

SfL Reading & Writing - print exam materials

Go to the Trinity Online exam portal here: <https://portal.trinitycollege.co.uk>, and follow the steps below to print necessary materials for your Writing exam

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

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

Welcome Back Alex SFLPortal. Today is Friday, January 08, 2021.

Actions

- Add Teacher/Applicant
- Print labels

2. Find your exam order, either by using the search function or scrolling through the list, then click on the order number

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

Enrolments

My Orders

Search:

Order #	Subject Area	Candidates	Requested Start Date
1-2105269861	UK ESOL	6	10/02/2021 10:00
1-2105269741	UK ESOL	0	09/02/2021 00:00
1-2104266697	UK ESOL	4	20/02/2021 10:00
1-2103823921	UK ESOL	8	04/02/2021 09:30
1-2103716855	UK ESOL	2	10/01/2021 10:00
1-2103491288	UK ESOL	8	07/01/2021 10:00
1-2103489363	UK ESOL	8	27/01/2021 09:00
1-2103482719	UK ESOL	8	27/01/2021 09:00
1-2103482637	UK ESOL	0	27/01/2021 00:00
1-2103486001	UK ESOL	8	27/01/2021 09:00

3. Click **Generate Reports**

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

Examinations

Generate Reports | Email Appointment Slips | Generate Summary of Entries | Add Voucher

Candidate Number	Candidate Name	Candidate Birth D	Examination	Exam Type	Price
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4. Click **Generate**

Reports 1 - 4 of 4

Report	Print
Appointment Slip	<input checked="" type="checkbox"/>
Attendance List	<input checked="" type="checkbox"/>
Marksheets	<input checked="" type="checkbox"/>
Special Needs	<input checked="" type="checkbox"/>

« ‹ › »

Generate Cancel

5. Go to **Attachments** and select each item in the list

Orders | Candidate Enrolment | Enrolment Details | **Attachments** | Examiner V

Attachments

Attachment Name	File Type
1-YSC7NN Invoice Order (Base)	pdf
1-YSC8SB Invoice Order (Base)	pdf
Non-timetabled 1-2103447001 SfL Writing Marksheet -...pdf	
UK ESOL Appointment Slip	pdf
UK ESOL Attendance Report	pdf