

Exam timetabling

It is the responsibility of the Registered Exam centre to timetable the exam, which should be completed using Trinity Online. A timetable should be prepared for each examiner visiting your centre.

Work out your timetable by allocating the students' time as follows:

ESOL Skills for Life Speaking and Listening Exams		
Level	Individual interview	Group Discussion
Step 1	5 minutes	n/a
Step 2	6 minutes	n/a
Entry 1	5 minutes	7 minutes (Including 2 minutes admin time)
Entry 2	8 minutes	9 minutes (Including 2 minutes admin time)
Entry 3	8 minutes	10 minutes (Including 2 minutes admin time)
Level 1	10 minutes	12 minutes (Including 2 minutes admin time)
Level 2	14 minutes	17 minutes (Including 2 minutes admin time)

Due to the nature of the group discussion in ESOL Skills for Life exams, enrolments cannot be accepted for single candidates (single entries are permitted for ESOL Step exams). In normal circumstances the group discussion must contain three candidates. Where this is not possible, two will be accepted. Groups of four or more are not permitted. Please see the table below for examples of how to calculate group discussion timings.

Calculating time required for block booking:

Candidates	Individual interviews	Number of groups	Group discussions including group discussion admin time
3 x Steps 1	3 x 5 = 15 minutes	0	0
1 x Steps 2	1 x 6 = 6 minutes	0	0
6 x Entry 1	6 x 5 = 30 minutes	2	2 x 7= 14 minutes
9 x Entry 2	9 x 8 = 72 minutes	3	3 x 9 = 27 minutes
3 x Entry 3	3 x 8 = 24 minutes	1	1 x 10 = 10 minutes
3 x Level 1	3 x 10 = 30 minutes	1	1 x 12 = 12 minutes
3 x Level 2	3 x 14 = 42 minutes	1	1 x 17 = 17 minutes
Total = 219 minutes		Total = 80 minutes	
Total session = 299 minutes or 4 hours 59 minutes			
You would need to book a minimum of 5 hours.			

Timetabling Rules

- Do not add time for the candidates to enter and leave the room.
- Timetable the exams so that the same grades are together starting from the lowest and ending with the highest.
- Candidates must be assessed in the individual interview and the group discussion by the same examiner. The group discussions should be scheduled after each group of three individual interviews at a level.
- If ESOL Skills for Life and Step exams take place on the same day, the timetabling of the exams must be kept separate, eg Skills for Life candidates are seen in one block and then the Step candidates (or vice versa).
- Centres are entitled to examiner feedback on any ESOL Step exams. If the session is entirely ESOL Step exams, centres should schedule a 30-minute feedback session at the end of the timetable which teachers should be encouraged to attend.
- When timetabling please remember to make the candidates aware of the time of both their one-to-one interview and the group discussion.
- If candidate numbers fall below those stipulated in the specification as constituting a group discussion, the exam may be voided.

Examiner hours and breaks

The total number of examining hours per day must not exceed the limit of 6 hours.

Centres must also observe the rules for examiner breaks* as follows:

0-2 hrs:	No breaks
2-4 hrs:	1x 15 minute break
4-5 hrs:	1x 15 minute break + 1x 60 minute break
5-6 hrs:	1x 15 minute break + 1x 60 minute break + 1x 15 minute break

*Please note these are the maximum number of hours an examiner can examine without a break, and must not be exceeded. However, breaks can be taken earlier as convenient, for example the first break could be taken after 1.5 hours to enable the breaks to be more evenly spread throughout the day.

The total number of hours an examiner spends at the centre in one day should not exceed 8 hours (this includes both exam time and breaks).

Changes to the timetable

Every effort must be made to ensure that the candidates are on time for their session. Sessions are booked according to examiner time and examiners cannot be kept waiting to complete the session.

There will be exceptional occasions where candidates are not available to attend at the time allocated to them. You must ensure that candidates inform you before the exam day so that you can alter the timetable accordingly.

It is advisable that during the exam you monitor the attendance of the candidates waiting for their group discussion. If you find that a candidate has failed to arrive you should look at the timetable for the other group discussions at the appropriate level and see if you need to adjust the group lists to ensure that each group complies with the regulations.

Example Timetable:

When you timetable on Trinity Online, it will automatically calculate each individual interview time and will include the additional 2 minutes for group administration with the group discussion time, see the example timetable below:

Exam Start Time	Candidates	Level	Exam duration (Minutes)	Running total examining time
09:00	Candidate 1	E1	5	77 minutes (1 hour 17 minutes)
09:05	Candidate 2	E1	5	
09:10	Candidate 3	E1	5	
09:15	Group Discussion & Admin time	E1 Group	5 + 2	
09:22	Candidate 4	E1	5	
09:27	Candidate 5	E1	5	
09:32	Candidate 6	E1	5	
09:37	Group Discussion & Admin time	E1 Group	5 + 2	
09:44	Candidate 7	E2	8	
09:52	Candidate 8	E2	8	
10:00	Candidate 9	E2	8	
10:08	Group Discussion & Admin time	E2 Group	7 + 2	
10:17	BREAK (15 Minutes)			
10:32	Candidate 10	E2	8	100 Minutes (1 hour 40 minutes)
10:40	Candidate 11	E2	8	
10:48	Candidate 12	E2	8	
10:56	Group Discussion & Admin time	E2 Group	7 + 2	
11:05	Candidate 13	E2	8	
11:13	Candidate 14	E2	8	
11:21	Candidate 15	E2	8	
11:29	Group Discussion & Admin time	E2 Group	7 + 2	
11:38	Candidate 16	E3	8	
11:46	Candidate 17	E3	8	
11:54	Candidate 18	E3	8	
12:02	Group Discussion & Admin time	E3 Group	8 + 2	
12:12	LUNCH (60 Minutes)			
13:12	Candidate 19	L1	10	101 Minutes (1 hour and 41 minutes)
13:22	Candidate 20	L1	10	
13:32	Candidate 21	L1	10	
13:42	Group Discussion & Admin time	L1 Group	10 + 2	
13:54	Candidate 19	L2	14	
14:08	Candidate 20	L2	14	
14:22	Candidate 21	L2	14	
14:36	Group Discussion & Admin time	L2 Group	15 + 2	
14:53	BREAK (15 Minutes)			
15:08	Candidate 22	Steps 1	5	21 Minutes
15:13	Candidate 23	Steps 1	5	
15:18	Candidate 24	Steps 1	5	
15:23	Candidate 25	Steps 2	6	
15:29	END			TOTAL 299 MINUTES