

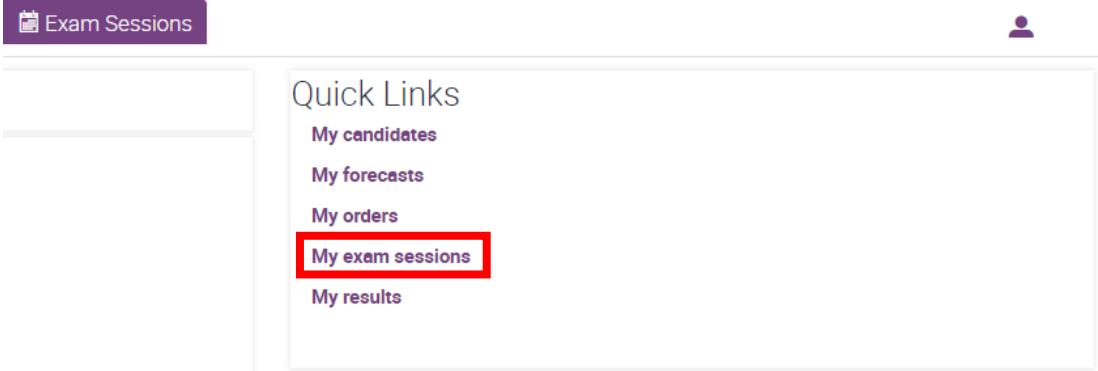
## SfL Speaking & Listening – Timetable and Print Exam Materials

Once your Speaking & Listening exam has been booked, your exam timetable will be created automatically in the Trinity Online exam portal following the order of enrolments.

You can make changes to the timetable order up to 72 hours before the exam date.

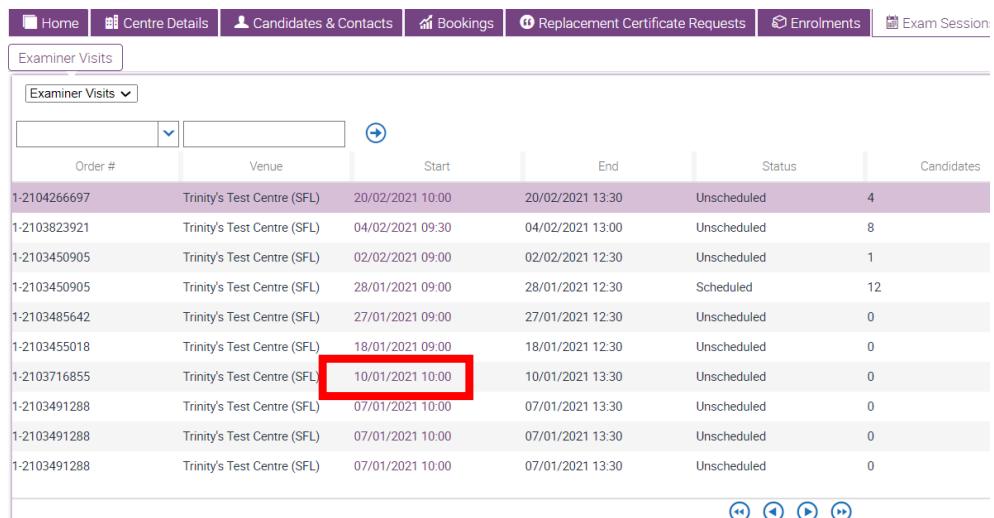
Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to check your SfL Speaking & Listening exam timetable, make changes to your timetable and print exam materials.

1. Go to **My exam sessions** (to the right-hand side of the page)



The screenshot shows a purple header bar with a user icon on the right. Below it is a white sidebar with a purple header 'Exam Sessions'. On the right is a main content area with a purple header 'Quick Links'. Under 'Quick Links' are several purple links: 'My candidates', 'My forecasts', 'My orders', 'My exam sessions' (which is highlighted with a red box), and 'My results'.

2. A timetable will be created for each examiner in each order. Click on the date/start time for the exam which you would like to check a timetable



The screenshot shows a table of examiner visits. The columns are: Order #, Venue, Start, End, Status, and Candidates. One row is highlighted with a red box around the 'Start' column value '10/01/2021 10:00'.

| Order #      | Venue                       | Start            | End              | Status      | Candidates |
|--------------|-----------------------------|------------------|------------------|-------------|------------|
| 1-2104266697 | Trinity's Test Centre (SFL) | 20/02/2021 10:00 | 20/02/2021 13:30 | Unscheduled | 4          |
| 1-2103823921 | Trinity's Test Centre (SFL) | 04/02/2021 09:30 | 04/02/2021 13:00 | Unscheduled | 8          |
| 1-2103450905 | Trinity's Test Centre (SFL) | 02/02/2021 09:00 | 02/02/2021 12:30 | Unscheduled | 1          |
| 1-2103450905 | Trinity's Test Centre (SFL) | 28/01/2021 09:00 | 28/01/2021 12:30 | Scheduled   | 12         |
| 1-2103485642 | Trinity's Test Centre (SFL) | 27/01/2021 09:00 | 27/01/2021 12:30 | Unscheduled | 0          |
| 1-2103455018 | Trinity's Test Centre (SFL) | 18/01/2021 09:00 | 18/01/2021 12:30 | Unscheduled | 0          |
| 1-2103716855 | Trinity's Test Centre (SFL) | 10/01/2021 10:00 | 10/01/2021 13:30 | Unscheduled | 0          |
| 1-2103491288 | Trinity's Test Centre (SFL) | 07/01/2021 10:00 | 07/01/2021 13:30 | Unscheduled | 0          |
| 1-2103491288 | Trinity's Test Centre (SFL) | 07/01/2021 10:00 | 07/01/2021 13:30 | Unscheduled | 0          |

3. Go to **Timetable Candidates**

The screenshot shows a software interface for managing exam sessions. At the top, there are four navigation links: Home, Centre Details, Candidates & Contacts, and Bookings. Below these is a sub-menu with 'Examiner Visits' selected. The main title 'Examiner Visits' is centered above three buttons: 'Generate Materials', 'Generate Breaks', and 'Bulk Print'. Underneath is a section titled 'Exam Session Details' with fields for 'Examiner' (set to 'Trinity's Test Centre'), 'Start' (set to '10/01/2021 10:00'), and 'Order #' (set to '1-2103716855'). A prominent red warning message 'WARNING – Changing the start or finish dates of an exam visit ma...' is displayed. At the bottom, there are four buttons: 'Itinerary', 'Timetable Candidates' (which is highlighted with a red border), 'Attachments', and 'View Biography'.

4. Timetables for Speaking & Listening Online exams:

- *Start with lowest levels and move up to higher levels as the exam goes on*
- *Include a 4 minute' break after each group discussion – 2 minutes for important examiner administration and 2 minutes to manage Zoom*
- *Include a 10 minute' break every 50-60 minutes*
- *Cannot exceed the maximum duration of 3.5 hours for each examiner (inclusive of breaks above)*
- *'Dummy' candidates taking part in a Group Discussion should not be enrolled or included in the timetable*
- *Will be confirmed and final 72 hours before the exam – with no more changes possible after this time.*

Timetables for Speaking & Listening face-to-face exams:

- *Start with lowest levels and move up to higher levels as the exam goes on*
- *Include 2 minutes at the end of each Group Discussion for the examiner to complete important administration*
- *Include a break after every 2 hours of examining*
- *Include a 60 minutes' lunch break*
- *Cannot exceed the maximum duration of 6 hours for each examiner (exclusive of breaks above)*
- *'Dummy' candidates taking part in a Group Discussion should not be enrolled or included in the timetable*

- Will be confirmed and final 72 hours before the exam – with no more changes possible after this time

5. You will see your timetable at the bottom right-hand side of the page

| Timetable                    |       |           |   |  |       |
|------------------------------|-------|-----------|---|--|-------|
| Enrol...<br>Seq.             | Start | Durati... | Name                                    | Subject                                      | Venue |
| 10 February 2021 (Wednesday) |       |           |   |  |       |
| 1                            | 10:00 | 5         | First Name1 Last Name1                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 2                            | 10:05 | 5         | First Name2 Last Name2                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                              | 10:10 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                              | 10:14 | 4         | Break (4 minutes)                       |  |       |
| 3                            | 10:18 | 5         | First Name3 Last Name3                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 4                            | 10:23 | 5         | First Name4 Last Name4                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                              | 10:28 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                              | 10:32 | 4         | Break (4 minutes)                       |  |       |
| 5                            | 10:36 | 5         | First Name5 Last Name5                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 6                            | 10:41 | 5         | First Name6 Last Name6                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                              | 10:46 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                              | 10:50 | 10        | Break (10 minutes)                      |  |       |
| 7                            | 11:00 | 5         | First Name7 Last Name7                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 8                            | 11:05 | 5         | First Name8 Last Name8                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                              | 11:10 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                              | 11:14 | 4         | Break (4 minutes)                       |  |       |

6. To change the order of the timetable, click and hold your left mouse on a candidate's name, then move them up or down the list and let go of the mouse button to drop the candidate into their new slot

| Timetable                    |       |           |   |  |       |
|------------------------------|-------|-----------|---|--|-------|
| Enrol...<br>Seq.             | Start | Durati... | Name                                    | Subject                                      | Venue |
| 10 February 2021 (Wednesday) |       |           |   |  |       |
| 1                            | 10:00 | 5         | First Name1 Last Name1                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 2                            | 10:05 | 5         | First Name2 Last Name2                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                              | 10:10 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                              | 10:14 | 4         | Break (4 minutes)                       |  |       |
| 3                            | 10:18 | 5         | First Name3 Last Name3                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 4                            | 10:23 | 5         | First Name4 Last Name4                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                              | 10:28 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                              | 10:32 | 4         | Break (4 minutes)                       |  |       |
| 5                            | 10:36 | 5         | First Name5 Last Name5                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 6                            | 10:41 | 5         | First Name6 Last Name6                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                              | 10:46 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                              | 10:50 | 10        | Break (10 minutes)                      |  |       |

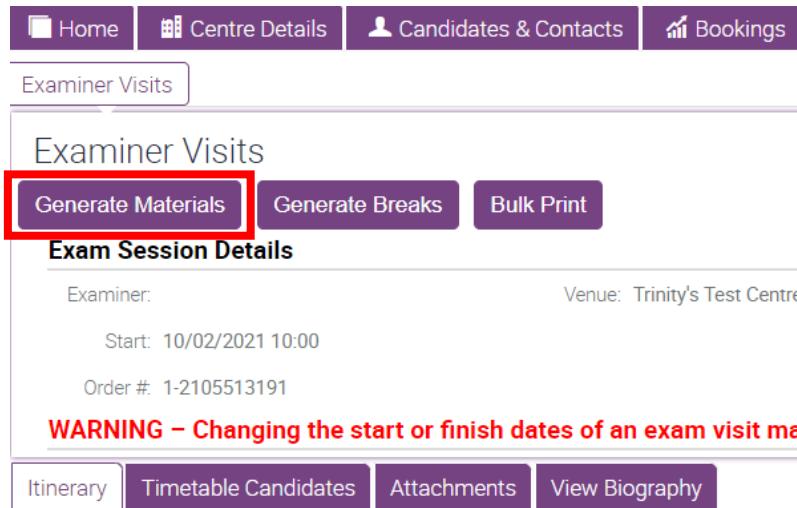
| Timetable                           |       |           |   |  |       |
|-------------------------------------|-------|-----------|---|--|-------|
| Enrol...<br>Seq.                    | Start | Durati... | Name                                    | Subject                                      | Venue |
| <b>10 February 2021 (Wednesday)</b> |       |           |   |  |       |
| 1                                   | 10:00 | 5         | First Name1 Last Name1                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 2                                   | 10:05 | 5         | First Name2 Last Name2                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                                     | 10:10 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                                     | 10:14 | 4         | Break (4 minutes)                       |  |       |
| 4                                   | 10:18 | 5         | First Name4 Last Name4                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
| 3                                   | 10:23 | 5         | First Name3 Last Name3                  | SfL Speaking & Listening Entry 1<br>(Online) |       |
|                                     | 10:28 | 4         | E1 Group Discussion & Admin (4 minutes) |  |       |
|                                     | 10:32 | 4         | Break (4 minutes)                       |  |       |

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.

7. **Save** your timetable - your timetable is now ready to view

8. Click **Generate Materials**



The screenshot shows the 'Examiner Visits' section of the software interface. At the top, there is a navigation bar with links: Home, Centre Details, Candidates & Contacts, and Bookings. Below the navigation bar, the title 'Examiner Visits' is displayed. Underneath the title, there are three buttons: 'Generate Materials' (highlighted with a red box), 'Generate Breaks', and 'Bulk Print'. Further down, there is a section titled 'Exam Session Details' which includes fields for 'Examiner' (set to 'Trinity's Test Centre'), 'Venue' (set to 'Trinity's Test Centre'), 'Start' (set to '10/02/2021 10:00'), and 'Order #' (set to '1-2105513191'). A prominent red warning message 'WARNING – Changing the start or finish dates of an exam visit ma...' is displayed. At the bottom, there are four buttons: Itinerary, Timetable Candidates, Attachments, and View Biography.

9. To view your timetable, go to **Attachments**

The screenshot shows a user interface for managing attachments. At the top, there are five tabs: 'Itinerary' (disabled), 'Timetable Candidates' (disabled), 'Attachments' (highlighted with a red box), and 'View Biography'. Below the tabs, the word 'Attachments' is displayed. A table lists several documents with their names and file types:

| Attachment Name  |     |
|--|-----|
| 1-YTN9FI Invoice Order (Base)                                      | pdf |
| Non-timetabled 1-2105513191 SfL Speaking Listening Markshee... pdf |     |
| UK ESOL Appointment Slip   | pdf |
| UK ESOL Attendance Report  | pdf |
| UK ESOL Candidate List   | pdf |
| UK ESOL Report Form  | pdf |
| UK ESOL Timetable Report   | pdf |

10. Trinity will confirm your examiner 72 hours before your exam session, adding their name to your exam timetable. For *Speaking & Listening Online* exams, the examiner's Zoom meeting ID will also be added to the timetable.

You should print the timetable in the 48 hours immediately before the exam.