

IMPORTANT
Please read prior to the exams

Integrated Skills in English Exams

This pack is provided together with the:

Written Exams Return form
Exam Papers

This Admin pack includes:

1. Guidance Notes and Instructions for the Reading & Writing exam
 2. Contacts
 3. Instructions for Supervisors and Invigilators
 4. Seating Plan
 5. Supervisors Report
 6. Notice for candidates
 7. Return envelopes
-

Please check you have received all of the above

Please read through the following guidelines and the attached regulations carefully, should you have any queries, please contact your local Trinity contact or Trinity's Central Office immediately.

1. Guidance Notes and Instructions

The Reading & Writing exam

Please read these instructions carefully. They contain information about the procedures you must follow in order to satisfy the security and administrative requirements of the ISE exam.

Pre-exam day

- On receipt of exam materials, please check that you have received everything you need. The level and the quantity of papers are indicated on the front of each of the security bags. If the quantity or level of exam papers is incorrect, contact your Trinity contact or Trinity's Central Office, immediately. Please see the last page of this document for all contacts.
- Exam materials such as Appointment Slips, Attendance Lists and Mark Sheets are available to download from the Trinity Online System once all candidates have been entered. If you are unsure how to access this, please contact your Trinity contact or Trinity's Central Office.
- The *Written Exams Return form* should be included with the exam papers. This will give you the full break down of what has been sent to you. Please check this thoroughly and report any errors immediately. You will need to complete the *Written Exams Return form* after the session, therefore, please keep safe. See 'After the Exam' for further instructions.
- **The exam papers MUST be located in a secure place such as a safe or lockable cupboard until they are needed. Under no circumstances should you open the purple security bags until the exam day.**
- Appointment Slips should have been sent to candidates before the exam. Candidates will need their Candidate number on their appointment slip to fill out the front of the exam paper.
- Please make sure all candidates are aware of the *Notice to Candidates*, so they are fully informed regarding the appropriate exam conduct.
- A seating plan must be completed for each room 24 hours before the start of the exam.
TIP: You may wish to print out another set of appointment slips, so that the candidates have all information required, available and ready on their desks.

- The centre should nominate a supervisor who is in overall charge of the session and then organise the required number of invigilators. Please check '*Instructions for Supervisors and Invigilators*' for required number.

The supervision and invigilation of the Reading & Writing exam is the responsibility of the supervisors and invigilators appointed by the centre. No Trinity examiners or representatives are involved.

- **Ensure that all staff involved in the written exam thoroughly read the full *Instructions to Supervisors and Invigilators*. This includes advice on troubleshooting.**

Reading & Writing Exam Day

Before the exam

- Ensure that appropriate exam posters and *Notice to Candidates* are correctly displayed outside the exam room.
- Please ensure that supervisors and invigilators involved in the exam session are fully aware of the regulations.
- Ensure that the Supervisor has all of the required paperwork (Written Exams Return form, Attendance Report, Seating Plan, Instructions for Supervisors and Invigilators and the Supervisors Report), together with a pair of scissors to open the security bags.
- Register the candidates on arrival using the Attendance List indicating in the boxes provided [] by a tick [✓] next to the candidate, if present or [A] if absent. **Please remember to sign the Attendance List and return with the papers.** The papers should be sent back in Attendance list order.
- Designate a secure area where candidates can leave bags, mobile phones, and all other electronic equipment (including smart watches) and belongings — this must be in an area away from candidate desks, ideally outside the exam room.
- Exam papers should be released to the Supervisor(s) in charge no more than **30 minutes** before the start of the exam.
- The security bags should be opened in front of the candidates once all the candidates are seated in the exam room.
- The Reading & Writing exam must start at 10.00am (local time) on the stated date. The start time must be strictly adhered to.

Please see Exam Timings, page 10, in the *Instructions for Supervisors and Invigilators* for timings for each level.

- All candidates must be seated in the exam room at least 15 minutes before the start time.

Returning the Reading & Writing papers

- All exam papers (completed, spare and spoiled) must be returned in order of the *Attendance List*. Please complete the *Written Exams Return form* which has been sent with the papers, this will confirm the exact number of papers which you are sending back.
- All spare and spoilt papers MUST be sent back together with the completed papers.
- Please use the Supervisor's report to inform Trinity of any incidents during the exam. If no incidents occur, please state, 'Nothing to report' in the box provided.
- Under no circumstances should completed answer booklets be read or circulated to teachers or students.
- The following should all be placed in the return envelopes, ready for immediate dispatch:
 - Completed exam papers
 - Unused and spoilt papers
 - Completed Written Exams Return form
 - Completed Attendance List
 - Completed Seated Plan
 - Completed Supervisors Report
 - Security Bags
- The envelopes should be sealed and signed by the supervisor across the seal. If an inspector is present, they should also sign the envelope.
- Arrangements for sending the papers back to Trinity's Central office will be confirmed by your Trinity contact. Packages should be sent securely either by courier (overseas markets) or special delivery (within the UK only). Your Trinity contact will let you know how to arrange for a courier service to pick up the papers immediately after the exams or on the next working day.
- If there is a problem with the collection of the papers or getting them back to the Central office, please contact your Trinity contact or Trinity's Central office immediately.
Please see the list of Trinity contacts in section 2.

Failure to return the papers immediately may result in the papers being voided.

- Please note that if your papers are lost during transit, an investigation will take place. If the papers are unsuccessfully tracked, your candidates will be required to re-sit the component of the exam which has been lost. Fees will be subject to the investigation findings.

IMPORTANT! - Arrangements for secure storage of exam booklets and the conduct of the written exams are liable for inspection at any time, before, during and after the written exam as part of Trinity's Quality Assurance programme.

Results and Module Certificates

All exam papers must go through a validation process before the results can be approved and certificates printed.

When a student passes an exam module, they receive a module certificate. When a student has passed both exam modules at the same level, a Trinity Integrated Skills in English qualification is awarded and a full ISE qualification certificate is issued.

A Results Summary is generated and automatically emailed to you only once results have been validated and approved (no provisional results are issued).

Results tracking is accessible via Trinity Online – they are confirmed when the online status changes from 'entered' to 'approved' and certificates are issued. You can also track the progress of certificate dispatch on Trinity Online.

Diagnostic Profile Reports for your candidates are issued and emailed to you at the same time as the Results Summary.

Module certificates - centres usually receive certificates and diagnostic profile reports 6–8 weeks after the exam.

Full ISE certificates – centres usually receive certificates 6-8 weeks after the exam when both modules have been passed and results have been approved.

Upon receipt of certificates, please check each one carefully. If any corrections are necessary, please inform Trinity as soon as possible, following the guidance for exam centres on 'checking certificates upon receipt' at: www.trinitycollege.com/replacementcertificates

2.Trinity Contacts

Country	Contact Name	Contact Details
Trinity's Central Office	Chloe Welch (Operations Coordinator)	Trinity College London AMP House, 10th floor Dingwall Road, Croydon CR0 2LX Nathan.Stocks@trinitycollege.com Tel: +44 020 7820 6164
Spain	Mr. Manuel Vidal	Juan XXIII 30 33401 Avilés Asturias Spain Tel: 00 34 608 44 85 81 Email: manuel.vidal@trinitycollege.eu
Italy	Edi Benvenuti	Via Roma 8 59100 Prato Italy Tel: 0534 801 901 Email: edi.benvenuti@trinitycollege.it
Argentina	Erna Berntz	National Consultant Argentina Ladislao Martinez 147 10th floor Apt C Martinez Buenos Aires B1640EYC Argentina Tel: (11) 4798 0983 ext.018 Email: ernaberntz@trinityargentina.org.ar
Chile	See Argentina	
Hong Kong	Ms Angie Lee	Examinations Manager Trinity College London 7 Floor Workington Tower 78 Bonham Strand Sheung Wan Hong Kong Tel: 00852 2142 3921
India	Trinity's Central Office	See above
Mexico	Rene Ramirez	ELT Services S.C. First Floor, Mazatlan 20 Col. Condesa Mexico City D.F. 06140 Mexico Tel – 00 52 55 5286 0372 Fax – 0052 55 5286 0372 Email – esolcoordinator@eltservices.com
Moldova	Tatiana Cernov	Educational Centre 72/3 Columna str Chisinau 2012 Moldova Tel/fax: (+373 22) 22-89-87; 27-84-86

Paraguay	Stael Ruffinelli de Ortiz	Stael Ruffinelli de Ortiz English Avda. General Santos 606 Asuncion Paraguay Tel: 0059521 202630 Email: sruffinelli@stael.edu.py
Portugal	See Spain	
Romania	Geta Purdea	Educational Centre SRL 27, Biserica Amzei Street, flat:4-5 District 1, 010392, Bucharest Romania Tel: (+4021) 311 0556/ 57 Email: oxford@bx.logicnet.ro
Turkey	Christine Sevil Sarikaya	İnkaş Central Office Sanayi Caddesi, Altay Sk. No: 8 Çobançeşme – Yenibosna İstanbul Turkey Tel: +90 212 4961010
UAE	Trinity's Central Office	See above
UK	Trinity's Central Office	See above
Uruguay	Monica Harvey de Campisteguy	Dickens Institute 21 de Setiembre 2744 Montevideo Uruguay CP 11300 Tel: 00 598 2710 7555