

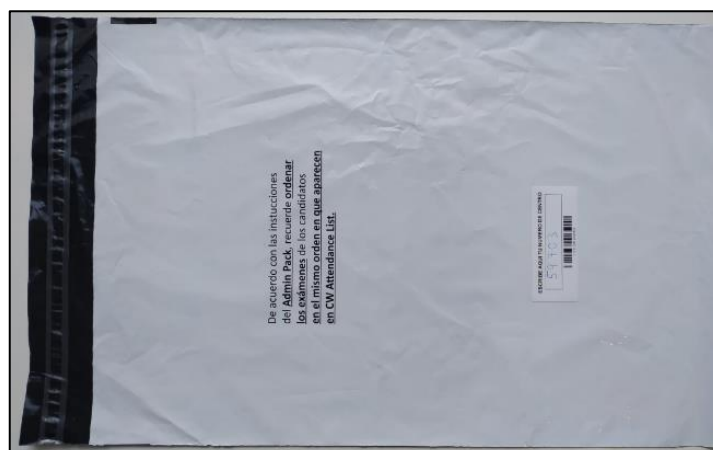
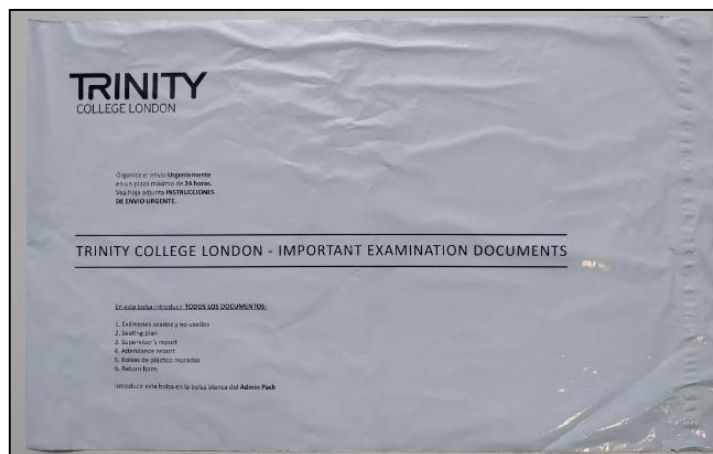
ISE STEPS TO FOLLOW AFTER ISE READING & WRITING EXAM SESSION

THIS IS ONLY A SUMMARY OF INSTRUCTIONS FOR SUPERVISOR.

REMEMBER YOU MUST READ YOUR ADMIN PACK

Step 1: Place the following into the plastic envelope for IMPORTANT EXAMINATION DOCUMENTS (see image below):

- ✓ Written exam papers; **used and not used** (Exam papers must be classified in the same order the candidates appear on the ISE Reading and Writing Attendance Report)
- ✓ ISE Reading and Writing Attendance Report
- ✓ Supervisor 's report
- ✓ Seating plan
- ✓ (Purple) question paper envelope
- ✓ Written Exams RETURN FORM



2

Step 2: Seal plastic envelope.



Step 3: Supervisor must sign envelope across the closed seal.



Step 4: Write your centre number on bar-coded label.

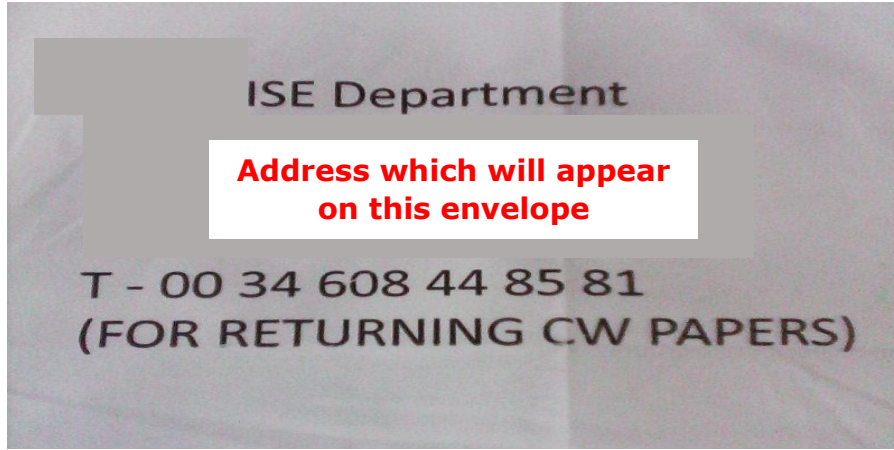
Escribe aquí tu número de centro

123456789101

A rectangular label with a black border. At the top, it says "Escribe aquí tu número de centro". Below this text is a white rectangular box with a black border, which is highlighted by a red oval. Below the box is a barcode, and below the barcode is the number "123456789101".

3

Step 5: Place this envelope in the addressed plastic envelope (see image below).



You will find **samples of all documents and envelopes** below.

ISE Reading and Writing Attendance Report

TRINITY COLLEGE LONDON		ISE Reading & Writing Attendance Report								
Centre:										
Candidate no.	Candidate name	Date of birth	ID doc. type	ID doc. number	Nationality	Level	Candidate signature	Exam date	✓ = Present A = Absent	ID seen Y/N
1-50	Raül	18/01				ISE I		02/12		
1-50	Laura	27/12				ISE I		02/12		
1-50	MARÍ	01/01				ISE II		02/12		
1-50	JUNC	04/01				ISE II		02/12		
1-50	ALBA	09/01				ISE II		02/12		
1-50	MARÍ	18/01				ISE II		02/12		
1-50	Raül	16/01				ISE II		02/12		
1-45	NATA	19/01				ISE II		02/12		
1-45	BELÉ LÓPE	03/01				ISE II		02/12		
1-50	Lucía Canté	30/01				ISE II		02/12		
1-50	Laura	29/01				ISE III		02/12		

I, [insert name of invigilator], declare that I have checked each candidate's ID document and, to the best of my knowledge and belief, the above information is true and correct [signature of invigilator]

Page 1 Run date: 11:34, 24 November 201

Supervisors report

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Supervisors Report

Centre name:.....Centre number:.....

Name of supervisor:.....Date of examination:.....

Please report below any conditions or circumstances that may have affected candidates' performance today, e.g. any incidents of cheating, breaking the rules, disturbances outside the examination room, late arrivals, disqualifications etc.
Please be as specific as possible. Please state if nothing to report.

Sample do not use

Please continue on an additional sheet of paper if required.

ISE Seating plan

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Seating plan

Centre name: Centre number:

Number of candidates in room: Number of absentees:

Name of supervisor: Name of invigilator(s):

Date of examination:

Please read the guidelines for supervisors and invigilators carefully.

Candidate number	Candidate number	Candidate number	Candidate number	Candidate number
Candidate name	Candidate name	Candidate name	Candidate name	Candidate name
Candidate number	Candidate number	Candidate number	Candidate number	Candidate number
Candidate name	Candidate name	Candidate name	Candidate name	Candidate name
Candidate number	Candidate number	Candidate number	Candidate number	Candidate number
Candidate name	Candidate name	Candidate name	Candidate name	Candidate name
Candidate number	Candidate number	Candidate number	Candidate number	Candidate number
Candidate name	Candidate name	Candidate name	Candidate name	Candidate name
Candidate number	Candidate number	Candidate number	Candidate number	Candidate number
Candidate name	Candidate name	Candidate name	Candidate name	Candidate name

Front of examination room

Centres may submit their own seating plan, however all information as detailed above **must** be included.

Written Exams Return Form

TRINITY
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Trinity College London - Written Exams
RETURN FORM

Centre number T002 [redacted] Centre name [redacted]

Paper number:	Paper title:	Total papers:	Returned papers:	Spare papers:	Spoilt papers:
AdminPack	Admin Pack	1			
ISE0	ISE 0	4			
ISEI	ISE I	8			
ISEII	ISE II	7			

Envelope for Important Examination Documents

TRINITY
COLLEGE LONDON

Organice el envío **Urgentemente**
en un plazo máximo de **24 horas**.
Vea hoja adjunta **INSTRUCCIONES**
DE ENVÍO URGENTE.

TRINITY COLLEGE LONDON - **IMPORTANT EXAMINATION DOCUMENTS**

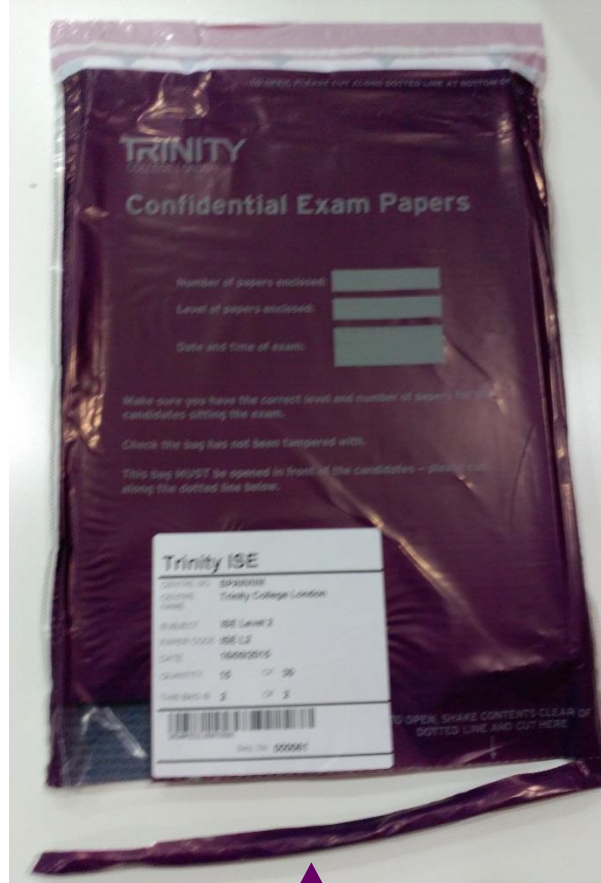
En esta bolsa introducir **TODOS LOS DOCUMENTOS**:

1. Exámenes usados y no usados
2. Seating plan
3. Supervisor's report
4. Attendance report
5. Bolsas de plástico moradas
6. Return form

Introducir esta bolsa en la bolsa blanca del **Admin Pack**

(Purple) question paper envelope

Please return all pieces of the purple plastic bag.



Return all pieces.

Addressed envelope

Spain ISE Department
 Juan XXIII 30
 33401 Aviles (Asturias)
 Spain
 T - 00 34 608 44 85 81
 (FOR RETURNING CW PAPERS)

Step 6: Please read **INSTRUCTIONS FOR EXPRESS DELIVERY**.

INSTRUCTIONS FOR EXPRESS DELIVERY

1. ALL the DOCUMENTS listed below must be placed inside the envelope for IMPORTANT EXAMINATION DOCUMENTS:
 - All exam papers (including spare and spoilt)
 - Purple bags which contained the exams
 - Seating plan
 - Supervisor's report
 - ISE Reading & Writing attendance report
 - Written Exam Return Form
2. Envelope is sealed and signed across by the supervisor.
3. Place this envelope inside the addressed envelope.
4. Locate your nearest **NACEX** agent at www.nacex.es. On the bottom left side of the website, please enter your Postal Code to find your nearest **NACEX** agent in the **SEARCH BY POSTCODE** tab or **CALL FREE OF CHARGE** on **900 100 000 (Spain)/800 200 077 (Portugal)**.
5. Please arrange an express delivery within the next 24 hours with **NACEX PLUS PACK** delivery service. Please note **this dispatch is carriage paid** using our client number **3301/412, ISE DEPARTMENT AND ALSO YOUR CENTRE NAME AND REGISTERED NUMBER**

Please make sure you send the papers to the address on the **FOR RETURNING CW PAPERS** white plastic envelope.