TRINITY
COLLEGE LONDON

How to arrange an ISE exam session in the UK

To book both the ISE R&W and ISE S&L module exams this guide explains the steps you need to take. If you would like to book only one of the module exams, please contact Trinity for more information.

30 days before the exam date

- Your ISE exam must be booked through the Trinity exam portal and all candidates enrolled *no later than 30 days before the exam date*.

- The Trinity exam portal can be found here...
  www.trinitycollege.co.uk/portal

- Full, pictorial instructions are available from your Trinity appointed co-ordinator. These guides will take you step-by-step through booking your ISE exam.

- When booking ISE RW-only exams, the minimum number of candidates required is 10. If you have fewer than 10 candidates, a charge will be added to make the fee equivalent to 10 papers.

- Once you have booked your ISE exam session Trinity will contact you to confirm exam dates and times and to send to you the exam invoice.

- *You must arrange payment immediately*

- 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
SWIFT/BIC CODE:	LOYD GB 21013
IBAN Number:	GB14 LOYD 3000 0901 212316

- Please send proof of payment to receivable@trinitycollege.co.uk

Preparing for the speaking and listening exam

Once you have booked your exam and enrolled your candidates you will need to go back to the Trinity exam portal and complete the following tasks – these tasks must be complete no later than indicated below…

Task	Completed by…
Create exam timetable in exam portal	3pm, the day before the exam
Print timetable and mark sheets/topic forms	Start of exam

On the day of the speaking and listening exam

- Ensure that the exam room is well ventilated/heated, of adequate size, with a desk and at least 2 chairs. There must be no evidence of classroom work on walls etc.

- Make sure to provide a quiet waiting area, with posters warning staff and students of exam session in progress.

- Prepare printed copy of the ISE mark sheet (also topic forms, if required). While the tablets are in their infancy the paperwork should be readied in case it is required.

- Provide printed copy of the ISE mark sheet to the examiner/s.

- Provide printed copy of the timetable to the examiner/s.

- Ensure that the facilities for candidates are supervised so that 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 with 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.

- Level changes are not allowed on the day of the exam.

After the speaking and listening exam

- The examiner will set aside 30 min after the end of the exam session to give you general feedback on how the exam session went. The examiner will not comment on the performance of individual students, but will give general feedback regarding students' overall preparedness and performance that will hopefully be helpful when preparing for future Trinity exams.

- The S&L examiner will send the marks to Trinity's head office direct from their tablet. Marks will be automatically uploaded to the Trinity exam portal and notification of this will be sent to your centre's 'main contact' as soon as they are available.

- Certificates will be dispatched 8 weeks after the exam session.