

Trinity College London

# Centre Portal Guidelines

Music and Drama

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Centre Details  
Managing Organisations  
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Creating an Order

## Individual Digital Enrolment (D&S)

Mass Enrolment  
Diploma Enrolment  
Group Enrolment  
Written Exam Enrolment  
Re-opening Orders  
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Material Printing

Trinity Online Centre portal web address:

[www.trinitycollege.co.uk/portal](http://www.trinitycollege.co.uk/portal)

NB: If you have a touchscreen enabled device please disable before logging in.

## Before you Enrol

You should create your Order first, see:

[www.trinitycollege.com/CreateADigitalOrder](http://www.trinitycollege.com/CreateADigitalOrder)

## Enrolling Candidates

There are two ways to input solo enrolments: By entering candidates one by one directly into Trinity Online, or by using the mass enrolment spreadsheet, which enables you to collate information that you can then cut and paste directly into the mass enrolment page on Trinity Online. Both options are available from the 'Enrol Candidates' tab within your order. For information on using the mass enrolment spreadsheet see:

[www.trinitycollege.com/DigitalEnrolmentsUsingSpreadsheetDS](http://www.trinitycollege.com/DigitalEnrolmentsUsingSpreadsheetDS)

## Individual Enrolment

The screenshot displays the 'Mass Enrolment' section of the Trinity Online interface. At the top, there are navigation tabs: 'Enrol Candidates', 'Enrolment Details', 'Attachments', 'Examiner Visits', 'Written Exam Events', and 'Tasks'. Below these tabs, the 'Mass Enrolment' section is active, showing a toolbar with buttons for 'New', 'Delete', 'Clear Candidate', 'Download Spreadsheet', and 'Save Enrolments'. The 'Save Enrolments' button is highlighted with a red box. Below the toolbar is a table with the following columns: Status, First Name, Middle Name, Last Name, Date of Birth, Existing Candidate, Candidate Number, Ethnicity, Gender, ULN, Ensemble Name, External ID, Exam Suite, and Product. The table is currently empty. At the bottom of the interface, there are navigation controls and a status bar indicating '(Previous/Next Page) Viewing page 2'.



Within your order you will see a section titled Enrol Candidates. At the top left of this section click on 'New'. This will create the first line for your enrolments.

You can click into each box in turn to enter details, or you can use the Tab key on your keyboard to move from left to right, and Shift-Tab to move back from right to left. You have the option to choose 'Unknown' from the calendar if the candidate has not provided a date of birth. The boxes highlighted in red are the bare minimum required to save your enrolments, but please consult your syllabus to ensure that you are aware of any particular requirements for the exam you are entering. For example, some exams have a minimum age and for these a date of birth must be entered.

The Exam Suite, Product and Product Code columns are a little different from the others. You may use the Product Code on its own if you know it. This is normally two numbers plus three or four letters. For example, the code for Digital Acting Solo Grade 2 is '02ACTD'. If you enter the Product Code then the Exam Suite and Product will automatically populate under the relevant fields.

Alternatively you can select the digital Exam Suite from the drop down list (see BELOW) and then select the exam you need from the drop down list in the Product column. Some exams are offered in a newer and an older syllabus such as online communication skills exams which can currently be entered for either the 2010 or 2020 syllabus. Please make sure you select the correct exam.

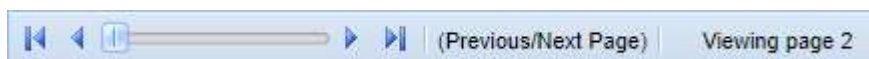
Exam Suite	
Drama and Speech (Digital) ▼	Acting (S
Acting and Speaking	
Drama and Speech	
Drama and Speech (Digital)	
Musical Theatre	
Performing Diplomas	
Performing Diplomas (Digital)	
Teaching Diplomas	

The applicant and school columns are optional. The applicant column may be used to keep track of who has entered each candidate, and will enable the generation of an address labels file when exam materials are generated. If a School name should be printed on the candidates' certificates you should also tick the School on Cert column.

If you have used the centre portal before 2018 then you may be used to having to add School names as Associated Organisations of your centre before they can be printed on candidate certificates. This is no longer necessary. You may enter any school name for any candidate.

From September 2018 teacher names may no longer be added to certificates.

The candidates enrolled are broken into 'pages' of fifty candidates at a time to stop the system slowing down. These pages can be clicked through using the arrow buttons at the bottom of the screen.



Please always remember to click Save Enrolments on a regular basis as you work, otherwise connection problems may cause data loss. We recommend saving after every two or three candidates.



After you click on Save Enrolments a box will pop up to tell you your data has been saved. The enrolments then show on screen with a padlock symbol next to the information to indicate that these are saved. Trinity Online will create Candidate Numbers when the enrolments are saved. At this point you can exit the system without any risk of losing the information and you can continue to add candidates into the order at a later stage.

At this point candidates may be freely deleted or added to your order.

### **Existing Candidates**

If a candidate has taken an exam with Trinity before you may have a candidate Number for them. This can be entered in the appropriate column and then if you click on the question mark and down arrow in the 'Existing Candidate?' column the system will retrieve the candidate's details. In the absence of a candidate Number you can enter an existing candidate's name and date of birth, in which case the system will attempt to match these details against existing records when you click the question mark.

It is important to do this to avoid creating duplicate data, and also important to do this if the candidate has a re-entry permit or voucher to use.

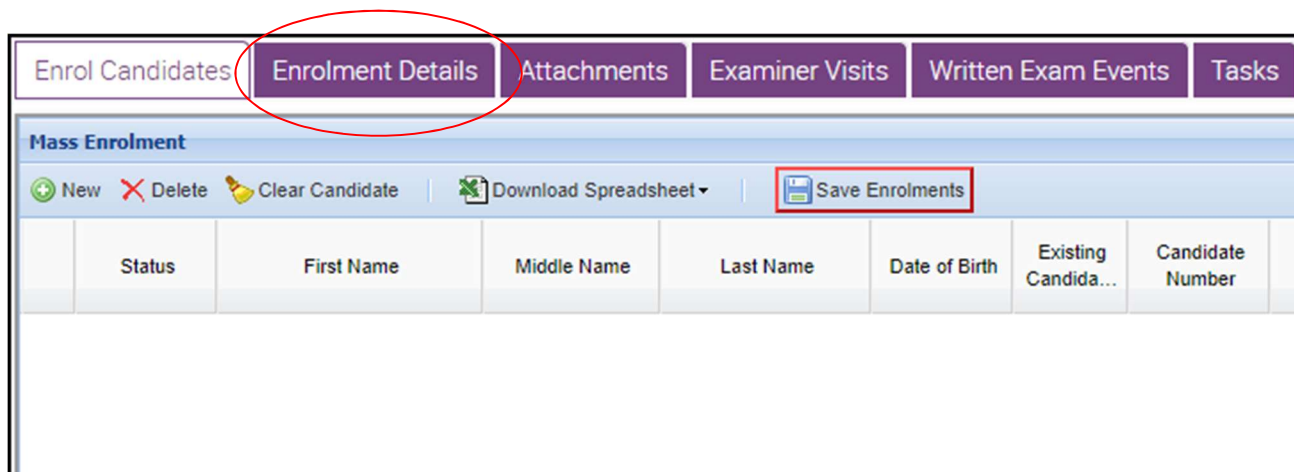
### **Diploma Enrolment**

Diploma exam enrolment works slightly differently from most exams, for more information please see the separate guide:  
[www.trinitycollege.com/DiplomaEnrolments](http://www.trinitycollege.com/DiplomaEnrolments)

## After Enrolment

When you have enrolled candidates and saved you may select the 'Enrolment Details' tab to see your order with pricing information included. See the separate guides below for information on what you can do on this tab:

[www.trinitycollege.com/UpdateOrderDetails](http://www.trinitycollege.com/UpdateOrderDetails)



Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candida...	Candidate Number
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After enrolment is complete, and once any re-entry permits or discounts have been applied, you can then Submit the order using the button near the top of the screen.

If you run a public centre for Trinity you will be able to Invoice and Process the order yourself from the Enrol Candidates tab.

For digital exams where you are uploading a pre-recorded video of the exam this is now the end of the process and login details will be received within a week. If you are entering the online communication skills exams you will need to inform you coordinator that you have submitted your exam and once they have confirmed your order has been processed you will need to continue to timetabling the candidates. Please be aware that after Trinity has raised an invoice for your order it will not be possible to remove candidates. See these guides for further information:

[www.trinitycollege.com/ExaminerVisits](http://www.trinitycollege.com/ExaminerVisits)

[www.trinitycollege.com/Timetables](http://www.trinitycollege.com/Timetables)

# Enrolment Columns in Detail

## Mandatory columns

**First, Middle and Last Names:** These columns are self explanatory; please enter the candidates' names. If the candidate does not have a middle name please leave blank.

**Date of birth:** Please make sure the date of birth is entered in DD/MM/YYYY format, any variation will produce an error. If the date of birth is not known you can leave blank. Some exams have a maximum or minimum age limit, and in this case the date of birth must be included.

**Gender:** Please choose M or F option.

**Exam Suite, Product and Product Code:** There are two options for entering the Examination details, either by using both Exam Suite and Examination/Product Name, OR you can just fill in the Product Code.

- **Exam Suite:** Select the correct digital exam suite
- **Product:** Please enter the subject and grade of the exam from the drop-down list.
- **Product Code:** Please note that the code should be the grade followed by the subject, for example Acting Solo Grade 2 is '02ACTD'.

## Optional columns

**Applicant:** Entering an applicant name can assist in keeping track of who entered each candidate for their exam, and will enable the generation of an address labels file when exam materials are generated. For applicants only the first and last name will appear on the drop-down list; any titles, middle names or post-nominal qualifications will be omitted. These extra details may be entered on the Candidates & Contacts screen but will not appear in the drop-down list to save space on the screen. Applicants will need to be added to your centre to be recognised, see the separate guide for how to do this:

[www.trinitycollege.com/ManagingContacts](http://www.trinitycollege.com/ManagingContacts)

**School:** Please enter the school name for the candidate here.

**School on Cert.:** Tick for the school name to appear on the certificate, or leave unticked if the name is not to be shown on the certificate.

**Venue:** This is not needed to digital exams

**Other columns.**

Some columns are titled '**Leave blank**'. Leave these columns blank. Do not delete these columns, and do not hide these columns.

**Ethnicity:** This is not mandatory and may be left blank.

**ULN** (Unique Learner Number): This is not mandatory, therefore please leave blank if you do not have the information.

**Ensemble Name:** Only used for Pair and Group exams. See the separate guide on groups for further information:  
[www.trinitycollege.com/EnrollingGroups](http://www.trinitycollege.com/EnrollingGroups)

**Minimum Age Verification:** If the exam requires a minimum age then the age of the candidate should be confirmed and tick included in this column to confirm they are old enough. For exams where there is no minimum age this is not relevant, so leave blank.

**External ID:** If you wish to include your own reference number then you may do so here.

**First Language:** This information is required for some exam types, but not for others. Consult your syllabus for further information. Music, Rock & Pop and Drama exams never require this information.

All columns to the right of Venue may be left as they are. There is no need to complete any of this information for Music, Rock & Pop or Drama exams.