

Trinity College London

Centre Portal Guidelines

ESOL Skills for Life: Enrol Reading and
Writing Candidates

Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

Enrol Reading and Writing candidates

When you log-in to the Trinity portal you will be taken to your Home page (below).

Important:

If you are re-enrolling existing candidate's (ie candidates with a prior exam history with Trinity) you should join them to their existing candidate ID number. If the candidates are not enrolled under one candidate ID for all parts of their exam, they will NOT receive an all modes certificate.

[Home](#) | [Centre Details](#) | [Forecasts/Bookings](#) | [Enrolments](#) | [Exam Sessions](#) | [Candidates & Contacts](#)

Welcome to Trinity Online
Paul Newman
Monday, December 08, 2014

Actions

- Book a Sfl. Reading or Sfl. Writing exam date
- Enter candidates for an existing Sfl. Reading or Sfl. Writing booking
- Book a Sfl. Speaking and Listening exam
- Manage enrolments for an existing Sfl. Speaking & Listening exam
- Add Teacher/Applicant
- Print labels

My Recent Enrolments

Order	Status	Exam Date	Centre	Centre Number	Subject Area
1-436706732	Ready to Deliver	25/12/2014 09:00:00	Sfl. Test Centre 2	57491	UK ESOL
1-436740536	Open	15/12/2014 09:00:00	Sfl. Test Centre 2	57491	UK ESOL
1-436740526	Open	15/12/2014 09:00:00	Sfl. Test Centre 2	57491	UK ESOL
1-436706887	Submitted	24/12/2014 09:00:00	Sfl. Test Centre 2	57491	UK ESOL
1-436706847	Open	24/12/2014 09:00:00	Sfl. Test Centre 2	57491	UK ESOL

My Messages [New](#) [Delete](#) [Query](#) [No Records](#)

Quick Links

- My candidates
- My forecasts
- My orders
- My exam sessions
Provides access to – timetabling, exam materials, examiner biographies & examiner visits
- My results

1. From the **Actions** box, click on **Enter candidates for an existing Sfl Reading or Sfl Writing booking**.
2. Click on the **selection widget** to launch a list of your booking orders. Highlight the correct date that has been pre-booked by clicking on the arrow on the left hand side, click **OK**, and click **Finish**.

Select Sfl. Reading or Writing Booking

Please pick the exam date for which

[Previous](#) [Next](#) [Finish](#) [Cancel](#)

Pick Booking - Windows Internet ...

Booking Number	Exam Suite	Exam Date	Status
1-437189335	Sfl Reading	29/12/2014	Request Approved

[OK](#) [Cancel](#)

3. This will take you into the order, into the 'Candidate Enrolment' tab (The order number will be displayed in the top left hand corner). There are two ways to input enrolments – either, by entering candidates one by one directly into the system or, by using the 'mass enrolment spreadsheet' (see *step 4* for instructions on how to enrol candidates on a 'mass enrolment spreadsheet').

Home | Bookings | Enrolments | Examiner Visits | Centre Details | Messages | Candidates | Results Enquiry | Address Labels

Order: 1-43665531 | Edit | Submit | Invoice | Process Order | Timetable Complete | 1 of 1+

Order Details
 Subject Area: Music
 Venue:
 Venue Number:
 Status: Open
 Processing Status:

Requested Start Date: 23/04/2012
 Requested End Date: 24/04/2012
 Examiners Requested: 1

Comment

 Timetabled:

Total Price

Candidate Enrolment | Enrolment Details | Attachments | Examiner Visits | Written Exam Events | Tasks

Mass Enrolment

	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Sex	ULN	Ensemble Name	External ID	Exam Suite	Product
1	New					?								

- i. To enrol candidates one by one click **New**. This will create the first line for your entries.

Click here to see if candidate details exist on the system.

- Enter the Candidate details, First Name, Last Name and Date of Birth. You have the option to choose 'Unknown' from the calendar if the candidate has not provided a date of birth.
- To add an existing candidate that has been previously enrolled, enter the candidates name and date of birth then click on the question mark under the 'Existing Candidate?' column.
- If you are re-enrolling existing candidate's (ie candidates with a prior exam history with Trinity) you should join them to their existing candidate ID number. If the candidates are not enrolled under one candidate ID for all parts of their exam, they will NOT receive an all modes certificate.*
- Select the **Exam suite** and the **Product** for each candidate from the drop down menu.

Order: 1-437207606 | Edit | Submit | Timetable Complete | 12 of 12+

Order Details
 Centre Number: 57491
 Subject Area: UK ESOL
 Venue: Venue 4
 Venue Number: 1-436464160
 Status: Invoiced
 Processing Status: Invoiced

Requested Start Date: 29/12/2014
 Requested End Date: 29/12/2014
 Examiners Requested: 1
 Total Exam Duration: 0 Day, 0 Hour and 45 Minutes
 Written Exam Date: 29/12/2014
 Processed Lines:

Comment

 Timetabled:

Total Price
 £30.00

Update Order Details | Attachments | Examiner Visits | Written Exam Events | Tasks

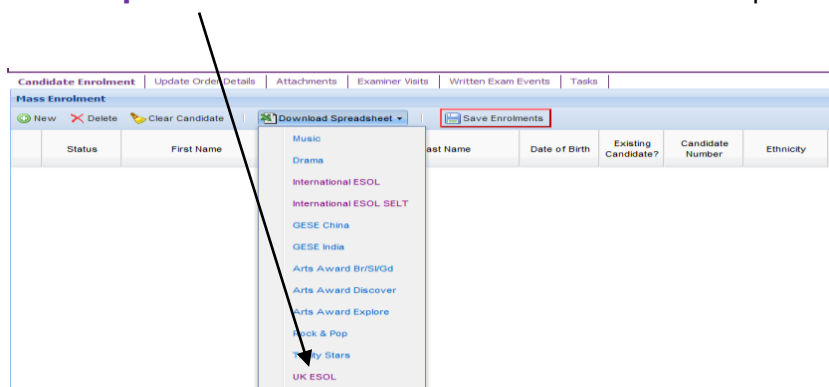
Mass Enrolment

First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Product
Paul		newman	15/08/1990	?							SfL Reading	

SfL Reading Entry 1
 SfL Reading Entry 2
 SfL Reading Entry 3
 SfL Reading Level 1
 SfL Reading Level 2

- Once all candidate enrolments have been made, click **Save Enrolments** and then click **Submit**. Please note, only submit the order once all candidates have been enrolled. As long as you save the candidates details you can come away from the order without submitting.

- Once you have entered your candidates, go to step 5
- 4. To enter candidates using the 'mass enrolment spreadsheet' click **Download Spreadsheet** and select **UK ESOL** from the drop down box.



TRINITY COLLEGE LONDON UK ESOL Enrolment Spreadsheet Template													
#	First Name	Middle Name	Last Name	Date of Birth	#	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Examination/ Product Name	
Leave Blank				dd/mm/yyyy or 'Unknown'	Leave Blank		M / F	If known				Select from values in Cell or see values in 'List of Examinations' Tab	
7	Paul		Newman	15/08/1990		White, British	M					SFL Reading Entry 1	
8	Jaume		Badia	15/08/1990		Prefer not to specify	M					SFL Writing Entry 1	
9	Teija		Laurie	15/08/1990		Other, Other	F					SFL Reading Entry 2	
10	Sarah		Lallemand	15/08/1990		White, Other	F					SFL Writing Entry 2	

- Enter your candidate details onto the spreadsheet, all columns highlighted in pink must be completed (fields for Gender, Exam Name and Examination Product have drop down menus).
- Alternatively, you can add the Candidate number, Exam Suite and Examination Name/Product only into the mass enrolment spreadsheet.

TRINITY COLLEGE LONDON UK ESOL Enrolment Spreadsheet Template													
#	First Name	Middle Name	Last Name	Date of Birth	#	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Examination/ Product Name
Leave Blank				dd/mm/yyyy or 'Unknown'	Leave Blank			M / F	If known			Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
7	Joe		Bloggs	10/02/1990		1-437077434		M				SFL Speaking & Listening	SFL Speaking & Listening Entry 2
8												SFL Speaking & Listening	SFL Speaking & Listening Entry 2

This will populate the correct candidate information into the candidate enrolment section of the portal. This is a simple way to join your existing candidate records.

- When you have entered all candidates to the spreadsheet you need to highlight all rows populated (making sure that you copy the entire row, including all blank cells).
- Copy and paste the highlighted rows to the exam portal Mass Enrolment area.

Mass Enrolment													
New Delete Clear Candidate Download Spreadsheet Save Enrolments													
	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite
1	Invoiced	Paul		newman	15/08/1990		1-437235681						SfL Reading
2		Paul		Newman	15/08/1990			White, British	M				SfL Reading
3		Jaume		Badia	15/08/1990			Prefer not to specify	M				SfL Writing
4		Teija		Laurie	15/08/1990			Other, Other	F				SfL Reading
5		Sarah		Lallemand	15/08/1990			White, Other	F				SfL Writing

- Existing Candidates - You will have the option to choose previously enrolled candidates. To do this, once you have uploaded the spreadsheet, click on the question mark under the **Existing Candidate?** column. If the candidate exists from a previous enrolment, then select that record from the drop down menu.

If you are re-enrolling existing candidate's (ie candidates with a prior exam history with Trinity) you should join them to their existing candidate ID number. If the candidates are not enrolled under one candidate ID for all parts of their exam, they will NOT receive an all modes certificate.

Home | Centre Details | Forecasts/Bookings | **Enrolments** | Exam Sessions | Candidates & Contacts

Order: 1-437207606 [Edit](#) [Submit](#) [Timetable Complete](#) 1 of 1

Order Details

Centre Number: 57491
Subject Area: UK ESOL
Venue: Venue 4
Venue Number: 1-436464160
Status: Re-opened
Processing Status:

Requested Start Date: 29/12/2014
Requested End Date: 29/12/2014
Examiners Requested: 1
Total Exam Duration: 0 Day, 0 Hour and 45 Minutes
Written Exam Date: 29/12/2014
Processed Lines:

Comment

Timetabled: ☐

Total Price
£30.00

[Candidate Enrolment](#) [Update Order Details](#) [Attachments](#) [Examiner Visits](#) [Written Exam Events](#) [Tasks](#)

Mass Enrolment													
New Delete Clear Candidate Download Spreadsheet Save Enrolments													
	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite
1	Invoiced	Paul		newman	15/08/1990		1-437235681						SfL Reading
2		paul	david	Newman	15/08/1990		1-436191601		M				SfL Reading
3		Jaume		Badia	15/08/1990			Prefer not to specify	M				SfL Writing
4		Teija		Laurie	15/08/1990			Other, Other	F				SfL Reading
5		Sarah		Lallemand	15/08/1990			White, Other	F				SfL Writing

- Click **Save Enrolments** to save all candidate details, once saved Click **Submit** to submit your order.

Your candidates are now enrolled for the Reading and/or Writing exam.

Candidate enrolment - Hints & Tips

- Candidate names - When you enter your candidate names you must make sure that the spelling is correct. The names that you enter here will be printed onto both the exam paperwork and certificate.
- Date of Birth - When you enter the date of birth you must use the following format, DD/MM/YYYY.
- Gender - When entering candidate gender you should use the drop down menu from the spreadsheet.
- Exam Suite - When entering Exam Suite you should use the drop down menu from the spreadsheet.
- Exam Name - When entering Examination Name you should use the drop down menu from the spreadsheet.
- *If you are re-enrolling existing candidate's (ie candidates with a prior exam history with Trinity) you should join them to their existing candidate ID number. If the candidates are not enrolled under one candidate ID for all parts of their exam, they will NOT receive an all modes certificate.*