

## How to... GESE in the UK

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### 8 working days before the exam date

- Enrol your learners in timetable order and book your exam via Trinity's exam portal *no later than 8 working days before the exam date*
- You will be sent an invoice with the exam fees (fees are charged per candidate)

Payment can be made either by cheque, payable to *Trinity College London*, or directly into our bank account, details below:

Bank: Lloyds Bank plc  
Sort Code: 30-00-09  
Account Number: 01212316  
Account name: Trinity College London

Send proof of payment to [receivable@trinitycollege.co.uk](mailto:receivable@trinitycollege.co.uk)

- Create your exam timetable in Trinity's exam portal

### 3 days before the exam

- Check that your timetable is correct and make any necessary changes
- Email your Trinity coordinator with details of any grade changes or of candidates being withdrawn from the exam
- Share Trinity's '*Privacy Statement for Exam Candidates*' with your candidates; ensure that the '*Parental Consent form for Online exams*' is signed for all candidates under 16 years' old

### 1 day before the exam

- Examiner names (and their unique Zoom meeting IDs in the case of Online exams) will be attached to your timetable
- Print the timetable for your exam steward(s)

## Day of the exam

- Provide a quiet examining area, with posters warning staff and students of exam sessions in progress
- Ensure that exam rooms are well ventilated/heated, of adequate size, with no evidence of classroom work on walls etc
- Ensure each exam room is equipped with a computer with microphone and speakers, in the case of GESE Online
- Ensure that hand sanitiser is available in the exam rooms and all exam areas
- For each candidate taking GESE Grade 4-6, ensure their topic points template is ready
- Ensure that there is effective stewarding of candidates before, during and after the exam, and ensure that candidates do not confer
- Check and follow up candidates who have not turned up/are ill etc and inform examiner as soon as possible
- Please note that substituting one candidate for another or adding new candidates on the day is not allowed, except in exceptional circumstances. Please contact your Trinity coordinator should any such issues arise
- Grade changes are not allowed on the day of the exam

## After the exam

- The examiner will return the candidates' marks to Trinity's head office and results will be issued within 48 hours, and emailed to your main centre representative
- Certificates will usually be dispatched to the centre within 4 weeks after the exam session

## Useful links

[www.trinitycollege.com/GESE](http://www.trinitycollege.com/GESE)  
[www.trinitycollege.com/GESE Online](http://www.trinitycollege.com/GESE Online)  
[www.trinitycollege.com/GESE topic form template](http://www.trinitycollege.com/GESE topic form template)  
[www.trinitycollege.com/practical exams](http://www.trinitycollege.com/practical exams)