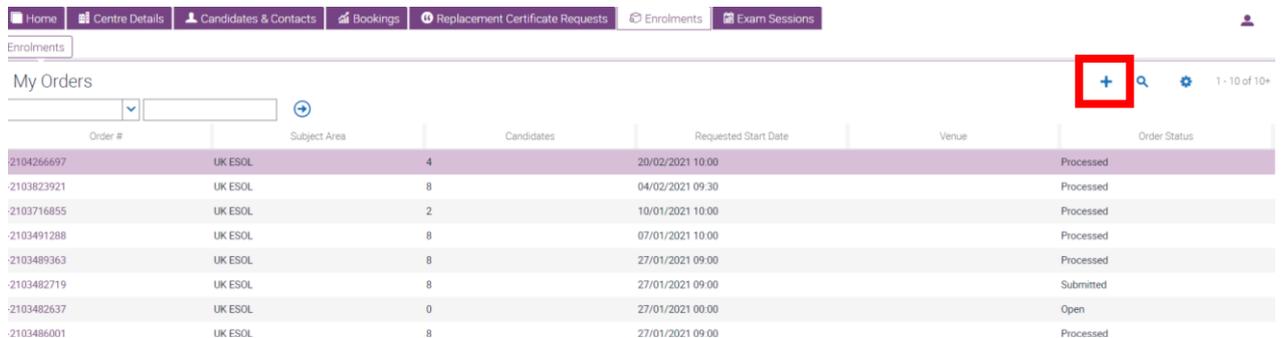
Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests **Enrolments** Exam Sessions

Welcome Back Alex SFLPortal. Today is Wednesday, January 06, 2021.

Actions

- Book a SFL Speaking and Listening exam
- Manage enrolments for an existing SFL Speaking & Listening exam
- Add Teacher/Applicant
- Print labels

2. Click the + symbol



Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests Enrolments Exam Sessions

Enrolments

My Orders

1 - 10 of 10+

Order #	Subject Area	Candidates	Requested Start Date	Venue	Order Status
2104266697	UK ESOL	4	20/02/2021 10:00		Processed
2103823921	UK ESOL	8	04/02/2021 09:30		Processed
2103716855	UK ESOL	2	10/01/2021 10:00		Processed
2103491288	UK ESOL	8	07/01/2021 10:00		Processed
2103489363	UK ESOL	8	27/01/2021 09:00		Processed
2103482719	UK ESOL	8	27/01/2021 09:00		Submitted
2103482637	UK ESOL	0	27/01/2021 00:00		Open
2103486001	UK ESOL	8	27/01/2021 09:00		Processed

3. Select **Subject Area**: click the magnifying glass icon, select **UK ESOL** then **OK**

Order #	Subject Area	Candidates	Requested Start Date
1-2105269741	UK ESOL		
1-2104266697	UK ESOL	4	20/02/2021 10:00
1-2103823921	UK ESOL	8	04/02/2021 09:30
1-2103716855	UK ESOL	2	10/01/2021 10:00
1-2103491288	UK ESOL	8	07/01/2021 10:00

4. Click the **Order#**, then complete the information below:

Order: 1-2105269741

Order Information

Centre Number	60700	Requested Start Date	
Subject Area*	UK ESOL	Requested End Date	
Venue		Examiners Requested	1
Venue Number		Total Exam Duration	0 Day, 0 Hour and 0 Minute
Status*	Open	Written Exam Date	
Delivery Method	Online	Written Exam Start Time	09:00

- **Venue:** use the magnifying glass icon to see a list of your registered venues, highlight the correct venue from the list and click **OK**
- **Delivery Method:**
 - if your candidates *have already taken or will take the Speaking & Listening Online* exam, select **Online*** (this is necessary to enable the issue of All Modes certificates where learners have taken the S&L *Online* module exam)
 - if your candidates *have not and will not take the Speaking & Listening Online* exam, select **Default***

*all candidate enrolments in a single order must all be Online or Default.

- **Written Exam Date:** select from the list
- **Written Exam Start Time:** select from the list
- **Requested Start Date:** enter the same date selected as 'Written Exam Date'
- **Requested End Date:** enter the same date selected as 'Written Exam Date'
- **Examiners Requested:** leave as 1

5. Go to **Candidate Enrolment**

Order: 1-2105269741

Order Information

Centre Number	60700	Requested Start Date	09/02/2021 00:00
Subject Area*	UK ESOL	Requested End Date	09/02/2021 00:00
Venue	Trinity's Test Centre (SFL)	Examiners Requested	1
Venue Number	60700	Total Exam Duration	0 Day, 0 Hour and 0 Minute
Status*	Open	Written Exam Date	09/02/2021
Delivery Method	Online	Written Exam Start Time	10:00

Orders **Candidate Enrolment** Enrolment Details Attachments Examiner Visits Written Exam Events Task

6. Go to **Download Spreadsheet** and select **UK ESOL** to open the enrolment spreadsheet

Orders Candidate Enrolment Enrolment Details Attachments Examiner Visits Written Exam Events Task

Mass Enrolment

New Delete Clear Candidate **Download Spreadsheet** Save Enrolments

Status	First Name	Last Name	Date of Birth	Existing Candidat...	Candidate Number	Ethnicity

- Music
- Drama
- International ESOL
- International ESOL SELT
- GESE China
- GESE India
- Arts Award Ex/Br/SI/Gd
- Arts Award Discover
- Rock & Pop
- Trinity Stars
- UK ESOL**

7. Enter details to all the following columns in the enrolment spreadsheet for all candidate entries:

- **First Name**
- **Last Name**
- **Date of Birth:** DD/MM/YYYY
- **Gender:** M or F
- **Exam Suite:**
 - if you selected **Online** for the Delivery Method (#4), here you should select **SfL Reading (Online)** or **SfL Writing (Online)**
 - if you selected **Default** for the Delivery Method (#4), here you should select **SfL Reading (RQF)** or **SfL Writing (RQF)**

➤ **Examination / Product Name:**

- if you previously selected **Online** (#4), select the correct level for **SfL Reading (Online)** or **SfL Writing (Online)**

M	N
---	---

Exam Suite	Examination/ Product Name
Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
to the "Enrolments" webpage ↓	
SfL Reading (Online)	SfL Reading Entry 1 (Online)
SfL Writing (Online)	SfL Writing Entry 1 (Online)

- if you previously selected **Default** (#4), select the correct level for **SfL Reading (RQF)** or **SfL Writing (RQF)**

M	N
---	---

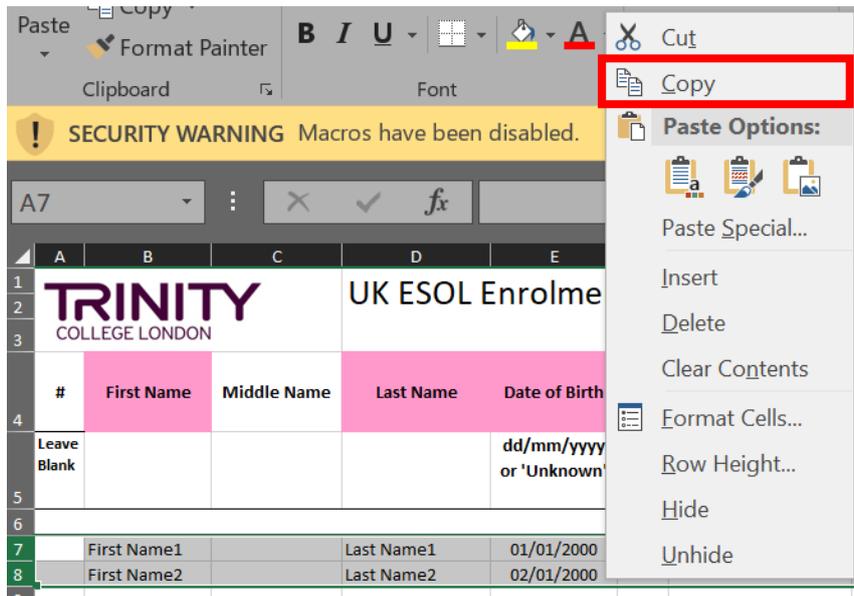
Exam Suite	Examination/ Product Name
Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
to the "Enrolments" webpage ↓	
SfL Reading (RQF)	SfL Reading Entry 1 (RQF)
SfL Writing (RQF)	SfL Writing Entry 1 (RQF)

8. You're now ready to add your candidates to your exam booking

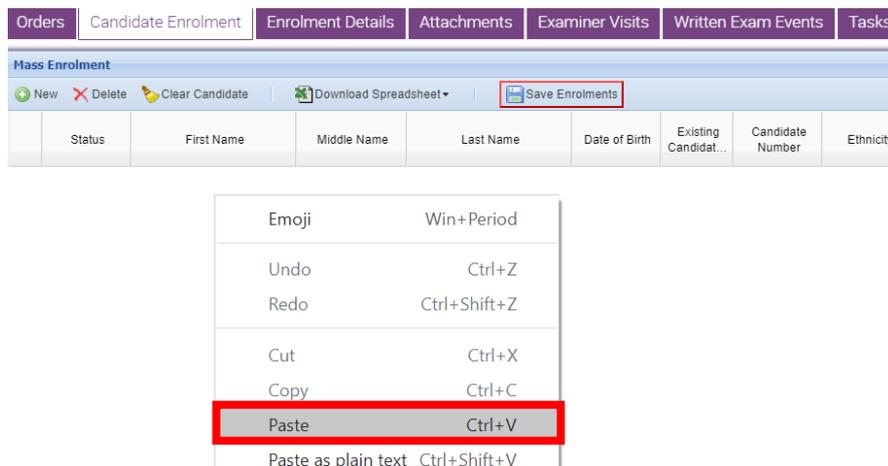
Click and hold your left mouse button on the number 7 (row header, shown below) and drag your mouse cursor down to the very last row of candidate data to highlight all rows of candidate information

	A	B	C	D	E
1	TRINITY COLLEGE LONDON			UK ESOL Enrolment	
2	TRINITY COLLEGE LONDON			UK ESOL Enrolment	
3	TRINITY COLLEGE LONDON			UK ESOL Enrolment	
4	#	First Name	Middle Name	Last Name	Date of Birth
5	Leave Blank				dd/mm/yyyy or 'Unknown'
6					
7		First Name1		Last Name1	01/01/2000
8		First Name2		Last Name2	02/01/2000

9. Hover your mouse cursor over the highlighted rows, right click and select **Copy**



Go back to the Trinity Online exam portal, hover your mouse cursor over the empty enrolment area, right click your mouse and select **Paste**



Your candidate enrolments will now appear. If any errors are detected in the information, you will be prompted to correct/complete the information in all cells highlighted **Red**.

10. Your candidate entries now need to be linked to their existing Candidate ID/record.

Click the  symbol beside each candidate entry

Mass Enrolment								
Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidat...	Candidate Number	Ethnicity	
1	First Name1		Last Name1	01/01/2000				
2	First Name2		Last Name2	02/01/2000				

If the candidate has an existing record you will see their name, date of birth and Candidate ID which you should select; if the candidate has no existing ID/record you will see "No candidates found" and can move on to the next candidate

Mass Enrolment											
Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidat...	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	Ex
1	First Name1		Last Name1	01/01/2000				F			
2	First Name2		Last Name2	02/01/2000	First Name1 Last Name1 (01/01/2000 - 1-2105432951)						

11. Click **Save Enrolments**

Mass Enrolment								
Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidat...	Candidate Number	Ethnicity	
1	 First Name1		 Last Name1	 01/01/2000		 1-2105432951		
2	 First Name2		 Last Name2	 02/01/2000		 1-2105432953		

12. Click **Submit** – your exam is now booked

Order: 1-2105269741

Submit

Order Information

Centre Number	60700	Requested Start Date	09/02/2021 00:00
Subject Area★	UK ESOL	Requested End Date	09/02/2021 00:00
Venue	Trinity's Test Centre (SFL)	Examiners Requested	1
Venue Number	60700	Total Exam Duration	0 Day, 0 Hour and 0 Minute
Status★	Open	Written Exam Date	09/02/2021
Delivery Method	Online	Written Exam Start Time	10:00