Trinity Registered Exam Centre
Application form to add an exam venue for existing centres

Exam centres can register more than one venue for holding exams. All venues need to comply with Trinity requirements and will need to be run under the responsibility of the registered exam centre. Please refer to our Venue Requirements
http://www.trinitycollege.com/resource/?id=6887

What is your current Registered Exam Centre (REC) number?

Is the new exam venue your permanent location?

Complete address (*Street and number*)

Town: Province/County:

Country: Postcode:

Tel: Email:

Website:

Has this venue previously been registered with Trinity?

Yes ☐   No ☐

Is the exam venue your permanent location?

Yes it is our permanent location ☐

No it is temporary for the period of the exams only ☐

Maximum exam room capacity for written exams at this venue – please count 1 student to 1 desk only and consider that the desks need to be spaced out by 1 meter

Exam room 1:   Exam room 3:

Exam room 2:   Exam room 4:

More exam rooms (*please specify number and capacity*):

Which qualifications do you wish to offer at this additional venue **Tick box**

English language

Graded Exams in Spoken English (GESE) Qualifications ☐

Integrated Skills in English (ISE) Qualifications ☐

UK ESOL Skills for Life ☐

Music ☐

Music Practical Grade and Certificate exams (Classical and Jazz) ☐

Music Theory Grade exams / Music Diplomas in Theory and Composition ☐

Music Diplomas in Performance and Teaching (Trinity ATCL, LTCL, FTCL) ☐

Rock & Pop

Drama ☐

Graded Exams in Drama ☐

Drama Diplomas (Trinity ATCL, LTCL, FTCL)

Please check that your venue meets Trinity's Venue Requirements by using our Venue Requirement Checklist and attach:

· A drawing of your venue floorplan, giving approximate dimensions and naming each exam room, waiting area, and reception area
· A photograph of each exam room in exam setting

PLEASE NOTE THAT WE WILL NOT ACCEPT ANY APPLICATIONS WHICH DO NOT INCLUDE FLOORPLANS AND PHOTOS

Declaration

☐ I declare that the Examination Venue(s) I am herewith applying to register meet Trinity's Venue Requirements and that the information supplied in this Application form and the accompanying documents is correct and true.

Name: _____

Job Title: _____

Email: _____

Date: __ / __ / ____