

Trinity College London

# Centre Portal Guidelines

Music and Drama

Navigation and Home

Centre Details

Managing Organisations

Managing Contacts

Creating an Order

Individual Enrolment

Individual Digital Enrolment - Classical & Jazz/ Rock & Pop

Individual Digital Enrolment – Drama & Speech

Mass Enrolment

Digital Mass Enrolment – Classical & Jazz/ Rock & Pop

Digital Mass Enrolment - Drama and Speech

Diploma Enrolment

Group Enrolment

## Written Exam Enrolment

Re-opening Orders

Enrolment Details

Invoices

Examiner Visits

Timetables

Material Printing

Trinity Online Centre portal web address:

[www.trinitycollege.co.uk/portal](http://www.trinitycollege.co.uk/portal)

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

## Overview

Written exam candidates should be enrolled under a separate order to practical exams. This is due to the organisation of written exams, which take place in a different session from the practical exams.

**Step 1:** Create a new Order, see the separate guide:

[www.trinitycollege.com/CreateAnOrder](http://www.trinitycollege.com/CreateAnOrder)

**Step 2:** Choose a specific written exam date from the drop-down menu (these are already created for you).

The screenshot shows the 'Order' creation interface. At the top, there are navigation tabs: Home, Bookings, Enrolments, Examiner Visits, Centre Details, Messages, Candidates, Results Enquiry, and Address Labels. Below this is a purple header bar with 'Order', 'Save', and 'Cancel' buttons. The main area is divided into 'Order Details' and 'Find Order' sections. The 'Order Details' section contains several fields: 'Subject Area' (Music), 'Venue' (The Abbey School), 'Venue Number' (V12341), 'Requested Start Date' (05/11/2011), 'Requested End Date' (05/11/2011), 'Examiners Requested' (1), and 'Written Exam Date' (05/11/2011). The 'Written Exam Date' field is circled in red. To the right of the 'Order Details' is a 'Comment' text area. The 'Find Order' section on the right includes 'Order #' and 'Status' dropdown menus and a 'Search' button.

**Step 3:** Enrol candidates as usual using mass enrolment or line-by-line entry – see the separate guides. Don't forget to save enrolments.

[www.trinitycollege.com/IndividualEnrolments](http://www.trinitycollege.com/IndividualEnrolments)

[www.trinitycollege.com/EnrolmentsUsingSpreadsheet](http://www.trinitycollege.com/EnrolmentsUsingSpreadsheet)

**Step 4:** Click on 'Submit'.

**Step 5:** If you run a public centre then once the order is submitted you can then click on 'Invoice' and then 'Process Order'. Please note that if your order is below the minimum fee of £500 (which is usually the case for written exams) please email your written exam coordinator at Trinity to adjust the fee. **THIS NEEDS TO BE DONE BEFORE CLICKING 'INVOICE'**. Once the order is invoiced you can then click on 'Process Order'.

If you run a private centre once you have submitted your order you should contact your written exam coordinator at Trinity.

For more information on Invoicing and processing your order you may wish to see the separate guide:

[www.trinitycollege.com/Invoices](http://www.trinitycollege.com/Invoices)

Click Save Enrolments when finished enrolling candidates.

Total price of Exams, after administration fee is deducted.

These tabs will appear, Submit, Invoice & Process.

NB. Minimum fee will be added if order below £826. Please contact your written exam coordinator at Trinity to adjust

Order: 1-30529863 | Edit | **Submit** | Invoice | Process Order

**Order Details**

Subject Area: Music | Requested Start Date: 05/11/2011 | Comment: | **Total Price**: £103.69

Venue: The Abbey School, Reading | Requested End Date: 05/11/2011

Venue Number: V12341 | Examiners Requested: 1

Status: Re-opened

Submit Invoice Process | Candidate Enrolment | Pricing Information | Attachments | Examiner Visits | Written Exam Events

**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	Sex	ULN	Ensemble Name	External Id	Exam Suite
Invoiced	Albert		Einstein	03/05/1985	✓	1-30554740						Theory
Invoiced	Mickey		Mouse	06/06/1986	✓	1-30554760						Theory
Invoiced	Donald		Duck	06/08/1980	✓	1-30554780						Theory
Open	Minnie		Mouse	Unknown	✓	1-30553770		F				Theory
Open	Fred		Flintstone	Unknown	✓	1-30553788		M				Theory

**Step 6:** When the Order has been 'Processed' click on 'Written Exam Events' tab.

Order: 1-30529863 | Edit | **Submit** | Invoice | Process Order

**Order Details**

Subject Area: Music | Requested Start Date: 05/11/2011 | Comment: | **Total Price**: £103.69

Venue: The Abbey School, Reading | Requested End Date: 05/11/2011

Venue Number: V12341 | Examiners Requested: 1

Status: Processed

Submit Invoice Process | Candidate Enrolment | Pricing Information | Attachments | Examiner Visits | **Written Exam Events**

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Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidate?	Candidate Number	Ethnicity	Sex	ULN	Ensemble Name	External Id	Exam Suite
Processed	Albert		Einstein	03/05/1985	✓	1-30554740						Theory
Processed	Mickey		Mouse	06/06/1986	✓	1-30554760						Theory
Processed	Donald		Duck	06/08/1980	✓	1-30554780						Theory
Processed	Minnie		Mouse	Unknown	✓	1-30553770		F				Theory
Processed	Fred		Flintstone	Unknown	✓	1-30553788		M				Theory

**Step 7:** This will take you to the area where you can “Schedule” the written exams in order to populate the date, time and venue onto the appointment slips.

**Step 8:** If you have more than one venue click on ‘New’ to create a second venue (or as many as required) and remember to add the Start Time.

**Step 9:** Highlight the Venue you want to schedule and click on the exam date.

Click 'New' to add another venue.

Venue will appear here.

Click on exam date to schedule exams.

Venue	Written Exam Date	Start Time	Status
The Abbey School, Reading	05/11/2011 00:00	09:30	Unscheduled

**Step 10:** This will take you to the ‘Written Exam Event Activity’.

**Step 11:** Select the candidates that you want to schedule for the venue or ‘Select All’ to check all boxes.

**Step 12:** Click on Schedule - the candidates will move to the right side of the screen.

Check here to select individual candidate.

Select all: Click here to select all candidates in the list under the same venue.

Schedule: Click here to ensure exam details are displayed on appointment slips.

Home | Bookings | Enrolments | Examiner Visits | Centre Details | Messages | Candidates | Results Enquiry | Address Labels

Written Exam EventActivity 1 of 2+

Written Exam Event Details

Venue: Subject Area: Music  
Written Exam Date: 05/11/2011 Start Time: 09:30  
Order #: 1-30529863

Comments

Written Exam Events

Available | Query | Select All | Schedule | 1 - 5 of 5 | Allocated Candidates | Query | Select All | Unschedule | No Records

Contact Last Name	Contact First Name	Start Date	Examination	Duration Minutes
<input type="checkbox"/> Einstein	Albert		Theory (new syllabus) Grade 1	120
<input type="checkbox"/> Mouse	Mickey		Theory (new syllabus) Grade 2	120
<input type="checkbox"/> Duck	Donald		Theory (new syllabus) Grade 3	120
<input type="checkbox"/> Mouse	Minnie		Theory (new syllabus) Grade 1	120
<input type="checkbox"/> Flintstone	Fred		Theory (new syllabus) Grade 1	120

### Once your exams are Scheduled

At this stage please contact your written exam coordinator at Trinity to confirm that you have completed your enrolments.

You can now generate and print your exam materials, see the separate guide for how to do this:

[www.trinitycollege.com/MaterialPrinting](http://www.trinitycollege.com/MaterialPrinting)