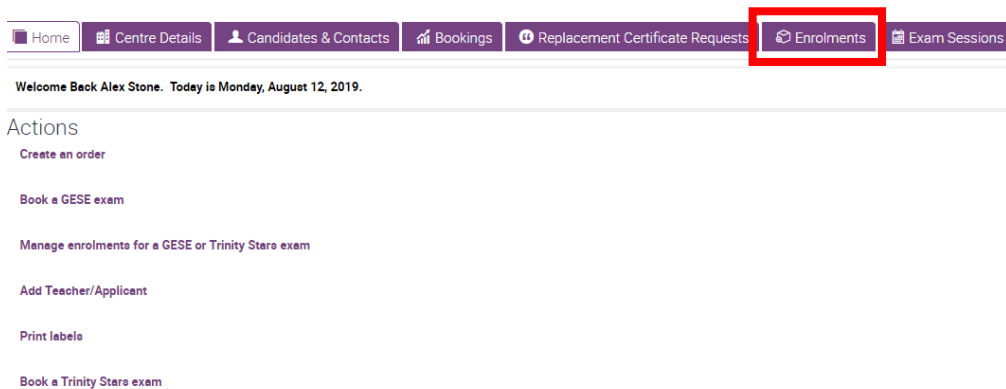


ISE - enrol candidates and book your exam

Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to enrol candidates and book your ISE exam. The steps below will guide you through booking ISE Reading and Writing and/or either a face-to-face or Online ISE Speaking & Listening exam.

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

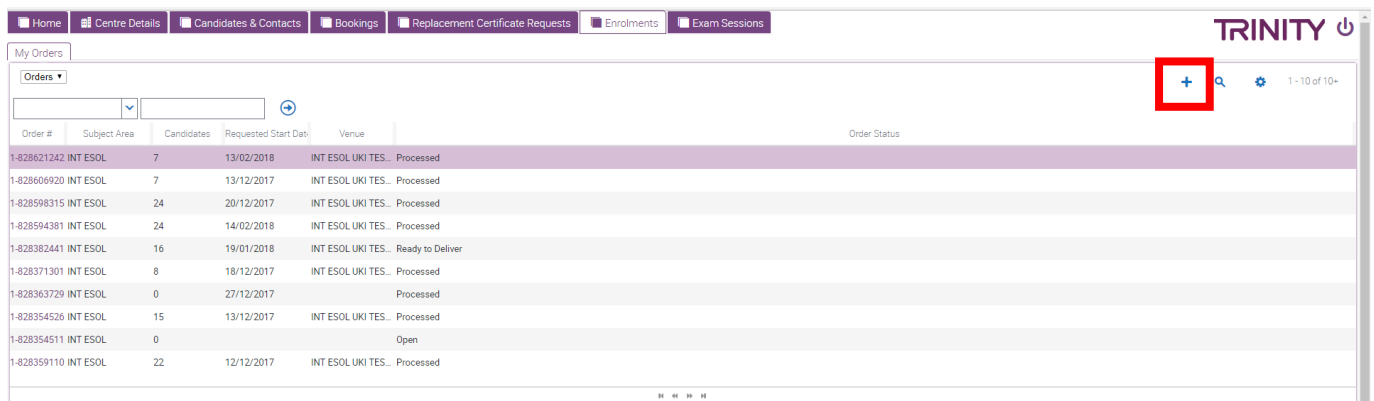


Welcome Back Alex Stone. Today is Monday, August 12, 2019.

Actions

- Create an order
- Book a GESE exam
- Manage enrolments for a GESE or Trinity Stars exam
- Add Teacher/Applicant
- Print labels
- Book a Trinity Stars exam

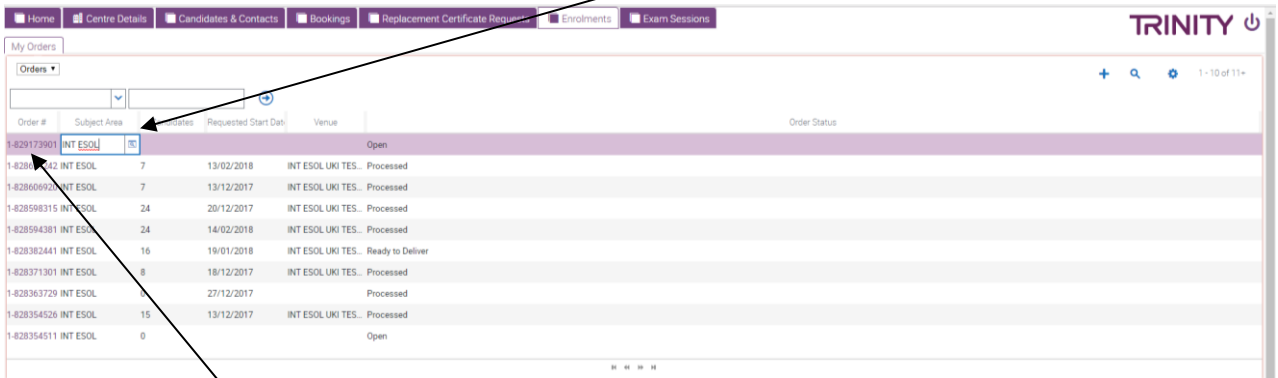
2. Click the + symbol



My Orders

Order #	Subject Area	Candidates	Requested Start Date	Venue	Order Status
1-828621242	INT ESOL	7	13/02/2018	INT ESOL UKI TES...	Processed
1-828606920	INT ESOL	7	13/12/2017	INT ESOL UKI TES...	Processed
1-828598315	INT ESOL	24	20/12/2017	INT ESOL UKI TES...	Processed
1-828594381	INT ESOL	24	14/02/2018	INT ESOL UKI TES...	Processed
1-828382441	INT ESOL	16	19/01/2018	INT ESOL UKI TES...	Ready to Deliver
1-828371301	INT ESOL	8	18/12/2017	INT ESOL UKI TES...	Processed
1-828363729	INT ESOL	0	27/12/2017		Processed
1-828354526	INT ESOL	15	13/12/2017	INT ESOL UKI TES...	Processed
1-828354511	INT ESOL	0			Open
1-828359110	INT ESOL	22	12/12/2017	INT ESOL UKI TES...	Processed

3. Select **Subject Area**: click the magnifying glass icon, select **INT ESOL** then **OK**



4. Click the **Order#**, then on the following screen complete the information below:

- **Venue:** use the magnifying glass icon to see a list of your venues, highlight the correct venue from the list and click **OK**
- **Delivery Method:**
 - if you are booking a face-to-face Speaking & Listening exam (with a visiting examiner), select **Default***
 - if you are booking an Online Speaking & Listening exam, select **Online***
 - if you are booking *only* ISE Reading & Writing, select **Default***

*all candidate enrolments in a single order must all be either Online *or* Default.

- **Requested Start Date:** enter the date for the Speaking and Listening exam
- **Requested End Date:** enter the same date as the Start Date above
- **Written Exam Date:** select the date of for Reading and Writing exam

Once your exam has been booked, Trinity will contact you to discuss your requirements and confirm dates and times for the Speaking and Listening exam.

5. Go to **Candidate Enrolment**

The screenshot shows the 'Candidate Enrolment' page. At the top, there are navigation tabs: Home, Centre Details, Candidates & Contacts, Bookings, and Replacement Certificate Requests. Below these is a search bar with 'Enrolments' entered. The main content area displays 'Order: 1-210426656' and a 'Submit' button. Under 'Order Information', there are two columns of details. The left column includes Centre Number (55075), Subject Area (INT ESOL), Venue, Venue Number, Status (Open), and Delivery Method (Online). The right column includes Requested Start Date (01/02/2021 10:00), Requested End Date (01/02/2021 12:30), Examiners Requested (1), Total Exam Duration (0 Day, 0 Hour and 0 Minute), Written Exam Date (03/02/2021), and Written Exam Start Time (10:00). At the bottom, there are navigation tabs: Orders, Candidate Enrolment (highlighted with a red box), Enrolment Details, Attachments, Examiner Visits, Written Exam Events, and Tasks.

6. Go to **Download Spreadsheet** and select **International ESOL** to open the enrolment spreadsheet

The screenshot shows the 'Mass Enrolment' page. At the top, there are navigation tabs: Orders, Candidate Enrolment, Enrolment Details, Attachments, Examiner Visits, and Written Exam Events. Below these is a toolbar with buttons: New, Delete, Clear Candidate, Download Spreadsheet (highlighted with a red box), and Save Enrolments. A dropdown menu is open from the 'Download Spreadsheet' button, listing various subject areas: Music, Drama, International ESOL (highlighted with a red box), International ESOL SELT, GESE China, GESE India, Arts Award Ex/Br/SI/Gd, and Arts Award Discover. Below the dropdown is a table with columns: Status, First Name, Name, Date of Birth, Existing Candidat..., and Candidate Number.

7. You must complete details in each of the following columns in the enrolment spreadsheet:

- **First Name**
- **Last Name**
- **Date of Birth**
- **Gender**

➤ **Exam Suite:**

- if you selected **Online** for the Delivery Method (#4) and the candidates are taking the full ISE qualification, here you should select **Online ISE**
 - ❖ if candidates are taking *only* the Speaking & Listening exam, select **Online ISE SL**
- if you selected **Default** for the Delivery Method (#4) and the candidates are taking the full ISE qualification, here you should select **Revised ISE**
 - ❖ if candidates are taking *only* the Speaking & Listening exam, select **Revised ISE SL**
 - ❖ if candidates are taking *only* the Reading & Writing exam, select **Revised ISE RW**

➤ **Examination / Product Name:**

- if you previously selected **Online** for the Delivery Method (#4) and the candidates are taking the full ISE qualification, select the correct level for **ISE (Online)**
- if the candidates are only taking Speaking and Listening, select the correct level for **ISE Speaking and Listening (Online)**.

Exam Suite	Examination/ Product Name
	Select from values in Cell or see values in 'List of Examinations' Tab
Select from values in cell	
<i>rows to the "Enrolments" webpage ↓</i>	
Online ISE	ISE Foundation (Online)
Online ISE	ISE Level I (Online)
Online ISE	ISE Level II (Online)
Online ISE	ISE Level III (Online)
Online ISE SL	ISE Foundation Speaking and Listening (Online)
Online ISE SL	ISE Level I Speaking and Listening (Online)
Online ISE SL	ISE Level II Speaking and Listening (Online)
Online ISE SL	ISE Level III Speaking and Listening (Online)

- if you selected **Default** for the Delivery Method (#4) and the candidates are taking the full ISE qualification, select the correct **ISE** level
- if candidates are taking *only* the Speaking & Listening exam, select the correct level for **ISE Speaking and Listening**
- if candidates are taking *only* the Reading & Writing exam, select the correct level for **ISE Reading and Writing**

Exam Suite	Examination/ Product Name
	Select from values in Cell or see values in 'List of Examinations' Tab
Select from values in cell	
rows to the "Enrolments" webpage ↓	
Revised ISE	ISE Foundation
Revised ISE	ISE Level I
Revised ISE	ISE Level II
Revised ISE	ISE Level III
Revised ISE SL	ISE Foundation Speaking and Listening
Revised ISE SL	ISE Level I Speaking and Listening
Revised ISE RW	ISE Level II Reading and Writing
Revised ISE RW	ISE Level III Reading and Writing

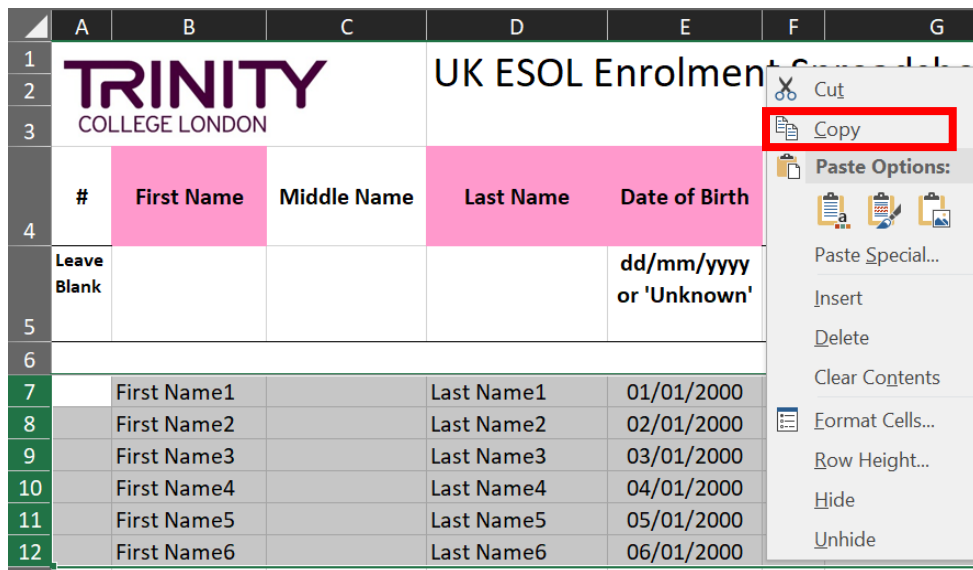
- **Consent Received:** signed consent is required for all candidates under 16 years' old at the time of the exam. If your candidates are over 16 years' old, select **Y**. Contact Trinity for more information about Consent for under 16s.

Once the information above has been entered for all candidates, you're ready to add your candidates to your exam booking.

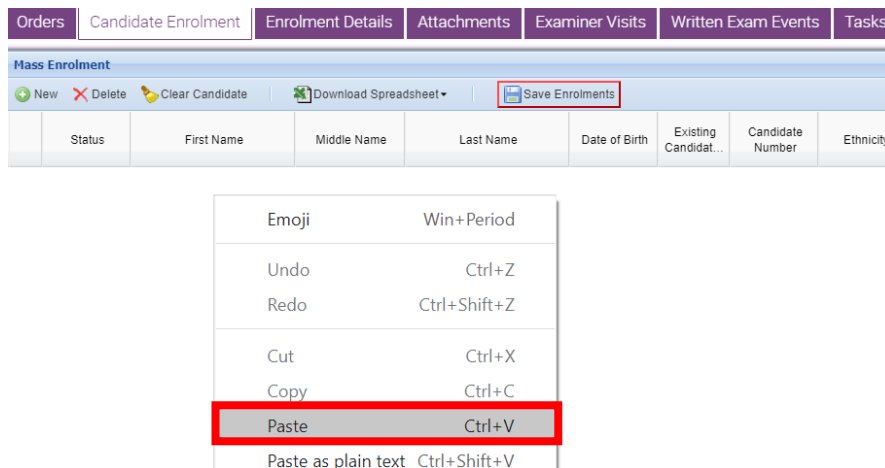
Click and hold your left mouse button on the number 7 (row header) and drag your mouse cursor down to the very last row of candidate data to highlight all rows of candidate information

	A	B	C	D	E
1	TRINITY			UK ESOL Enrolmen	
2	COLLEGE LONDON				
3					
4	#	First Name	Middle Name	Last Name	Date of Birth
5	Leave Blank				dd/mm/yyyy or 'Unknown'
6					
7		First Name1		Last Name1	01/01/2000
8		First Name2		Last Name2	02/01/2000
9		First Name3		Last Name3	03/01/2000
10		First Name4		Last Name4	04/01/2000
11		First Name5		Last Name5	05/01/2000
12		First Name6		Last Name6	06/01/2000
13					

8. Hover your mouse cursor over the highlighted rows, right click and select **Copy**



Go back to the Trinity Online exam portal, hover your mouse cursor over the empty enrolment area, right click your mouse and select **Paste**



Your candidate enrolments will now appear. If any errors are detected in the information, you will be prompted to complete the information in all boxes highlighted **Red**.

9. Click **Save Enrolments**

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

Mass Enrolment

New Delete Clear Candidate Download Spreadsheet **Save Enrolments**

	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidat...	Candidate Number	Ethnicity
1		Candidate1		Name1	01/01/1990	?		
2		Candidate2		Name2	02/01/1990	?		

10. Click **Submit** – your exam is now booked

Order: [1-2105646961](#)

Submit

Order Information

Centre Number	55075	Requested Start Date	10/03/2021 09:00
Subject Area*	INT ESOL	Requested End Date	10/03/2021 12:30
Venue	Trinity's Test Centre (UK)	Examiners	1
Venue Number	55075	Requested Total Exam Duration	0 Day, 0 Hour and 0 Minute
Status*	Open	Written Exam Date	10/03/2021
Delivery Method	Online	Written Exam Start Time	10:00