

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.

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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 1 - 5 of 5

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

Ref #	Last Updated	Last Update	From	To	Status	Subject
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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 ... 1 - 1 of 1

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

OK Cancel

- 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').

- 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.

- 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	Leave Blank	Select from values in cell	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	Product Code	Min Age V
Leave Blank				dd/mm/yyyy or 'Unknown'	Leave Blank	Leave Blank	Select from values in cell	M / F	If known			Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab		Yor
7	Joe		Bloggs	10/02/1990		1-437077434		M				SFL Speaking & Listening L Speaking & Listening Entry 2			
8												SFL Speaking & Listening L 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	SfL R
2		Paul		Newman	15/08/1990	?		White, British	M				SfL Reading	SfL R
3		Jaume		Badia	15/08/1990	?		Prefer not to specify	M				SfL Writing	SfL W
4		Teija		Laurie	15/08/1990	?		Other, Other	F				SfL Reading	SfL R
5		Sarah		Lallemand	15/08/1990	?		White, Other	F				SfL Writing	SfL W

Undo
Cut
Copy
Paste
Delete
Select All

- 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 Requested Start Date: 29/12/2014
 Subject Area: UK ESOL Requested End Date: 29/12/2014
 Venue: Venue 4 Examiners Requested: 1
 Venue Number: 1-436464160 Total Exam Duration: 0 Day, 0 Hour and 45 Minutes
 Status: Re-opened Written Exam Date: 29/12/2014
 Processing Status: Processed Lines:

Comment 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	SfL R
2		paul	david	Newman	15/08/1990	✓	1-436191601		M				SfL Reading	SfL R
3		Jaume		Badia	15/08/1990	?		Prefer not to specify	M				SfL Writing	SfL W
4		Teija		Laurie	15/08/1990	?		Other, Other	F				SfL Reading	SfL R
5		Sarah		Lallemand	15/08/1990	?		White, Other	F				SfL Writing	SfL W

- 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.*