

SfL Speaking & Listening Online – timetable and print exam materials

Once your Speaking & Listening Online exam has been booked, your exam timetable will be automatically created 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 the 'Exam Sessions' page in the Trinity Online exam portal. On the right-hand side, there is a 'Quick Links' section with the following items: 'My candidates', 'My forecasts', 'My orders', 'My exam sessions' (highlighted with a red box), and 'My results'. The 'Exam Sessions' tab is selected at the top of the page.

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 the 'Examiner Visits' table in the Trinity Online exam portal. The table has columns for Order #, Venue, Start, End, Status, and Candidates. The row for order 1-2103716855, which has a start time of 10/01/2021 10:00, is highlighted with a red box.

| 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 |
| 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 web interface for 'Examiner Visits'. At the top, there are four navigation tabs: 'Home', 'Centre Details', 'Candidates & Contacts', and 'Bookings'. Below these is a search bar containing 'Examiner Visits'. The main heading is 'Examiner Visits', followed by three buttons: 'Generate Materials', 'Generate Breaks', and 'Bulk Print'. Underneath is a section titled 'Exam Session Details' with the following information: 'Examiner:' (blank), 'Venue: Trinity's Test Centre', 'Start: 10/01/2021 10:00', and 'Order #: 1-2103716855'. A red warning message reads: 'WARNING – Changing the start or finish dates of an exam visit ma'. At the bottom, there are four tabs: 'Itinerary', 'Timetable Candidates' (highlighted with a red box), '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 4m buffer after each group discussion;
- Include a 10m break every 50-60 minutes;
- Cannot exceed the maximum duration of 3.5 hours for each examiner (inclusive of breaks above);
- 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 a 4m buffer after each group discussion;
- Include a 10m break every 50-60 minutes;
- Cannot exceed the maximum duration of 3.5 hours for each examiner (inclusive of breaks above);
- 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 | | | | | | |
|--|-------|-----------|---|---|-------|--|
| Save Reset Timetable Remove Items | | | | | | |
| Enrol... Seq. | Start | Durati... | Name | Subject | Venue | |
| 10 February 2021 (Wednesday) | | | | | | |
| 1 | 10:00 | 5 | First Name1 Last Name1 | SfL Speaking & Listening Entry 1 (Online) | | |
| 2 | 10:05 | 5 | First Name2 Last Name2 | SfL Speaking & Listening Entry 1 (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 (Online) | | |
| 4 | 10:23 | 5 | First Name4 Last Name4 | SfL Speaking & Listening Entry 1 (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 (Online) | | |
| 6 | 10:41 | 5 | First Name6 Last Name6 | SfL Speaking & Listening Entry 1 (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 (Online) | | |
| 8 | 11:05 | 5 | First Name8 Last Name8 | SfL Speaking & Listening Entry 1 (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 | | | | | | |
|--|-------|-----------|---|---|-------|----------------|
| Save Reset Timetable Remove Items | | | | | | |
| Enrol... Seq. | Start | Durati... | Name | Subject | Venue | |
| 10 February 2021 (Wednesday) | | | | | | |
| 1 | 10:00 | 5 | First Name1 Last Name1 | SfL Speaking & Listening Entry 1 (Online) | | |
| 2 | 10:05 | 5 | First Name2 Last Name2 | SfL Speaking & Listening Entry 1 (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 (Online) | | |
| 4 | 10:23 | 5 | First Name4 Last Name4 | SfL Speaking & Listening Entry 1 (Online) | | 1 selected row |
| | 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 (Online) | | |
| 6 | 10:41 | 5 | First Name6 Last Name6 | SfL Speaking & Listening Entry 1 (Online) | | |
| | 10:46 | 4 | E1 Group Discussion & Admin (4 minutes) | | | |
| | 10:50 | 10 | Break (10 minutes) | | | |

| Timetable | | | | | |
|-------------------------------------|-------|-----------|---|---|-------|
| Enrol... Seq. | Start | Durati... | Name | Subject | Venue |
| 10 February 2021 (Wednesday) | | | | | |
| 1 | 10:00 | 5 | First Name1 Last Name1 | SfL Speaking & Listening Entry 1 (Online) | |
| 2 | 10:05 | 5 | First Name2 Last Name2 | SfL Speaking & Listening Entry 1 (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 (Online) | |
| 3 | 10:23 | 5 | First Name3 Last Name3 | SfL Speaking & Listening Entry 1 (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**

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

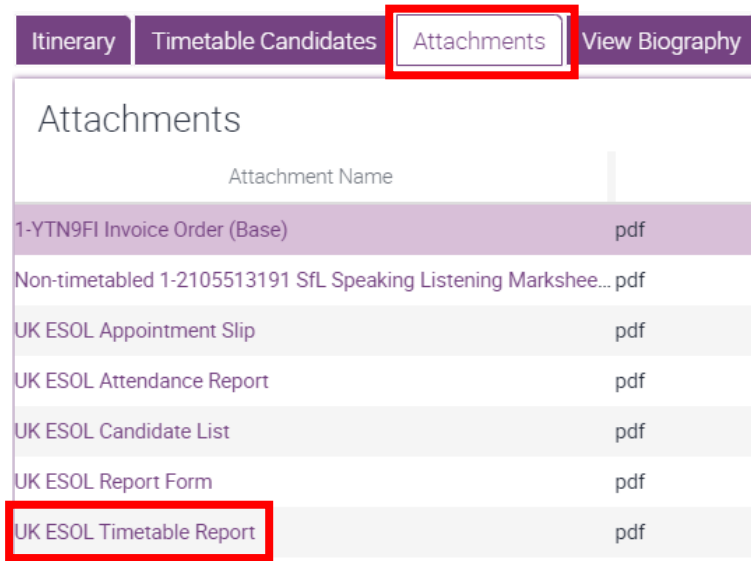
Start: 10/02/2021 10:00

Order #: 1-2105513191

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

Itinerary
Timetable Candidates
Attachments
View Biography

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



| Attachments | |
|--|-----|
| 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. When your examiner is confirmed, their name and Zoom meeting ID (in the case of Online exams) 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.