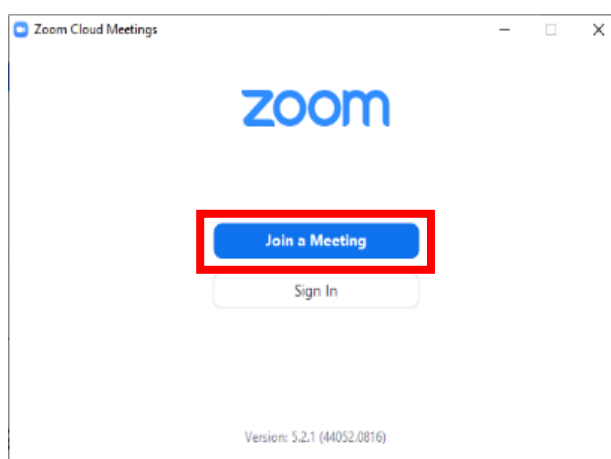


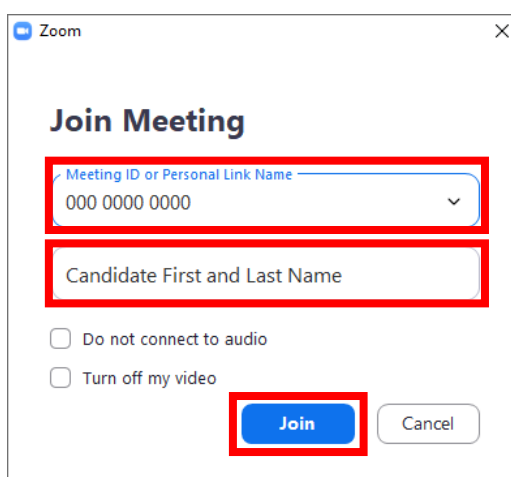
## Communication Skills Online - guide for Stewards

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1. Collect **Candidate A / Group** from waiting room and escort them to the exam room
2. On the laptop/PC open the **Zoom** app
3. Select **Join meeting**

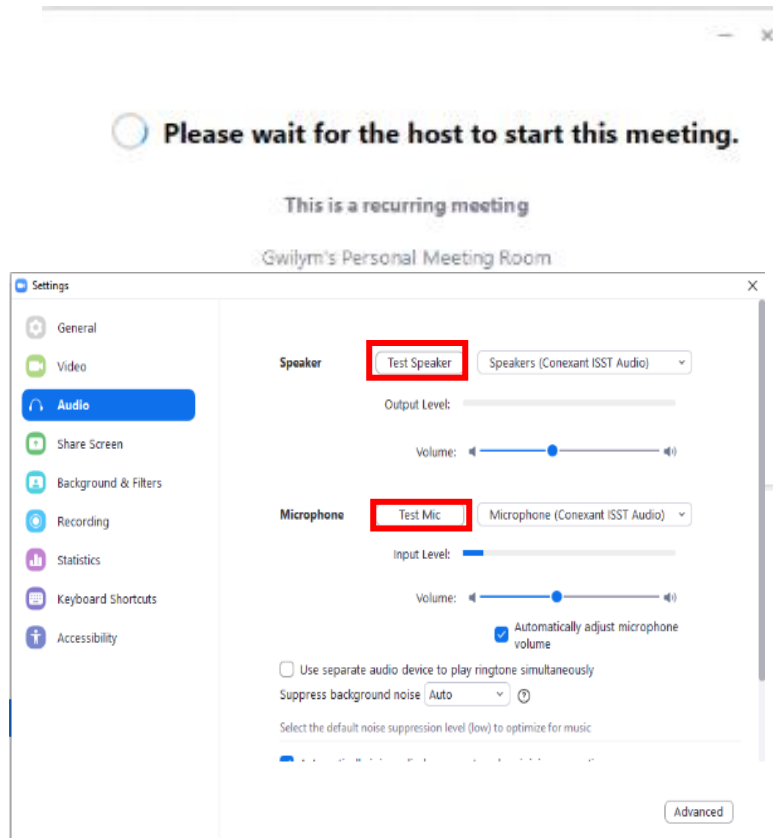


4. Enter the **Meeting ID** - this will be the examiner Zoom code provided on email by your Trinity coordinator



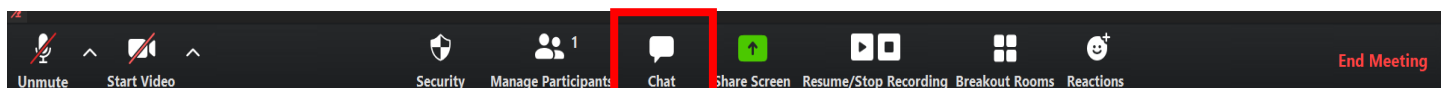
5. Enter the **candidate's full name or group/ensemble name** - this must match the name on the timetable, so the examiner knows exactly who is trying to enter the exam room

6. Select **Join**
7. Select **Test Computer Audio** to test the **Speaker** and **Microphone** whilst the candidate is in the virtual waiting room

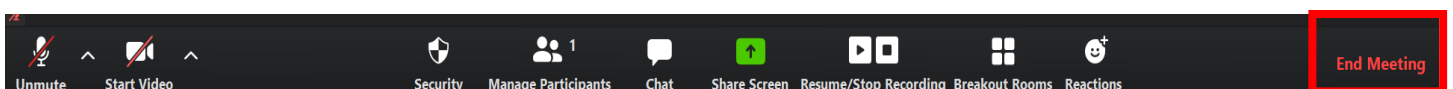


*Tip: the Speakers and Microphones only need to be tested once, before the first candidate's exam in each exam room*

8. **Candidate A** will then be admitted to the virtual Zoom exam room by the examiner  
Candidate presentations / notes should be shared in the Zoom **Chat** function



9. Leave the exam room so that the exam can begin
10. Collect **Candidate A** from the exam room at the end of their exam
11. Leave the examiner's virtual meeting room by selecting **End Meeting**

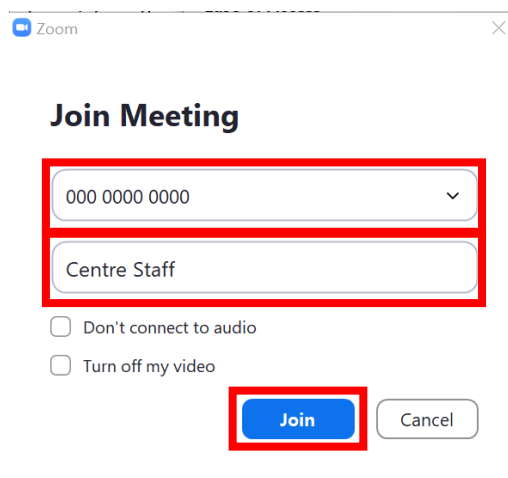


12. Repeat steps 1-12 for each subsequent candidate

## Absent Candidates

Please ensure that you inform the examiner(s) via Zoom should any candidates on their timetable be absent from the Speaking & Listening exam session.

1. On the laptop/PC open the **Zoom** app
2. Select **Join a Meeting**
3. Enter the examiners unique **Zoom ID**
4. Enter **Centre Staff** to the 'your name' box
5. Click **Join**



Zoom

### Join Meeting

000 0000 0000

Centre Staff

☐ Don't connect to audio

☐ Turn off my video

**Join** Cancel