

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.

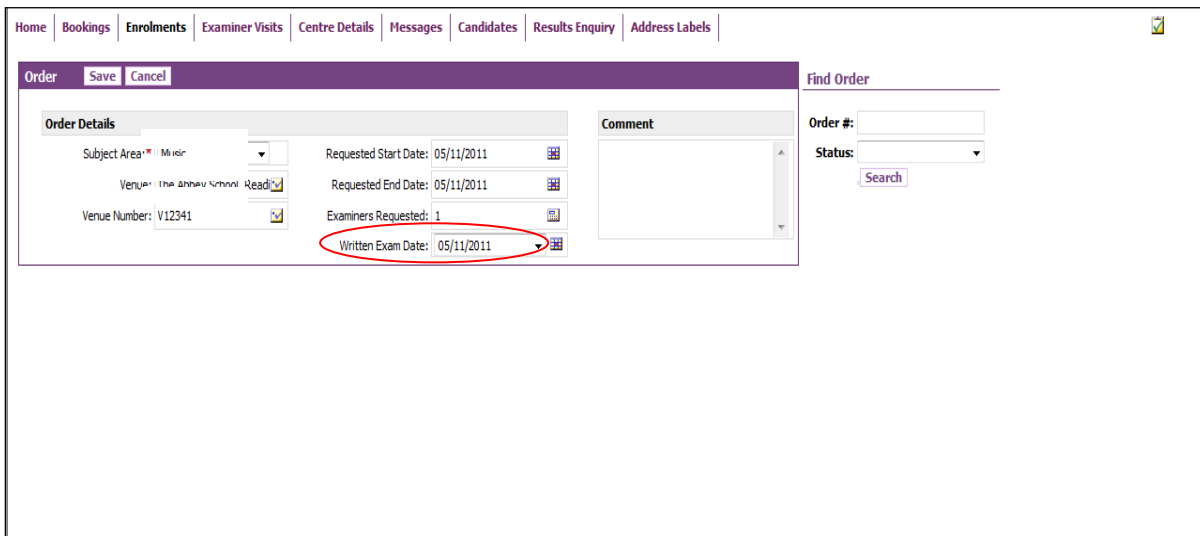
Overview

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 to the practical exams.

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

www.trinitycollege.com/CreateAnOrder

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



The screenshot shows a web application interface for creating an order. At the top, there is a navigation menu with links: Home, Bookings, Enrolments, Examiner Visits, Centre Details, Messages, Candidates, Results Enquiry, and Address Labels. Below the navigation is a purple header bar with 'Order', 'Save', and 'Cancel' buttons. The main content area is divided into two columns. The left column is titled 'Order Details' and contains several fields: 'Subject Area' (dropdown menu), 'Venue' (dropdown menu), 'Venue Number' (text input), 'Requested Start Date' (date picker), 'Requested End Date' (date picker), 'Examiners Requested' (text input), and 'Written Exam Date' (dropdown menu). The 'Written Exam Date' field is circled in red. The right column is titled 'Find Order' and contains 'Order #' (text input), 'Status' (dropdown menu), and a 'Search' button. There is also a 'Comment' text area on the left side of the 'Find Order' section.

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

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 the 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

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 £500. 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**
 Venue: The Abbey School, Reading | Requested End Date: 05/11/2011 | £103.69
 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

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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
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.

The screenshot displays a software interface for managing written exam events. At the top, there is a navigation menu with options like Home, Bookings, Enrolments, Examiner Visits, Centre Details, Messages, Candidates, Results Enquiry, and Address Labels. Below the menu, there is an 'Order: 1-30529863 Sales Order' section with 'Edit' and 'Submit' buttons. The 'Order Details' section includes fields for Centre Number (158), Subject Area (Music), Venue (The Abbey School, Reading), and Venue Number (V12341). It also shows Requested Start Date (05/11/2011), Requested End Date (05/11/2011), Examiners Requested (1), Total Exam Duration (600), and Written Exam Date (05/11/2011). A 'Total Price' of £103.69 is displayed. Below the order details, there are links for 'Submit Invoice Process', 'Candidate Enrolment', 'Pricing Information', 'Attachments', 'Examiner Visits', and 'Written Exam Events'. The 'Written Exam Events' section is highlighted in purple and contains a 'New' button and an 'Edit' button. Below this is a table with the following columns: Venue, Written Exam Date, Start Time, and Status. The table contains one row with the following data: Venue (The Abbey School, Reading), Written Exam Date (05/11/2011 00:00), Start Time (09:30), and Status (Unscheduled). Red arrows point from the text boxes above to the 'New' button, the table header, and the 'Written Exam Date' column.

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

Step 11: Select the candidates that you want to schedule for the particular 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

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