

Code of Practice for Trinity Examination Centres

By applying to become a Trinity Registered Examination Centre the centre agrees to comply with the following requirements. The person who signs the application on behalf of the named organisation takes on this responsibility.

The centre agrees to:

- ▮ Ensure that Trinity College London is kept up to date regarding address and contact details by updating Trinity Online.
- ▮ Ensure that the centre is using the current and appropriate versions of all documentation, including syllabuses and examination regulations, and all current documents regarding fees, minimum fees and closing dates.
- ▮ Ensure all Trinity documentation is disseminated to the appropriate personnel at the centre, i.e. fees to the finance department and syllabus information to the tutors.
- ▮ Ensure that any material produced, either in print or online, which includes reference to Trinity College London, does not suggest directly or imply in any way that the centre has been accredited, validated, licensed or franchised from Trinity.
- ▮ Provide a sample before producing any materials using the Registered Centre logo, which must be approved by Trinity's Head Office.
- ▮ Protect and enhance the corporate values associated with the Trinity brand. In cases where materials are considered by Trinity to suggest an inappropriate relationship or to be harmful to Trinity generally, the centre will be required to remove or destroy these items.
- ▮ Adhere to all other rules and regulations as outlined in the syllabuses and other guidance documents issued by Trinity.
- ▮ Meet all requisite closing dates and comply with all payment terms for the centre.
- ▮ Provide a member of staff in the lead-up to the examination session to liaise with Trinity with regard to any travel and accommodation arrangements for examiners.
- ▮ Where written papers are applicable, check at least 48 hours before the examination session that the necessary examination papers have arrived, and contact your National/Area Representative or Trinity's Head Office immediately if they have not arrived or if there are any discrepancies.
- ▮ Ensure that you have printed all examination materials necessary for the oral component of the examination and that they are presented immediately to the examiner on their arrival.
- ▮ Check the candidate listing to ensure that all the information is complete and accurate, and inform Trinity's Head Office immediately of any changes. Failure to do so will result in a charge per candidate for all replacement certificates. Prices vary according to examination and are available on demand.
- ▮ Inform Trinity before or at the point of candidate enrolment of any candidates with special needs.
- ▮ Provide a quiet examining environment, with posters warning staff and students that an examination session is in progress.
- ▮ Provide a waiting room and an examination room. The examination room must be quiet, at reasonable temperature and furnished with adequate seating for all participants.
- ▮ Prepare and present the examiner with a timetable for the entire session at the beginning of the first day's examining. Ensure that the timetable is adhered to and inform the examiner of unexpected changes as soon as possible. The timetable must comply with Trinity regulations.

- ▶ Provide a member of staff for the duration of the examination session to ensure that all candidates are present and provide any administrative support the examiner may require.
- ▶ Ensure effective stewarding of candidates before and after their examination and ensure that candidates do not confer after their examination has taken place.
- ▶ Make sure that examiners have access to regular refreshments at appropriate points throughout the session. Ensure that there are facilities for the examiner to obtain a meal.
- ▶ Ensure that no one else is present in the examination room apart from the candidate, and for ESOL Skills for Life a facilitator for the group discussions (and any other member of Trinity's professional team).
- ▶ Keep examining and administration materials secure before and after the examination session. Please see the Centre Handbook, where available, for comprehensive details of requirements.
- ▶ Ensure that immediately after the completion of the written papers all examination papers and paperwork (including any unused scripts) are returned to Trinity's Head Office by special delivery.
- ▶ Provide disabled access and assistance at venues.
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- ▶ Ensure that there is a fax, photocopier and telephone on-site, and ideally a computer/word processor/ email facility.
- ▶ Comply with all requirements designed to ensure that Trinity examinations are properly quality-assured. This includes agreeing to the presence of an Examination Monitor in the examination room and to audio recording by the examiner of selected candidates.
- ▶ Comply with all statutory regulations including Health and Safety and Data Protection.
- ▶ Ensure that all relevant members of staff are aware of this Code of Practice and their responsibility to adhere to it.

De-registration of a centre:

A centre that does not present candidates for three consecutive years will be de-registered. Centres that have been de-registered should contact Trinity's Head Office should they wish to be considered for re-registration.

Trinity College London reserves the right to withdraw the status of an institution as a Registered Examination Centre if, in the opinion of Trinity College London, a centre is bringing into disrepute Trinity College London or the education profession as a whole.

Registered Centres may use the Trinity logo in compliance with the details set out at www.trinitycollege.co.uk/brand

Signed on behalf of the centre:.....

Academic contact

Name:.....

Date:.....

Administration contact

Name:.....

Date: