

### Enrol candidates and book the exam

- Enrol your learners in timetable order and book your exam via Trinity's exam portal by the deadlines below:

	For UK bookings	For Ireland bookings
Deadline	8 working days	10 working days

- Your invoice will be available immediately in the Trinity exam portal

Payment can be made either by cheque, payable to *Trinity College London*, or directly into our bank account, details below:

	For UK payments	For Ireland payments
Bank	Lloyds Plc	National Westminster Bank Plc
Sort code	30-00-09	n/a
Account number	01212316	550/00/49024426
Account name	Trinity College London	Trinity College London
IBAN BIC code	n/a	NWBK GB 2L
IBAN number	n/a	GB85 NWBK 607211 49024426

Send proof of payment to [receivable@trinitycollege.co.uk](mailto:receivable@trinitycollege.co.uk)

- Create your exam timetable in Trinity's exam portal

### 3 days before the exam

- Check that your timetable is correct and make any necessary changes
- Email your Trinity coordinator with details of any grade changes or of candidates being withdrawn from the exam
- Share Trinity's '*Privacy Statement for Exam Candidates*' with your candidates; ensure that the '*Parental Consent form for Online exams*' is signed for all candidates under 16 years' old

### 1 day before the exam

- Examiner names and their unique Zoom meeting IDs will be attached to your timetable
- Print the timetable for your exam stewards

## Day of the exam

- Provide a quiet examining area, with posters warning staff and students of exam sessions in progress
- Ensure that exam rooms are well ventilated/heated, of adequate size, with no evidence of classroom work on walls etc
- Ensure each exam room is equipped with a computer with microphone and speakers, in the case of GESE Online
- Ensure that hand sanitiser is available in the exam rooms and all exam areas
- For each candidate taking GESE Grade 4-6, ensure their topic points template is ready
- Ensure that there is effective stewarding of candidates before, during and after the exam, and ensure that candidates do not confer
- Check and follow up candidates who have not turned up/are ill etc and inform examiner as soon as possible
- Please note that substituting one candidate for another or adding new candidates on the day is not allowed, except in exceptional circumstances. Please contact your Trinity coordinator should any such issues arise
- Grade changes are not allowed on the day of the exam

## After the exam

- The examiner will return the candidates' marks to Trinity's head office and results will be issued within 48 hours, and emailed to your main centre representative
- GESE certificates will be provided in digital format and shared directly with the candidate via their personal email address, or in the case of candidates under 18 years' old the certificate will be sent to the parent/guardian' email address

## Useful links

[www.trinitycollege.com/GESE](http://www.trinitycollege.com/GESE)  
[www.trinitycollege.com/GESE Online](http://www.trinitycollege.com/GESE Online)  
[www.trinitycollege.com/GESE topic form template](http://www.trinitycollege.com/GESE topic form template)  
[www.trinitycollege.com/practical exams](http://www.trinitycollege.com/practical exams)  
[www.trinitycollege.com/digital certificates](http://www.trinitycollege.com/digital certificates)