

Trinity College London

Centre Portal Guidelines

Music and Drama

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Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

NB: If you have a touchscreen enabled device please disable before logging in.

Before you Enrol Diplomas

You should create your Order first, see:

www.trinitycollege.com/CreateAnOrder

This guide assumes you have familiarity with the basics of how to enrol individual candidates. See the below guide for more:

www.trinitycollege.com/IndividualEnrolments

Diploma level qualifications cannot be assessed by every Trinity examiner. This is particularly true of music exams. You should refer to any guidelines published by Trinity in your country to ensure that diploma enrolments can be included with your exam visit before submitting your order.

If you usually use a Mass Enrolment Spreadsheet then complete any diploma enrolments first before proceeding with the rest of your enrolments as usual.

Prior to 2016 Trinity's advice was to enrol diplomas in a separate order from grade exams. This is no longer relevant. Diplomas should always be included in the same order as any grade exams you are enrolling.

Diploma Enrolment Overview

All diploma exams, including those that only have one unit, will have more than one row of information on Trinity Online. There will be one line for the Main Enrolment, and one line for each unit the candidate is taking. Each line **MUST** have the same Candidate Number or else the system will not recognise the enrolment as valid.

Single unit diplomas are set up to automatically enrol the unit when you enter the main enrolment. Multiple unit diplomas are not. The next page explains how to enrol single unit diplomas, the page after explains how to enrol multiple unit diplomas.

Single Unit Diplomas

Video: <https://www.youtube.com/watch?v=zbJsN6pN6xQ>

Enter the candidate details as normal and select the Exam Suite. For music exams the Exam Suite is ATCL, LTCL or FTCL. For Drama exams the Exam Suite is 'Performing Diplomas'. On the Product drop down list select the appropriate exam. Do not select anything with 'Unit' or 'U1' in the title.

Exam Suite	Product	Product Code
ATCL	ATCL Recital (B flat Bass)	
	ATCL Recital (B flat Bass) U1 Recital	
	ATCL Recital (B flat Cornet)	
	ATCL Recital (B flat Cornet) U1 Recital	
	ATCL Recital (Baritone)	
	ATCL Recital (Baritone) U1 Recital	
	ATCL Recital (Bass Trombone)	
	ATCL Recital (Bass Trombone) U1 Recital	
	ATCL Recital (Bassoon)	
	ATCL Recital (Bassoon) U1 Recital	
	ATCL Recital (Cello)	
	ATCL Recital (Cello) U1 Recital	
	ATCL Recital (Clarinet)	
	ATCL Recital (Clarinet) U1 Recital	
	ATCL Recital (Double Bass)	
	ATCL Recital (Double Bass) U1 Recital	

You should now see 'MAIN ENROLMENT' in the Product Code column. If this is not the case then you have chosen the wrong product and will need to go back and correct. Once the system has finished saving you should have two lines as below. The Candidate Number on the two lines should be identical.

Mass Enrolment															
<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Clear Candidate"/> <input type="button" value="Download Spreadsheet"/> <input type="button" value="Save Enrolments"/>															
	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candida...	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	Exter... ID	Exam Suite	Product	Product Code
1	Open	Kev		Ward	Unknown	<input checked="" type="checkbox"/>	1-920913691						ATCL	ATCL Recital (B flat Bass)	MAIN ENROLMENT
2	Open	Kev		Ward	Unknown	<input checked="" type="checkbox"/>	1-920913691						ATCL	ATCL Recital (B flat Bass) U1 Recital	

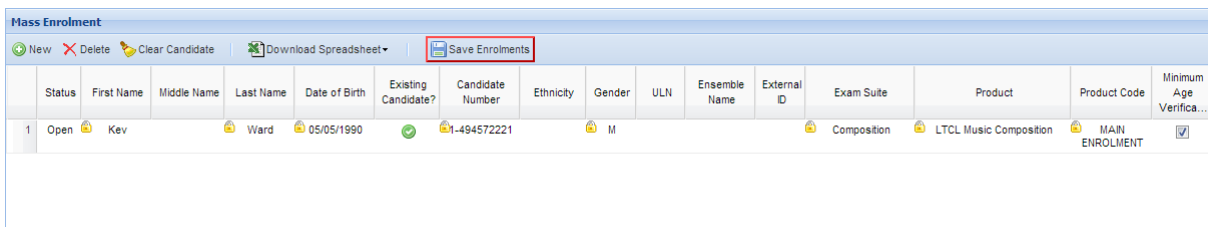
If there is a minimum age requirement for the diploma then you must enter a Date of Birth and tick the Minimum Age Verification box before submitting the order.

If the unit does not correctly appear when you Save Enrolments then you can use the multiple unit diploma process from step two.

Multiple Unit Diplomas

Depending on the qualification you may need to enrol two or three units along with the Main Enrolment. If the candidate in question has already taken one unit of their diploma separately (for example if a written paper has been taken before the practical unit is attempted) then you should have a Candidate Number. If so please use this Candidate Number and start at step two below.

Step 1: Enter the candidate details as normal and select the Exam Suite. Note that for music exams the exam suite will either be the discipline or 'Teaching'. For Drama exams the Exam Suite is 'Performing Diplomas' or 'Teaching Diplomas'. Then on the Product drop down list select the appropriate exam. Do not select anything with 'Unit' or 'U1' in the title.

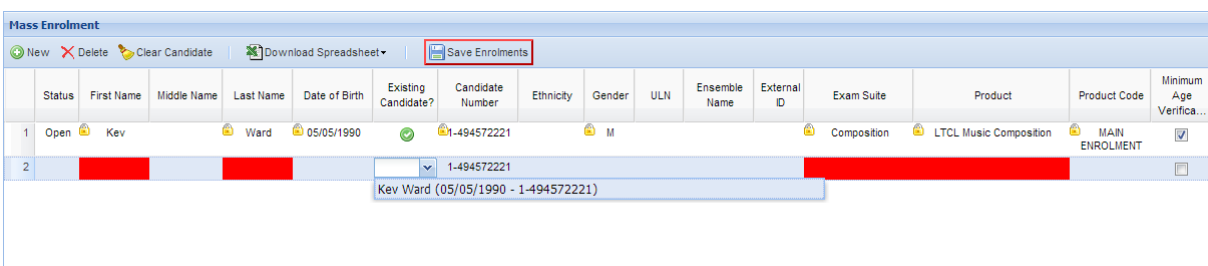


The screenshot shows the 'Mass Enrolment' interface with a table containing one row of data. The 'Save Enrolments' button is highlighted with a red box.

Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Product	Product Code	Minimum Age Verifica...
1	Open	Kev	Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition	MAIN ENROLMENT	<input checked="" type="checkbox"/>

You should now see 'MAIN ENROLMENT' in the Product Code column, as above.

Step 2: Create a new line and enter the exact same candidate Number. Now click the question mark in the 'Existing Candidate?' column, then the down arrow. You should see something like below. Click the candidate's name and Trinity Online will fill in the candidate details for you.



The screenshot shows the 'Mass Enrolment' interface with two rows. The second row is partially filled with red boxes, and a dropdown menu is open under the 'Existing Candidate?' column, showing the candidate's name and details.

Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Product	Product Code	Minimum Age Verifica...
1	Open	Kev	Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition	MAIN ENROLMENT	<input checked="" type="checkbox"/>
2					<input type="checkbox"/>	1-494572221									<input type="checkbox"/>

Kev Ward (05/05/1990 - 1-494572221)

Step 3: Now you just need to complete the unit details on the line, and repeat step two for any further units required. Remember to Save Enrolments when you have finished. You should end up with something similar to the below. Note that all rows have the same Candidate Number.

Mass Enrolment																
New Delete Clear Candidate Download Spreadsheet Save Enrolments																
	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Product	Product Code	Minimum Age Verifica...
1	Open	Kev		Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition	MAIN ENROLMENT	<input checked="" type="checkbox"/>
2	Open	Kev		Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition U1 Professional Portfolio		<input checked="" type="checkbox"/>
3	Open	Kev		Ward	05/05/1990	<input checked="" type="checkbox"/>	1-494572221		M				Composition	LTCL Music Composition U2 Composition Skills		<input checked="" type="checkbox"/>

If there is a minimum age requirement for the diploma then you must enter a Date of Birth and tick the Minimum Age Verification box before submitting the order.