

GESE – create your exam timetable and print exam materials

Go to the Trinity Online exam portal: <u>https://portal.trinitycollege.co.uk</u>, and follow the steps below to create your GESE timetable and print exam materials.

1. Go to My exam sessions

🕄 Enrolments	🗎 Exam Sessions	
		Quick Links
		My candidates
		My forecasts
		My orders
		My exam sessions
		My results

2. Click on the date of the exam for which you are creating a timetable

Home 🗰 Cent	tre Details	Candidates & Co	ntacts 🛛 📶 Bookings	66 Replacement Certificate	Requests 🛛 🕸 Enrolment	s 📓 Exam Sessions
Examiner Visits						
Examiner Visits 🗸						
	~		€			
Order #		Venue	Start▼	End	Status	Candidates
1-1940470715	Trinity's Te	st Centre (UK GESE)	02/12/2020 09:00	02/12/2020 15:48	Unscheduled	10
1-1940477161	Trinity's Te	st Centre (UK GESE)	02/12/2020 09:00	02/12/2020 15:35	Unscheduled	10
1-1942353041	Trinity's Te	st Centre (UK GESE	13/11/2020 09:00	13/11/2020 12:30	Unscheduled	0
1-1942695581	Trinity's Te	st Centre (UK GESE	12/11/2020 09:00	12/11/2020 12:30	Unscheduled	0
1-1939404100	Trinity's Te	st Centre (UK GESE)	01/11/2020 12:00	01/11/2020 15:30	Unscheduled	12
1-1939404100	Trinity's Te	st Centre (UK GESE)	01/11/2020 12:00	01/11/2020 15:30	Unscheduled	22
1-1939404100	Trinity's Te	st Centre (UK GESE	01/11/2020 12:00	01/11/2020 15:30	Unscheduled	16
1-1940156101	Trinity's Te	st Centre (UK GESE	01/11/2020 10:00	01/11/2020 13:30	Unscheduled	0
1-1939403717	Trinity's Te	st Centre (UK GESE)	01/10/2020 09:00	01/10/2020 12:30	Unscheduled	5
1-1940398706	Trinity's Te	st Centre (UK GESE	14/09/2020 09:00	14/09/2020 11:00	Unscheduled	2

3. Go to Timetable Candidates

Home	🔠 Centre	Details	ᆚ Candida	tes & Contacts	📶 Bookings						
Examiner Visits											
Exami	ner Visits	S									
Generate	Materials	Generate	Breaks	Bulk Print							
Exam S	Exam Session Details										
Examin	ier:			Venue:	Trinity's Test Centre						
Sta	art: 01/11/202	0 10:00									
Order	r #: 1-1942976	501									
WARNING – Changing the start or finish dates of an exam visit may											
Itinerary	Timetable (Candidates	Attachme	ents View Bio	graphy						

4. Update the **Start Time** at the bottom of the screen to match the confirmed start time in the Exam Session Details

Exan	niner:			Venue: Trinity's	Fest Centre (L
1	Start: 02	/11/2020 10:00			
Ord	der #. 1-1	942976890			
WAR	NING -	Changing the start	or finish da	ites of an exam	visit may
Itinerary	Time	etable Candidates At	ttachments	View Biography	
Exams					
Enrolment Seq.	Grade	Product	Duration (Minutes)	First Name	Last Name
1	1	GESE Online Grade 1	5	Candidate1	Surname1
2	2	GESE Online Grade 2	6	Candidate2	Surname2
3	3	GESE Online Grade 3	7	Candidate3	Surname3
4	4	GESE Online Grade 4	10	Candidate4	Surname4
5	5	GESE Online Grade 5	10	Candidate5	Surname5
6	6	GESE Online Grade 6	10	Candidate6	Surname6
Davs		Other	s/Next Page)	/iewing page 1	
, Da	te	Start Time Type:		~	mins ad
02 Never	bor 2020	10:00			(0 minutes)

- 5. Timetables for GESE Online exams (*go to no.9 for Timetables for face-to-face exams) should:
 - > Start with the lowest levels, moving up to higher levels as the exam proceeds
 - > Include a 2m break after each candidate
 - > Include a 10m break after 50-60 minutes
 - Not exceed the maximum duration of 3.5 hours for each examiner (inclusive of the breaks above)
 - Will be confirmed and final 72 hours before the exam with no more changes possible after this time

To add candidates to the timetable, click and hold on a candidate's name, then drag and drop into the Timetable

						Timetable			
rolment Seq.	Grade	Product	Duration (Minutes)	First Name	Last Name	E Save	🐴 Reset	Timetable	🗙 Remove Items
1	1	GESE Online Grade 1	5	Candidate1	Surname1	Enrol Seq.	Start	Duration	Name
3	3	GESE Online Grade 3	7	Candidate3	Surname3	🗉 0. Nove	mber 2020 (I	1onday)	
4	4	GESE Online Grade 4	10	Candidate4	Surname4		10:00		Drag items here
5	5	GESE Online Grade 5	10	Candidate5	Surname5				
6	6	GESE Online Grade 6	10	Candidate6	Surname6				

6. To create the breaks, first select Break, enter 2 mins and click **Add**. To add the 10m break, repeat this step entering 10 mins, and click **Add**

Days		Other		
Date	Start Time	Type:	Break 🖌 2 🖌 mins Add	
12 November 2020 (Thursday)	09:00		(minutes)	
((0 minutes)	
Days		Other		_
Date	Start Time	Type:	Break v 10 v mins A	
12 November 2020	09:00		Break (10 minutes)	
(Thursday)			Break (2 minutes)	
			Break (2 minutes)	
			Break (2 minutes)	
			Break (2 minutes)	•
		•	•	

- 📄 Save Enrolment Seq. Grade Duration (Minutes) First Name Last Name Appli... School Ensemble Venue 🕈 Reset Timetable 🛛 🗙 Remove Items Product Enrol... Seq. Start Duration Name Subject 3 02 No nber 2020 (Monday) GESE Online Grade 1 Candidate1 Surname1 1 10:00 Break (2 minutes) Candidate2 Surname2 10:05 10:07 2 GESE Online Grade 2 10:13 Break (2 minutes) 10:15 10:22 Candidate3 Surname3 Break (2 minutes) 3 GESE Online Grade 3 1 24 10:34 10:36 Candidate4 Surname4 GESE Online Grade 4 Candidate4 Surname4 Break (2 minutes) Candidate5 Surname5 Break (2 minutes) Candidate5 Surname7 Break (10 minutes) Candidate7 Surname7 Break (2 minutes) Candidate8 Surname8 End of day (0 minutes) GESE Online Grade 5 10:46 2 10:48 10:58 GESE Online Grade 6 11:08 11:23 11:25 GESE Online Grade 7 14 4 💷 > > | (Previous/Next Page) | Viewing page 2 No exam 2 15 0 Days GESE Online Grade 8 8 Date Start Time Type: Brea ✓ mins ▼ 10 11:40 02 November 2020 (Monday) 10:00 Г Break (2 minutes) Break (10 minutes)
- 7. Drag and drop the breaks into the timetable, following timetable rules above

8. Once you have timetabled all candidates and breaks click Save

Timetable										
🔚 Save	🖣 Reset	Timetable	× Remove Items							
Enrol Seq.	Start	Duration	Name	Subject						
∃ 02 November 2020 (Monday)										
1	10:00	5	Candidate1 Surname1	GESE Online Grade 1						
	10:05	2	Break (2 minutes)							
2	10:07	6	Candidate2 Surname2	GESE Online Grade 2						
	10:13	2	Break (2 minutes)							
3	10:15	7	Candidate3 Surname3	GESE Online Grade 3						
	10:22	2	Break (2 minutes)							
4	10:24	10	Candidate4 Surname4	GESE Online Grade 4						
	10:34	2	Break (2 minutes)							
5	10:36	10	Candidate5 Surname5	GESE Online Grade 5						
	10:46	2	Break (2 minutes)							
6	10:48	10	Candidate6 Surname6	GESE Online Grade 6						
	10:58	10	Break (10 minutes)							
7	11:08	15	Candidate7 Surname7	GESE Online Grade 7						
	11:23	2	Break (2 minutes)							
8	11:25	15	Candidate8 Surname8	GESE Online Grade 8						
	11:40	0	End of day (0 minutes)							

- 9. Timetables for GESE face-to-face exams should:
 - > Start with the lowest levels, moving up to higher levels as the exam proceeds
 - > Include a 15m break half-way through the morning and afternoon sessions
 - > Include a 60m lunch break
 - Cannot exceed the maximum duration of 6 hours for each examiner (exclusive of breaks above)

To add candidates to the timetable, click and hold on a candidate's name, then drag and drop into the Timetable. Repeat this until all candidates are in the timetable

Itinerary	Time	etable Candidates	Attachments	View Biography												
Exams	s											Timetable				
Enrolm Seq.	Gra	Product	Duration (Minutes)	First Name	Last Name	Appli	School	Ensemble	Venue		🔚 Save	🕈 Reset	Timetable	× Remove Items		
3	3	GESE Grade 3	7	Candidate3	Candidate3						Enrol	Start	Duration	Name		
4	4	OEDE ORAGE 4	10	Canalidate+	Canologica						064.					
5	5	GESE Grade 5	10	Candidate5	Candidate5						🖃 30 Sept	tember 2021	(Thursday)			
6	6	GESE Grade 6	10	Candidate6	Candidate6							9:00		Drag items here		
7	6	GESE Grade 6	10	Candidate7	Candidate7											
8	6	GESE Grade 6	10	Candidate8	Candidate8											
9	7	GESE Grade 7	15	Candidate9	Candidate9											
10	7	GESE Grade 7	15	Candidate10	Candidate10											

10. To create the 15m and 60m breaks, select Break, enter 15 mins, and click Add

Days		Other							
Date	Start Time	Type:	Break		~	60	~	mins	Add
07 November 2021 (Sunday)	09:00					В	reak	(60 minu	utes)
(Ganda))			Break (15 minutes)						
			Break (15 minutes)					utes)	
							(n	ninutes)	

11. Drag and drop the break(s) into the timetable

								Timetable				
zt 🔺	Duration (Minutes)	First Name	Last Name	Appli	School	Ensemble	Venue	🔚 Save	🕈 Rese	t Timetable	× Remove Items	
rade 8	15	Candidate17	Candidate17					Enrol	Start	Duration	Name	Subject
rade 9	15	Candidate18	Candidate18					oeq.				
rade 9	15	Candidate19	Candidate19					30 Septe	ember 2021	(Thursday))	
rade 9	15	Candidate20	Candidate20					1	10:00	5	Candidate1 Candidate1	GESE Grade 1
								2	10:05	6	Candidate2 Candidate2	GESE Grade 2
								3	10:11	7	Candidate3 Candidate3	GESE Grade 3
								4	10:18	10	Candidate4 Candidate4	GESE Grade 4
								5	10:28	10	Candidate5 Candidate5	GESE Grade 5
								6	10:38	10	Candidate6 Candidate6	GESE Grade 6
								7	10:48	10	Candidate7 Candidate7	GESE Grade 6
								8	10:58	10	Candidate8 Candidate8	GESE Grade 6
								9	11:08	15	Candidate9 Candidate9	GESE Grade 7
								10	11:23	15	Candidate10 Candidate10	GESE Grade 7
									11:38	15	Break (15 minutes)	
								11	11:53	15	Candidate11 Candidate11	GESE Grade 7
(Previous	(Next Page)	/iewing page 1				Displaying	exams 1 - 4 of 4	12	12:08	15	Candidate12 Candidate12	GESE Grade 8
	intoint ago,	ioning page i				Displaying	, on anno 1 - 1 of 1	13	12:23	15	Candidate13 Candidate13	GESE Grade 8
Other								14	12:38	15	Candidate14 Candidate14	GESE Grade 8
Type: Brea	ak	✓ 60	 mins Add 					15	12:53	15	Candidate15 Candidate15	GESE Grade 8
		В	reak (60 minutes)					16	13:08	15	Candidate16 Candidate16	GESE Grade 8
		B	reak (15 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

12. Once you've created your timetable, click Save

Timetable											
🔚 Save	🕈 Reset 1	Timetable	× Remove Items								
Enrol Seq.	Start	Duration	Name	Subject							
∃ 30 September 2021 (Thursday)											
1	10:00	5	Candidate1 Candidate1	GESE Grade 1							
2	10:05	6	Candidate2 Candidate2	GESE Grade 2							
3	10:11	7	Candidate3 Candidate3	GESE Grade 3							
4	10:18	10	Candidate4 Candidate4	GESE Grade 4							
5	10:28	10	Candidate5 Candidate5	GESE Grade 5							
6	10:38	10	Candidate6 Candidate6	GESE Grade 6							
7	10:48	10	Candidate7 Candidate7	GESE Grade 6							
8	10:58	10	Candidate8 Candidate8	GESE Grade 6							
9	11:08	15	Candidate9 Candidate9	GESE Grade 7							
10	11:23	15	Candidate10 Candidate10	GESE Grade 7							
	11:38	15	Break (15 minutes)								
11	11:53	15	Candidate11 Candidate11	GESE Grade 7							
12	12:08	15	Candidate12 Candidate12	GESE Grade 8							
13	12:23	15	Candidate13 Candidate13	GESE Grade 8							
14	12:38	15	Candidate14 Candidate14	GESE Grade 8							
15	12:53	15	Candidate15 Candidate15	GESE Grade 8							
16	13:08	15	Candidate16 Candidate16	GESE Grade 8							

13. Click Generate Materials

🔲 Home	📲 Centre Details	ᆚ Candidates & Contacts	📶 Bookings	Replacement Certificate Requ	iests 🛛 🕄 Enrolments
Examiner V	isits				
Examii	ner Visits				
Generate	Materials Genera	ate Breaks Bulk Print			
Exam S	ession Details				
Examin	er:	Venue: T	rinity's Test Centre	(UK C Subject Area:	INT ESOL
Sta	rt: 12/11/2020 09:00			End:	12/11/2020 12:30
Order	#: 1-1942695581				

14. Go to the **Attachments** for your printed timetable

	Orders	Candidate Enrolment	Enrolment Details	Attachments	Examiner Visits	Written Exam E	Events	Tasks
	Attac	hments						
	Attachment Name		File Type		Modified			Size
	1-W4MQP8 Invoice Order (Base)		pdf		01/10/2020		96	
	1-W4NIL2 Invoice Order (Base)		pdf		02/10/2020		96	
	Language Timetable Report		pdf		02/10/2020		100	
1								

15. Trinity will confirm your examiner 72 hours before your exam session. When your examiner is confirmed, their name and Zoom meeting ID will be added to the timetable.

You should print the timetable in the 48 hours immediately before the exam to ensure that the examiner's Zoom meeting ID details are included.