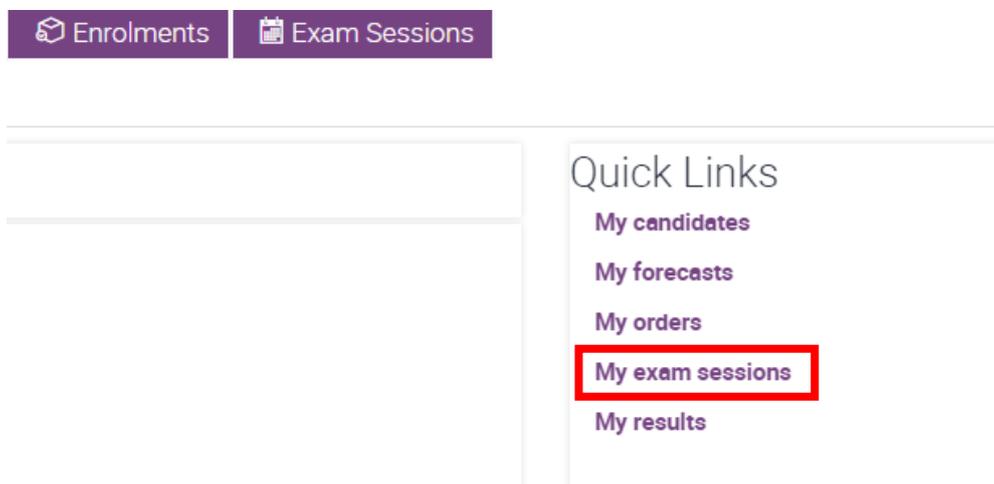


## GESE – create your exam timetable and print exam materials

Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to create your GESE timetable and print exam materials.

1. Go to **My exam sessions**



2. Click on the date of the exam for which you are creating a timetable

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

Examiner Visits

Examiner Visits ▾

Order #	Venue	Start	End	Status	Candidates
1-1940470715	Trinity's Test Centre (UK GESE ...02/12/2020 09:00	02/12/2020 09:00	02/12/2020 15:48	Unscheduled	10
1-1940477161	Trinity's Test Centre (UK GESE ...02/12/2020 09:00	02/12/2020 09:00	02/12/2020 15:35	Unscheduled	10
1-1942353041	Trinity's Test Centre (UK GESE ...13/11/2020 09:00	13/11/2020 09:00	13/11/2020 12:30	Unscheduled	0
1-1942695581	Trinity's Test Centre (UK GESE ...12/11/2020 09:00	12/11/2020 09:00	12/11/2020 12:30	Unscheduled	0
1-1939404100	Trinity's Test Centre (UK GESE ...01/11/2020 12:00	01/11/2020 12:00	01/11/2020 15:30	Unscheduled	12
1-1939404100	Trinity's Test Centre (UK GESE ...01/11/2020 12:00	01/11/2020 12:00	01/11/2020 15:30	Unscheduled	22
1-1939404100	Trinity's Test Centre (UK GESE ...01/11/2020 12:00	01/11/2020 12:00	01/11/2020 15:30	Unscheduled	16
1-1940156101	Trinity's Test Centre (UK GESE ...01/11/2020 10:00	01/11/2020 10:00	01/11/2020 13:30	Unscheduled	0
1-1939403717	Trinity's Test Centre (UK GESE ...01/10/2020 09:00	01/10/2020 09:00	01/10/2020 12:30	Unscheduled	5
1-1940398706	Trinity's Test Centre (UK GESE ...14/09/2020 09:00	14/09/2020 09:00	14/09/2020 11:00	Unscheduled	2

3. Go to **Timetable Candidates**

Home Centre Details Candidates & Contacts Bookings

Examiner Visits

Examiner Visits

Generate Materials Generate Breaks Bulk Print

**Exam Session Details**

Examiner: Venue: Trinity's Test Centre

Start: 01/11/2020 10:00

Order #: 1-1942976501

**WARNING – Changing the start or finish dates of an exam visit may result in a re-examination.**

Itinerary **Timetable Candidates** Attachments View Biography

4. Update the **Start Time** at the bottom of the screen to match the confirmed start time in the Exam Session Details

**Exam Session Details**

Examiner: Venue: Trinity's Test Centre (UK C)

Start: 02/11/2020 10:00

Order #: 1-1942976890

**WARNING – Changing the start or finish dates of an exam visit may result in a re-examination.**

Itinerary Timetable Candidates Attachments View Biography

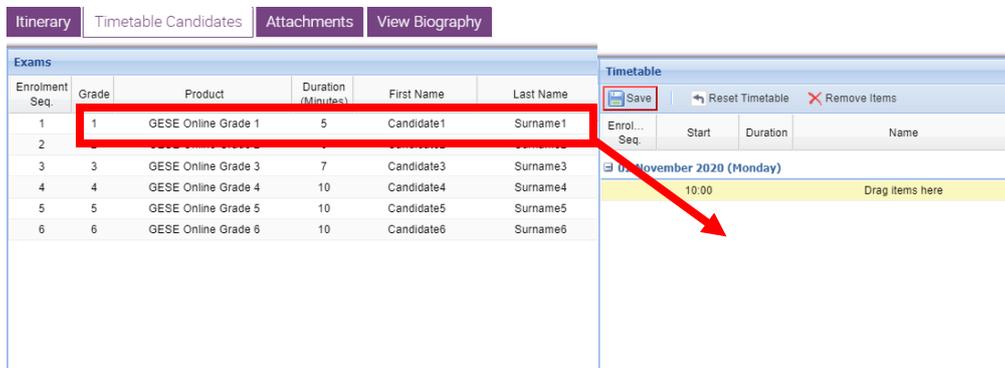
Exams					
Enrolment Seq.	Grade	Product	Duration (Minutes)	First Name	Last Name
1	1	GESE Online Grade 1	5	Candidate1	Surname1
2	2	GESE Online Grade 2	6	Candidate2	Surname2
3	3	GESE Online Grade 3	7	Candidate3	Surname3
4	4	GESE Online Grade 4	10	Candidate4	Surname4
5	5	GESE Online Grade 5	10	Candidate5	Surname5
6	6	GESE Online Grade 6	10	Candidate6	Surname6

(Previous/Next Page) Viewing page 1

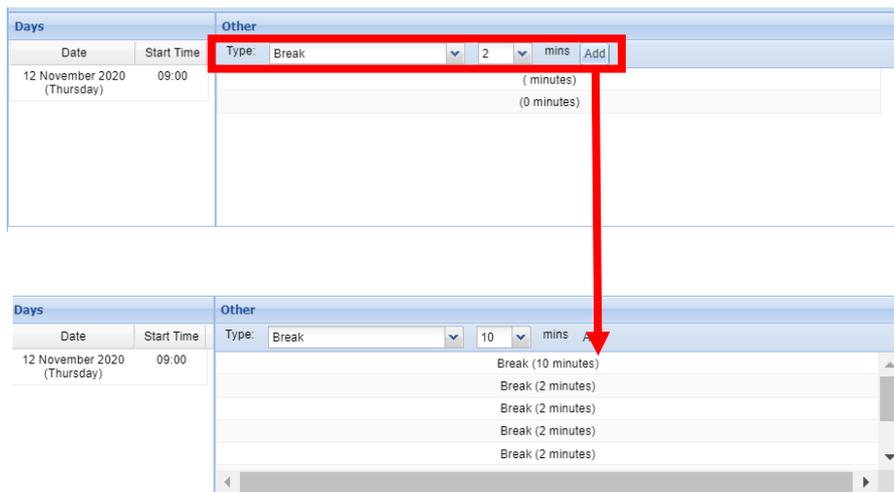
Days		Other	
Date	Start Time	Type:	mins Add
02 November 2020 (Monday)	10:00		(0 minutes)

- Timetables for GESE Online exams (*\*go to no.9 for Timetables for face-to-face exams*) should:
  - Start with the lowest levels, moving up to higher levels as the exam proceeds
  - Include a 2m break after each candidate
  - Include a 10m break after 50-60 minutes
  - Not exceed the maximum duration of 3.5 hours for each examiner (inclusive of the breaks above)
  - Will be confirmed and final 72 hours before the exam – with no more changes possible after this time

To add candidates to the timetable, click and hold on a candidate's name, then drag and drop into the Timetable



- To create the breaks, first select Break, enter 2 mins and click **Add**. To add the 10m break, repeat this step entering 10 mins, and click **Add**



7. Drag and drop the breaks into the timetable, following timetable rules above

The screenshot shows the 'Exams' software interface. On the left, there is a table for 'Exams' with columns: Enrolment Seq, Grade, Product, Duration (Minutes), First Name, Last Name, Appli..., School, Ensemble, and Venue. Below this is a 'Days' section with a table for '02 November 2020 (Monday)' showing 'Date', 'Start Time', and 'Type'. A 'Break (2 minutes)' entry is highlighted with a red box. On the right, the 'Timetable' tab is active, showing a table with columns: Enrol... Seq, Start, Duration, Name, and Subject. A red arrow points from the highlighted 'Break (2 minutes)' entry in the 'Other' section to a 'Break (2 minutes)' entry in the main timetable grid.

8. Once you have timetabled all candidates and breaks click **Save**

The screenshot shows the 'Timetable' tab in the Exams software. The 'Save' button is highlighted with a red box. Below the button are 'Reset Timetable' and 'Remove Items' options. The main timetable table is visible, showing a list of candidates and breaks for '02 November 2020 (Monday)'. The table has columns: Enrol... Seq, Start, Duration, Name, and Subject.

Enrol... Seq	Start	Duration	Name	Subject
<b>02 November 2020 (Monday)</b>				
1	10:00	5	Candidate1 Surname1	GESE Online Grade 1
	10:05	2	Break (2 minutes)	
2	10:07	6	Candidate2 Surname2	GESE Online Grade 2
	10:13	2	Break (2 minutes)	
3	10:15	7	Candidate3 Surname3	GESE Online Grade 3
	10:22	2	Break (2 minutes)	
4	10:24	10	Candidate4 Surname4	GESE Online Grade 4
	10:34	2	Break (2 minutes)	
5	10:36	10	Candidate5 Surname5	GESE Online Grade 5
	10:46	2	Break (2 minutes)	
6	10:48	10	Candidate6 Surname6	GESE Online Grade 6
	10:58	10	Break (10 minutes)	
7	11:08	15	Candidate7 Surname7	GESE Online Grade 7
	11:23	2	Break (2 minutes)	
8	11:25	15	Candidate8 Surname8	GESE Online Grade 8
	11:40	0	End of day (0 minutes)	

9. Timetables for GESE face-to-face exams should:

- Start with the lowest levels, moving up to higher levels as the exam proceeds
- Include a 15m break half-way through the morning and afternoon sessions
- Include a 60m lunch break
- Cannot exceed the maximum duration of 6 hours for each examiner (exclusive of breaks above)

To add candidates to the timetable, click and hold on a candidate's name, then drag and drop into the Timetable. Repeat this until all candidates are in the timetable

The screenshot shows the 'Exams' interface with a list of candidates on the left and a 'Timetable' on the right. The candidate list has columns for Enrolment Seq, Grade, Product, Duration, First Name, Last Name, Appli..., School, Ensemble, and Venue. The first row is highlighted with a red box. The timetable on the right shows a date of 30 September 2021 (Thursday) and a time slot starting at 9:00. A red arrow points from the first candidate in the list to the 'Add' button in the timetable.

10. To create the 15m and 60m breaks, select Break, enter 15 mins, and click **Add**

The screenshot shows the 'Other' section of the software. It has a table with columns for Date, Start Time, and Type. The 'Type' column is set to 'Break', and the duration is set to '60' minutes. The 'Add' button is highlighted with a red box.

11. Drag and drop the break(s) into the timetable

The screenshot shows the 'Exams' interface with a list of candidates on the left and a 'Timetable' on the right. The candidate list has columns for Enrolment Seq, Duration (Minutes), First Name, Last Name, Appli..., School, Ensemble, and Venue. The 'Other' section is visible at the bottom left, showing a form to create a break. The 'Type' is set to 'Break', and the duration is set to '15' minutes. The 'Add' button is highlighted with a red box. A red arrow points from the 'Add' button to the timetable on the right.



15. Trinity will confirm your examiner 72 hours before your exam session. When your examiner is confirmed, their name and Zoom meeting ID will be added to the timetable.

You should print the timetable in the 48 hours immediately before the exam to ensure that the examiner's Zoom meeting ID details are included.