

How to arrange a Skills for Life Reading or Writing exam

21 calendar days before the exam date

- Your R&W exam must be booked through the Trinity exam portal *no later than 21 calendar days before the exam date*.
- By this deadline, all candidates must also be enrolled - no candidate enrolments will be accepted after the 21 days' deadline.
- The Trinity exam portal can be found here...
www.trinitycollege.co.uk/portal
- Pictorial instructions are available from your Trinity appointed co-ordinator.
- If candidates are sitting more than one unit (ie Reading and Writing) you must ensure that both enrolments are made under the same candidate ID. If the candidates are not enrolled under one candidate ID for all parts of their exam, they will NOT receive an all modes certificate.
- Once candidates have been enrolled you will receive an email containing the exam invoice.
- Your invoice will be made available for you to access from the Trinity exam portal.
- A minimum fee of £147.50 is applicable to a Reading or Writing exam session.
- 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

3 calendar days before the exam

- Your exam papers will be sent directly to your centre, for the attention of your centre representative.

Please ensure that the following is carried out:

- Check the front of each security bag for the exam start time and number of papers – you must not open the security bags until the exam day. If you notice any errors with the levels or quantities, please contact Trinity immediately.
- Store the papers in a secure location.

- Read through the 'Admin Pack' enclosed with the exam papers.
- Prepare the seating plan.
- Nominate a supervisor and the appropriate number of invigilators (see *Instructions to Supervisors and Invigilators*)

On the day of the exam

- There must be no evidence of classroom work etc on walls of the exam room.
- Ensure that appropriate exam posters and *Notice to Candidates* are displayed.
- Designate a secure area for candidates' belongings.
- Ensure that the facilities for candidates are supervised to ensure noise is kept to a minimum.
- Register candidates using the *Attendance Report*
- Do not open the security bags containing the exam papers until all candidates seated in the exam room. Please follow the instructions on the security bag.
- Follow the appropriate exam conduct and maintain at all times (see *Instructions for Supervisors and Invigilators*)

After the exam

- After the exam has finished make sure that candidates are prohibited from any further writing.
- Return the exam papers and associated paperwork immediately to Trinity by secure delivery. Full return instructions are included in the Admin Pack
- Results will usually be available within 4 weeks of the exam date and certificates will usually be dispatched to the centre within 6 weeks after the exam session.

Quality Assurance

As part of Trinity's Quality Assurance programme any exam may be subject to an unannounced inspection. Trinity inspectors will aim to arrive at the centre at least 30 minutes before the scheduled start of an exam so that the entire exam administration can be observed. Centres must cooperate fully with Trinity's inspectors at all times.