

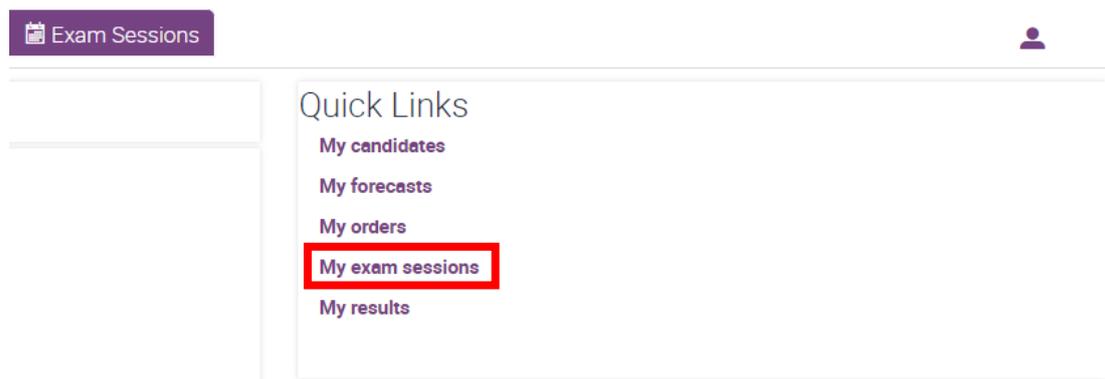
SfL Speaking & Listening – Timetable and Print Exam Materials

Once your Speaking & Listening exam has been booked, your exam timetable will be created automatically in the Trinity Online exam portal following the order of enrolments.

You can make changes to the timetable order up to 72 hours before the exam date.

Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to check your SfL Speaking & Listening exam timetable, make changes to your timetable and print exam materials.

1. Go to **My exam sessions** (to the right-hand side of the page)



2. A timetable will be created for each examiner in each order. Click on the date/start time for the exam which you would like to check a timetable

The screenshot shows the 'Examiner Visits' section of the Trinity Online exam portal. It displays a table with columns for Order #, Venue, Start, End, Status, and Candidates. The row for the exam on 10/01/2021 at 10:00 is highlighted with a red box.

Order #	Venue	Start	End	Status	Candidates
1-2104266697	Trinity's Test Centre (SFL)	20/02/2021 10:00	20/02/2021 13:30	Unscheduled	4
1-2103823921	Trinity's Test Centre (SFL)	04/02/2021 09:30	04/02/2021 13:00	Unscheduled	8
1-2103450905	Trinity's Test Centre (SFL)	02/02/2021 09:00	02/02/2021 12:30	Unscheduled	1
1-2103450905	Trinity's Test Centre (SFL)	28/01/2021 09:00	28/01/2021 12:30	Scheduled	12
1-2103485642	Trinity's Test Centre (SFL)	27/01/2021 09:00	27/01/2021 12:30	Unscheduled	0
1-2103455018	Trinity's Test Centre (SFL)	18/01/2021 09:00	18/01/2021 12:30	Unscheduled	0
1-2103716855	Trinity's Test Centre (SFL)	10/01/2021 10:00	10/01/2021 13:30	Unscheduled	0
1-2103491288	Trinity's Test Centre (SFL)	07/01/2021 10:00	07/01/2021 13:30	Unscheduled	0
1-2103491288	Trinity's Test Centre (SFL)	07/01/2021 10:00	07/01/2021 13:30	Unscheduled	0
1-2103491288	Trinity's Test Centre (SFL)	07/01/2021 10:00	07/01/2021 13:30	Unscheduled	0

3. Go to **Timetable Candidates**

The screenshot shows a web interface for 'Examiner Visits'. At the top, there are navigation tabs: Home, Centre Details, Candidates & Contacts, and Bookings. Below this is a search bar containing 'Examiner Visits'. The main heading is 'Examiner Visits', followed by three buttons: 'Generate Materials', 'Generate Breaks', and 'Bulk Print'. Underneath is the 'Exam Session Details' section, which includes: Examiner: (blank), Venue: Trinity's Test Centre, Start: 10/01/2021 10:00, and Order #: 1-2103716855. A red warning message reads: 'WARNING – Changing the start or finish dates of an exam visit ma'. At the bottom, there are four tabs: Itinerary, Timetable Candidates (highlighted with a red box), Attachments, and View Biography.

4. Timetables for Speaking & Listening Online exams:

- *Start with lowest levels and move up to higher levels as the exam goes on*
- *Include a 4 minute' break after each group discussion – 2 minutes for important examiner administration and 2 minutes to manage Zoom*
- *Include a 10 minute' break every 50-60 minutes*
- *Cannot exceed the maximum duration of 3.5 hours for each examiner (inclusive of breaks above)*
- *'Dummy' candidates taking part in a Group Discussion should not be enrolled or included in the timetable*
- *Will be confirmed and final 72 hours before the exam – with no more changes possible after this time.*

Timetables for Speaking & Listening face-to-face exams:

- *Start with lowest levels and move up to higher levels as the exam goes on*
- *Include 2 minutes at the end of each Group Discussion for the examiner to complete important administration*
- *Include a break after every 2 hours of examining*
- *Include a 60 minutes' lunch break*
- *Cannot exceed the maximum duration of 6 hours for each examiner (exclusive of breaks above)*
- *'Dummy' candidates taking part in a Group Discussion should not be enrolled or included in the timetable*

- Will be confirmed and final 72 hours before the exam – with no more changes possible after this time

5. You will see your timetable at the bottom right-hand side of the page

Timetable						
<input type="button" value="Save"/> <input type="button" value="Reset Timetable"/> <input type="button" value="Remove Items"/>						
Enrol... Seq.	Start	Durati...	Name	Subject	Venue	
10 February 2021 (Wednesday)						
1	10:00	5	First Name1 Last Name1	SfL Speaking & Listening Entry 1 (Online)		
2	10:05	5	First Name2 Last Name2	SfL Speaking & Listening Entry 1 (Online)		
	10:10	4	E1 Group Discussion & Admin (4 minutes)			
	10:14	4	Break (4 minutes)			
3	10:18	5	First Name3 Last Name3	SfL Speaking & Listening Entry 1 (Online)		
4	10:23	5	First Name4 Last Name4	SfL Speaking & Listening Entry 1 (Online)		
	10:28	4	E1 Group Discussion & Admin (4 minutes)			
	10:32	4	Break (4 minutes)			
5	10:36	5	First Name5 Last Name5	SfL Speaking & Listening Entry 1 (Online)		
6	10:41	5	First Name6 Last Name6	SfL Speaking & Listening Entry 1 (Online)		
	10:46	4	E1 Group Discussion & Admin (4 minutes)			
	10:50	10	Break (10 minutes)			
7	11:00	5	First Name7 Last Name7	SfL Speaking & Listening Entry 1 (Online)		
8	11:05	5	First Name8 Last Name8	SfL Speaking & Listening Entry 1 (Online)		
	11:10	4	E1 Group Discussion & Admin (4 minutes)			
	11:14	4	Break (4 minutes)			

6. To change the order of the timetable, click and hold your left mouse on a candidate's name, then move them up or down the list and let go of the mouse button to drop the candidate into their new slot

Timetable						
<input type="button" value="Save"/> <input type="button" value="Reset Timetable"/> <input type="button" value="Remove Items"/>						
Enrol... Seq.	Start	Durati...	Name	Subject	Venue	
10 February 2021 (Wednesday)						
1	10:00	5	First Name1 Last Name1	SfL Speaking & Listening Entry 1 (Online)		
2	10:05	5	First Name2 Last Name2	SfL Speaking & Listening Entry 1 (Online)		
	10:10	4	E1 Group Discussion & Admin (4 minutes)			
	10:14	4	Break (4 minutes)			
3	10:18	5	First Name3 Last Name3	SfL Speaking & Listening Entry 1 (Online)		
4	10:23	5	First Name4 Last Name4	SfL Speaking & Listening Entry 1 (Online)		1 selected row
	10:28	4	E1 Group Discussion & Admin (4 minutes)			
	10:32	4	Break (4 minutes)			
5	10:36	5	First Name5 Last Name5	SfL Speaking & Listening Entry 1 (Online)		
6	10:41	5	First Name6 Last Name6	SfL Speaking & Listening Entry 1 (Online)		
	10:46	4	E1 Group Discussion & Admin (4 minutes)			
	10:50	10	Break (10 minutes)			

Timetable					
Enrol... Seq.	Start	Durati...	Name	Subject	Venue
10 February 2021 (Wednesday)					
1	10:00	5	First Name1 Last Name1	SfL Speaking & Listening Entry 1 (Online)	
2	10:05	5	First Name2 Last Name2	SfL Speaking & Listening Entry 1 (Online)	
	10:10	4	E1 Group Discussion & Admin (4 minutes)		
	10:14	4	Break (4 minutes)		
4	10:18	5	First Name4 Last Name4	SfL Speaking & Listening Entry 1 (Online)	
3	10:23	5	First Name3 Last Name3	SfL Speaking & Listening Entry 1 (Online)	
	10:28	4	E1 Group Discussion & Admin (4 minutes)		
	10:32	4	Break (4 minutes)		

If you need to withdraw a candidate from the exam, select the correct candidate line in the timetable and click **Remove Items**.

If you withdraw a candidate from the exam, please inform your coordinator by email.

7. **Save** your timetable - your timetable is now ready to view
8. Click **Generate Materials**

Home | Centre Details | Candidates & Contacts | Bookings

Examiner Visits

Examiner Visits

Generate Materials
Generate Breaks
Bulk Print

Exam Session Details

Examiner: _____ Venue: Trinity's Test Centre

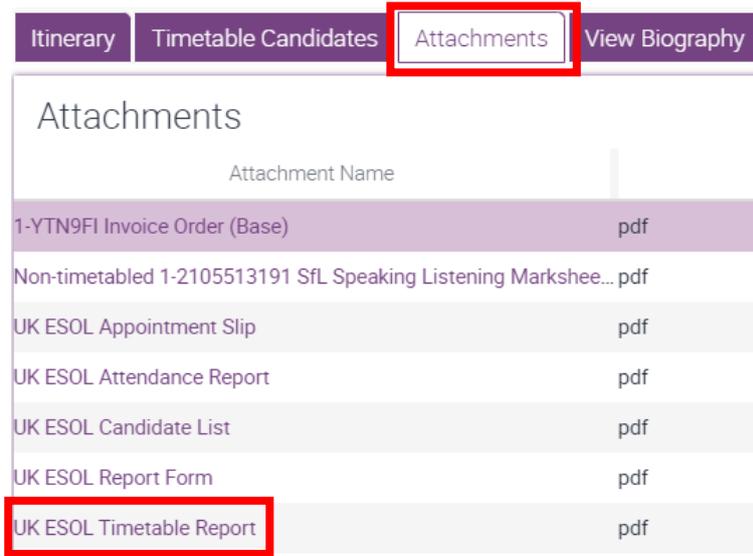
Start: 10/02/2021 10:00

Order #: 1-2105513191

WARNING – Changing the start or finish dates of an exam visit ma

Itinerary
Timetable Candidates
Attachments
View Biography

9. To view your timetable, go to **Attachments**



Attachments	
Attachment Name	
1-YTN9FI Invoice Order (Base)	pdf
Non-timetabled 1-2105513191 SfL Speaking Listening Markshee...	pdf
UK ESOL Appointment Slip	pdf
UK ESOL Attendance Report	pdf
UK ESOL Candidate List	pdf
UK ESOL Report Form	pdf
UK ESOL Timetable Report	pdf

10. Trinity will confirm your examiner 72 hours before your exam session, adding their name to your exam timetable. For *Speaking & Listening Online* exams, the examiner's Zoom meeting ID will also be added to the timetable.

You should print the timetable in the 48 hours immediately before the exam.