Trinity College London

Centre Portal Guidelines

Music and Drama

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 Groups
You should create your Order first, see:
www.trinitycollege.com/CreateAnOrder

This guide assumes you have familiarity with the basics of how to enrol candidates individually or with the Mass Enrolment Spreadsheet. See the below guides for more:
www.trinitycollege.com/IndividualEnrolments
www.trinitycollege.com/EnrolmentsUsingSpreadsheet

Group Enrolment Overview
Group enrolment is required for any exam where two candidates are assessed in the exam room at the same time. Groups can be as small as two candidates in the case of pair exams in Drama, or may involve over a hundred candidates in the case of Choral Assessment or In Production assessments in Drama. Whatever the number of candidates involved, the same process is relevant.

When entering candidates for group exams you must first make an enrolment on behalf of the whole group, and then an additional line for each of the candidates who are taking part in the group. Therefore a group of 3 candidates will require four lines in Trinity Online, or a group of 100 will require 101 lines. You may sometimes hear the first line referred to as the 'Parent line', and the other lines as 'Children lines'. Some exams are limited in how many candidates may be included, for example Acting in Pairs has a limit of two candidates. Most other groups have a minimum of three candidates. Please see your syllabus for minimum and maximum group sizes.

Each Group must have a name which is unique in your order and this should be added in the Ensemble Name column for both the group line and for each member of the group. Ensemble names may be anything, centres will commonly use the names of the candidates or the name of one of the pieces the group is performing. For example if a Shakespeare group was performing pieces from The Tempest then that would make an appropriate Ensemble Name. However if more than one group were performing pieces from the same play then there would need to be a distinction made in the Ensemble Name between the two groups, e.g. 'The Tempest 1' and 'The Tempest 2'.

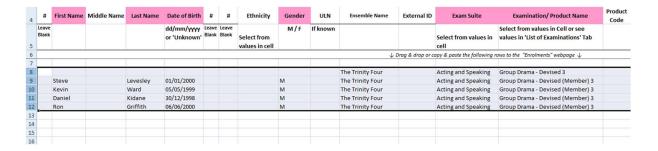Video: https://www.youtube.com/watch?v=KXjVPKtUd_g

Spreadsheet Enrolment

For large groups in particular a Mass Enrolment Spreadsheet can save you a lot of time. Familiarity with how to copy and paste information from one cell to another is certainly a great benefit, because much of the information on the spreadsheet will need to be duplicated for each row.

Required information is similar to normal enrolments: First Name, Last Name, Date of Birth, Gender, and then either the Product Code or the Exam Suite and Examination/Product Name. In addition the Ensemble Name must be included on, and must be absolutely identical on all rows for each group. Other optional columns may be filled in as normal.

When entering **digital pair and group exams** make sure to select the digital versions from the drop down selector. You are also required to provide an e-mail address against all candidate's entered within the group as well as the main enrolment. You may use one e-mail address for this and this does not need to be unique for each candidate.

An example is included below. This would enrol four candidates for an exam in Group Drama – Devised, Grade 3, with the Ensemble Name 'The Trinity Four'. The example is for a Drama exam, but the same process applies for Music ensembles or Rock & Pop groups.

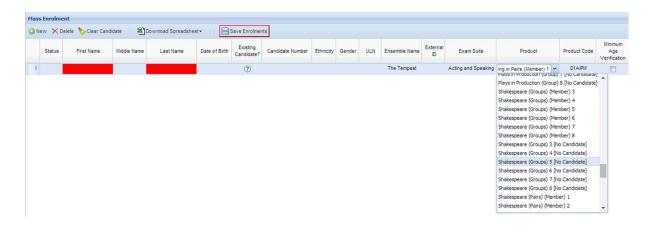|	#	First Name	Middle Name	Last Name	Date of Birth	#	#	Ethnicity	Gender	ULN	Ensemble Name	External ID	Exam Suite	Examination/ Product Name	Product Code
4															
5	Leave Blank				dd/mm/yyyy or 'Unknown'	Leave Blank	Leave Blank	Select from values in cell	M / F	If known			Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab	
6											↓ Drag & drop or copy & paste the following rows to the "Enrolments" webpage ↓				
7															
8											The Trinity Four		Acting and Speaking	Group Drama - Devised 3	
9		Steve		Levesley	01/01/2000				M		The Trinity Four		Acting and Speaking	Group Drama - Devised (Member) 3	
10		Kevin		Ward	05/05/1999				M		The Trinity Four		Acting and Speaking	Group Drama - Devised (Member) 3	
11		Daniel		Kidane	30/12/1998				M		The Trinity Four		Acting and Speaking	Group Drama - Devised (Member) 3	
12		Ron		Griffith	06/06/2000				M		The Trinity Four		Acting and Speaking	Group Drama - Devised (Member) 3	
13															
14															
15															
16															

Please note that there are four lines for candidates plus one for the group, that all five lines have an identical Ensemble Name, and note the slight difference in Examination/Product Name between the top line for the group and the members of the group below. Also note that the number in the Examination Name refers to the level of exam being taken, not how many candidates are in the group.

Please refer to the List of Examinations tab in the spreadsheet if you are uncertain of the exact Examination/Product Name for a particular exam.
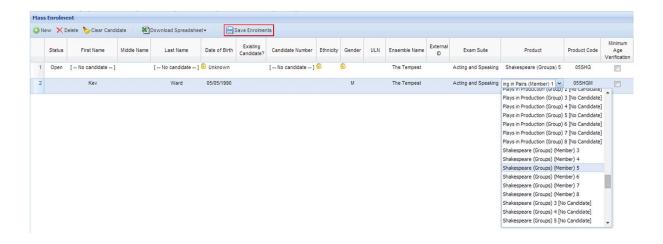
Group Enrolment without a Spreadsheet

Start by creating the group line by adding an Ensemble Name, picking the Exam Suite from the drop-down list and then picking the Product or for the overall group. In all cases this first line should have '[no candidate]' at the end of the Product name.

You can add any optional information you like at this stage too, such as school names. When the line is complete you can Save Enrolments.

Then add the group members. Create a line and add the details of each candidate as usual with their Names, Date of Birth and Gender, as well as adding the exact same Ensemble Name you used on the first line. Pick the Exam Suite from the drop-down list and then pick the Product. Note that the number in the Product column refers to the level of exam being taken, not how many candidates are in the group. In all cases the group member lines should have '(Member)' in the Product name.

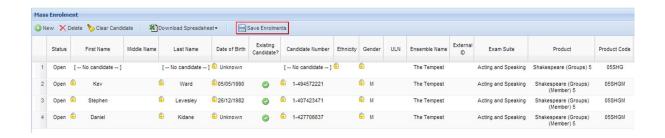You can add any optional information for each candidate at this stage, such as school names. When the line is complete you can Save Enrolments.

When entering **digital pair and group exams** make sure to select the digital versions from the drop down selector. You are also required to provide an e-mail address against all candidate's entered within the group as well as the main enrolment. You

may use one e-mail address for this and this does not need to be unique for each candidate.

When the enrolments are done, whether completed with or without the use of a spreadsheet, you should have something like the below.

Mass Enrolment

	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
1	Open	[-- No candidate --]		[-- No candidate --]	Unknown		[-- No candidate --]				The Tempest		Acting and Speaking	Shakespeare (Groups) 5	05SHG
2	Open	Kev		Ward	05/05/1990	✓	1-494572221		M		The Tempest		Acting and Speaking	Shakespeare (Groups) (Member) 5	05SHGM
3	Open	Stephen		Levesley	26/12/1982	✓	1-407423471		M		The Tempest		Acting and Speaking	Shakespeare (Groups) (Member) 5	05SHGM
4	Open	Daniel		Kidane	Unknown	✓	1-427706637		M		The Tempest		Acting and Speaking	Shakespeare (Groups) (Member) 5	05SHGM

This particular group enters Kev, Stephen and Daniel for a grade 5 exam in Shakespeare in groups, with an ensemble name 'The Tempest'.

Once all candidates are enrolled you must then press the submit button to inform Trinity that you have completed the enrolments.