

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 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.
- 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 72 hours before the examination session that the necessary examination papers have arrived and contact Head Office or your Regional China, Hong Kong or Macao 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 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 exam 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 any other member of Trinity's professional team).
- keep examining and administration materials secure before and after the examination session. Please see Centre Handbook, where available, for comprehensive details of requirements.
- provide disabled access and assistance at venues.
- complete Evaluation Questionnaire forms at the end of a session and return them to the Trinity Office.
- ensure that there is on-site a fax, a photocopier and a telephone and ideally a computer/word processor/e-mail 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 tape 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.

Deregistration of a centre:

A centre that does not present candidates for 12 consecutive months will be deregistered. Centres which have been de-registered should contact Trinity 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 Registered Centre logo in compliance with the details set out in the Use of Logo document.

Signed on behalf of the centre:

Academic Contact:

Signed: _____ Name : _____ Date: _____

Examination Administration Contact:

Signed: _____ Name : _____ Date: _____

Organisation Chop:

Please return the completed agreement to Trinity College London:

Hong Kong Office:

7 Floor Workington Tower
78 Bonham Strand
Sheung Wan, Hong Kong
Fax: 2392 2424
上環文咸東街78號華東商業大廈7樓

China Office:

4th Floor Block 4
No. 1605 Fuqiangnan Road
Futian, Shenzhen P.R.C
Fax: 0755 8347 0234
深圳市福田区福强南路1605号
益田花园豪园居商业裙楼四栋四楼

Macao Office:

Avenida da Praia Grande 599
Edificio Comercial Rodrigues
10 andar E, Macao
Fax: 2855 0736
澳門南灣大馬路599號羅德禮商業大廈10E