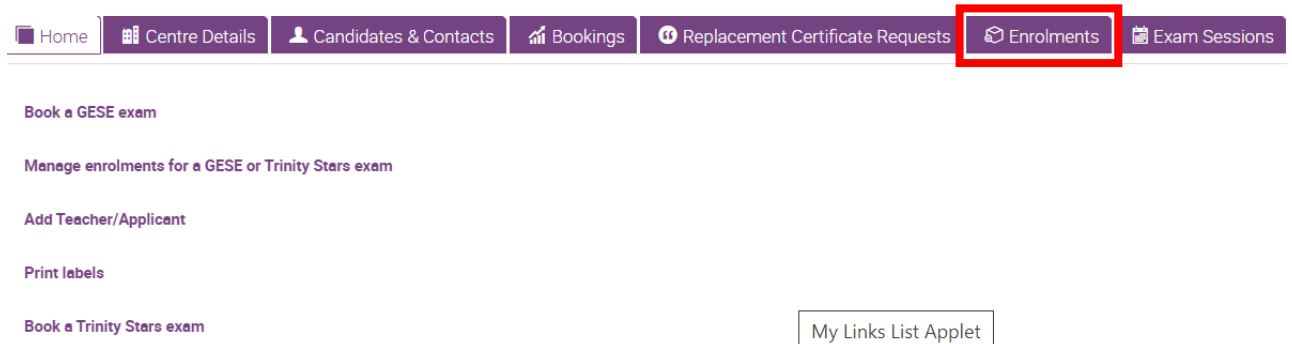


## GESE - enrol candidates and book your exam

Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to enrol candidates and book your GESE session. The steps below will guide you through booking either face-to-face or Online GESE.

1. Go to **Enrolments** at the top of the page



2. Click the **+** symbol

Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests **Enrolments** Exam Sessions

My Orders

Orders

+

Order #	Subject Area	Candidates	Requested Start Date	Venue	Order Status
1-828621242	INT ESOL	7	13/02/2018	INT ESOL UKI TES...	Processed
1-828606920	INT ESOL	7	13/12/2017	INT ESOL UKI TES...	Processed
1-828598315	INT ESOL	24	20/12/2017	INT ESOL UKI TES...	Processed
1-828594381	INT ESOL	24	14/02/2018	INT ESOL UKI TES...	Processed
1-828382441	INT ESOL	16	19/01/2018	INT ESOL UKI TES...	Ready to Deliver
1-828371301	INT ESOL	8	18/12/2017	INT ESOL UKI TES...	Processed
1-828363729	INT ESOL	0	27/12/2017		Processed
1-828354526	INT ESOL	15	13/12/2017	INT ESOL UKI TES...	Processed
1-828354511	INT ESOL	0			Open
1-828359110	INT ESOL	22	12/12/2017	INT ESOL UKI TES...	Processed

3. Select **Subject Area**: click the magnifying glass icon, select **INT ESOL** then **OK**

Order #	Subject Area	Candidates
1-2105646931	INT ESOL	
1-2104266656	INT ESOL	0
1-2104266651	INT ESOL	0
1-2103612562	INT ESOL	11
1-2103586985	INT ESOL	3
1-2103585344	INT ESOL	7
1-2103580718	INT ESOL	4
1-2103576441	INT ESOL	12

4. Click the **Order#**, then on the following screen complete the information below:

Order: 1-2105646931

**Submit**

**Order Information**

Centre Number	55075	Requested Start Date	
Subject Area*	INT ESOL	Requested End Date	
Venue		Examiners Requested	1
Venue Number		Total Exam Duration	0 Day, 0 Hour and 0 Minute
Status*	Open	Written Exam Date	
Delivery Method		Written Exam Start Time	10:00

- **Venue**: use the magnifying glass icon to see a list of your venues, highlight the correct venue from the list and click **OK**
- **Delivery Method**:
  - if you are booking a face-to-face exam (with a visiting examiner), select **Default\***
  - if you are booking an Online exam, select **Online\***

\*all candidate enrolments in a single order must all be either Online or Default.

- **Requested Start Date**: enter the date for the Speaking and Listening exam
- **Requested End Date**: enter the same date as the Start Date above

- **Examiners Requested:** enter the number of examiner timetables needed for the exam

5. Go to **Candidate Enrolment**

6. Go to **Download Spreadsheet** and select **International ESOL** to open the enrolment spreadsheet

7. You must complete details in each of the following columns in the enrolment spreadsheet:

- **First Name**
- **Last Name**
- **Date of Birth**
- **Candidate Email Address**
  - This *must* be a personal email address for each candidate, unless candidates are under 18 years' old, in which case the email address *must* be of a parent/guardian

➤ **Gender**

➤ **Exam Suite:**

- if you selected **Default** for the Delivery Method (#4), here you should select **GESE**
- if you selected **Online** for the Delivery Method (#4), here you should select **GESE Online**

➤ **Examination / Product Name:**

- if you previously selected **Default** (#4), select the correct grade **GESE Grade**

M	N
---	---

Exam Suite	Examination/ Product Name
Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
<i>the "Enrolments" webpage</i> ↓	
GESE	GESE Grade 1
GESE	GESE Grade 2
GESE	GESE Grade 3
GESE	GESE Grade 4
GESE	GESE Grade 5
GESE	GESE Grade 6
GESE	GESE Grade 7
GESE	GESE Grade 8
GESE	GESE Grade 9

- if you previously selected **Online** (#4), select the correct **GESE Online Grade**

M	N
---	---

Exam Suite	Examination/ Product Name
Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
<i>the "Enrolments" webpage</i> ↓	
GESE Online	GESE Online Grade 1
GESE Online	GESE Online Grade 2
GESE Online	GESE Online Grade 3
GESE Online	GESE Online Grade 4
GESE Online	GESE Online Grade 5
GESE Online	GESE Online Grade 6
GESE Online	GESE Online Grade 7
GESE Online	GESE Online Grade 8
GESE Online	GESE Online Grade 9

- **Consent Received:** signed consent is required for all candidates under 16 years' old at the time of the exam (*contact Trinity for more information about U16's*). If your candidates are over 16 years' old, select **Y**

8. Once the information above has been entered for all candidates, you are ready to add your candidates to your exam booking.

Click and hold your left mouse button on the number 7 (row header) and drag your mouse cursor down to the very last row of candidate data to highlight all rows of candidate information

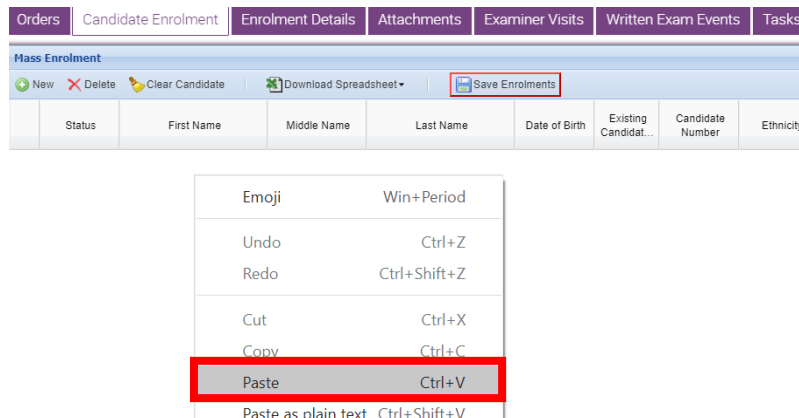
1	A	B	C	D	E	F
2	<b>TRINITY</b>		INT ESOL Enrolment Spreadsheet Template			
3	COLLEGE LONDON					
4	#	First Name	Middle Name	Last Name	Date of Birth	Candidate Email Address
5	Leave Blank				dd/mm/yyyy or 'Unknown'	Required for products with digital certificates only
6						
7		First Name1		Last Name1	01/01/2000	<a href="mailto:fn1@gmail.com">fn1@gmail.com</a>
8		First Name2		Last Name2	02/01/2000	<a href="mailto:fn2@hotmail.co.uk">fn2@hotmail.co.uk</a>
9		First Name3		Last Name3	03/01/2000	<a href="mailto:fn3@yahoo.com">fn3@yahoo.com</a>
10		First Name4		Last Name4	04/01/2000	<a href="mailto:fn4@hotmail.com">fn4@hotmail.com</a>
11		First Name5		Last Name5	05/01/2000	<a href="mailto:fn5@outlook.com">fn5@outlook.com</a>
12		First Name6		Last Name6	06/01/2000	<a href="mailto:fn6@gmail.com">fn6@gmail.com</a>
13						

9. Hover your mouse cursor over the highlighted rows, right click and select **Copy**

1	A	B	C	D	E	F
2	<b>TRINITY</b>		INT ESOL Enrolment			
3	COLLEGE LONDON					
4	#	First Name	Middle Name	Last Name	Date of Birth	
5	Leave Blank				dd/mm/yyyy or 'Unknown'	Le
6						Bl
7		Candidate1		Surname1	01/01/1990	
8		Candidate2		Surname2	02/01/1990	
9		Candidate3		Surname3	03/01/1990	
10		Candidate4		Surname4	04/01/1990	
11		Candidate5		Surname5	05/01/1990	
12		Candidate6		Surname6	06/01/1990	

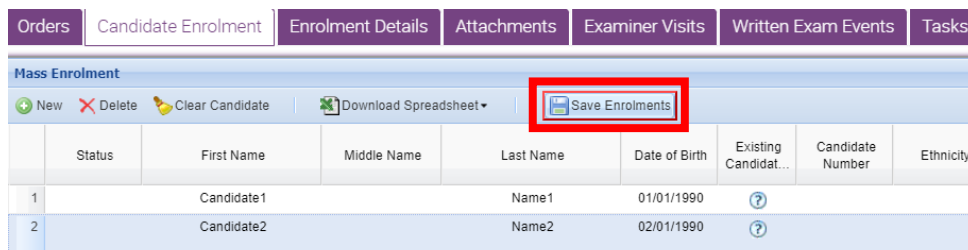
A context menu is displayed over the table, with the 'Copy' option highlighted in a red box. Other options include 'Cut', 'Paste Options:', 'Paste Special...', 'Insert', 'Delete', 'Clear Contents', 'Format Cells...', 'Row Height...', 'Hide', and 'Unhide'.

Go back to the Trinity Online exam portal, hover your mouse cursor over the empty enrolment area, right click your mouse and select **Paste**



Your candidate enrolments will now appear. If any errors are detected in the information, you will be prompted to complete the information in all boxes highlighted **Red**.

#### 10. Click **Save Enrolments**



#### 11. Click **Submit** – your exam is now booked

