

ISE Online – 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 ISE Online Speaking & Listening exam timetable and print exam materials.

1. Go to **My exam sessions**

The screenshot shows the 'Exam Sessions' page with a navigation bar at the top. On the right, a 'Quick Links' section contains several links: 'My candidates', 'My forecasts', 'My orders', 'My exam sessions' (highlighted with a red box), and 'My results'.

2. Click on the date of the Speaking & Listening 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**

Examiner Visits

Generate Materials Generate Breaks Bulk Print

Exam Session Details

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

Start: 12/11/2020 09:00

Order #: 1-1942695581

WARNING – Changing the start or finish dates of an exam visit may resu

Itinerary **Timetable Candidates** Attachments View Biography

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

Exam Session Details

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

Start: 12/11/2020 09:00

Order #: 1-1942695581

WARNING – Changing the start or finish dates of an exam visit may resul

Itinerary Timetable Candidates Attachments View Biography

Enrolment Seq.	Grade	Product	Duration (Minutes)	First Name	Last Name
5	F	ISE Foundation Speaking and Listening (Online)	13	Candidate1	Name1
8	F	ISE Foundation Speaking and Listening (Online)	13	Candidate2	Name2
30	II	ISE Level II Speaking and Listening (Online)	20	Candidate5	Name5
37	II	ISE Level II Speaking and Listening (Online)	20	Candidate6	Name6
16	I	ISE Level I Speaking and Listening (Online)	18	Candidate3	Name3
23	I	ISE Level I Speaking and Listening (Online)	18	Candidate4	Name4

(Previous/Next Page) Viewing page 1

Days		Other	
Date	Start Time	Type:	mins Add
12 November 2020 (Thursday)	09:00		(minutes)
			(0 minutes)

5. Timetables for Online exams should:

- Start with the lowest levels, moving up to higher levels as the exam goes on;
- Include a 2m break after each candidate;
- Include a 10m break after 50-60 minutes;
- Cannot exceed the maximum duration of 3.5 hours for each examiner (inclusive of breaks above).

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

The screenshot shows the 'Exams' management interface. On the left, a table lists candidates with columns for Enrolment Seq., Grade, Product, Duration (Minutes), First Name, and Last Name. The first candidate, 'Candidate1 Name1', is highlighted with a red box. On the right, the 'Timetable' section shows a date '12 November 2020 (Thursday)' and a start time of '9:00'. A red arrow points from the candidate's name to the 'Add' button in the timetable.

Enrolment Seq.	Grade	Product	Duration (Minutes)	First Name	Last Name
5	F	ISE Foundation Speaking and Listening (Online)	13	Candidate1	Name1
8	F	ISE Foundation Speaking and Listening (Online)	13	Candidate2	Name2
30	II	ISE Level II Speaking and Listening (Online)	20	Candidate5	Name5
37	II	ISE Level II Speaking and Listening (Online)	20	Candidate6	Name6
16	I	ISE Level I Speaking and Listening (Online)	18	Candidate3	Name3
23	I	ISE Level I Speaking and Listening (Online)	18	Candidate4	Name4

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

The first screenshot shows the 'Other' section of the timetable interface. The 'Type' is set to 'Break', and the duration is '2 mins'. The 'Add' button is highlighted with a red box. A red arrow points from this 'Add' button to the 'Add' button in the second screenshot.

The second screenshot shows the 'Other' section after the 10-minute break has been added. The 'Type' is 'Break', and the duration is '10 mins'. The 'Add' button is highlighted with a red box. Below the 'Add' button, a list of breaks is visible: 'Break (10 minutes)', 'Break (2 minutes)', 'Break (2 minutes)', 'Break (2 minutes)', and 'Break (2 minutes)'.

7. Drag and drop the breaks into the timetable, following timetable rules above until you have timetabled all candidates

The screenshot shows the 'Timetable' interface. At the top right, there are buttons for 'Save', 'Reset Timetable', and 'Remove Items'. The main table lists candidates and breaks for '12 November 2020 (Thursday)'. Below the table, there is an 'Other' section with a 'Type: Break' dropdown and a '10 mins' input field. A red box highlights a 'Break (2 minutes)' item in this section, and a red arrow points to a 'Break (2 minutes)' row in the main timetable table.

Enrol... Seq.	Start	Duration	Name	Subject
5	9:00	13	Candidate1 Name1	ISE Foundation Speaking and Listening (Online)
	9:13	2	Break (2 minutes)	
8	9:15	13	Candidate2 Name2	ISE Foundation Speaking and Listening (Online)
	9:28	2	Break (2 minutes)	
16	9:30	18	Candidate3 Name3	ISE Level I Speaking and Listening (Online)
23	9:48	18	Candidate4 Name4	ISE Level I Speaking and Listening (Online)
30	10:06	20	Candidate5 Name5	ISE Level II Speaking and Listening (Online)
37	10:26	20	Candidate6 Name6	ISE Level II Speaking and Listening (Online)

If you need to withdraw a candidate from the exam, select the correct candidate line in the timetable and click **Remove Items**.

If you withdraw a candidate from the exam, please inform your coordinator by email.

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

The screenshot shows the 'Timetable' interface with the 'Save' button highlighted by a red box. The main table lists candidates and breaks for '12 November 2020 (Thursday)'. The 'Save' button is located at the top left of the timetable area.

Enrol... Seq.	Start	Duration	Name	Subject	Venue
5	9:00	13	Candidate1 Name1	ISE Foundation Speaking and Listening (Online)	
	9:13	2	Break (2 minutes)		
8	9:15	13	Candidate2 Name2	ISE Foundation Speaking and Listening (Online)	
	9:28	2	Break (2 minutes)		
16	9:30	18	Candidate3 Name3	ISE Level I Speaking and Listening (Online)	
	9:48	10	Break (10 minutes)		
23	9:58	18	Candidate4 Name4	ISE Level I Speaking and Listening (Online)	
	10:16	2	Break (2 minutes)		
30	10:18	20	Candidate5 Name5	ISE Level II Speaking and Listening (Online)	
	10:38	2	Break (2 minutes)		
37	10:40	20	Candidate6 Name6	ISE Level II Speaking and Listening (Online)	
	11:00	0	End of day (0 minutes)		

9. Click **Generate Materials**

Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests Enrolments

Examiner Visits

Examiner Visits

Generate Materials Generate Breaks Bulk Print

Exam Session Details

Examiner: Venue: Trinity's Test Centre (UK C) Subject Area: INT ESOL

Start: 12/11/2020 09:00 End: 12/11/2020 12:30

Order #: 1-1942695581

10. Go to the **Attachments** to view your timetable

Orders Candidate Enrolment Enrolment Details Attachments Examiner Visits Written Exam Events Tasks

Attachments

Attachment Name	File Type	Modified	Size
1-W4MQP8 Invoice Order (Base)	pdf	01/10/2020	96
1-W4NIL2 Invoice Order (Base)	pdf	02/10/2020	96
Language Timetable Report	pdf	02/10/2020	100

11. 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.