

30 days before the exam date

- Enrol your learners and book your exam via Trinity's exam portal *no later than 30 days before the ISE Reading & Writing exam date*
- Once you have booked your ISE exam session Trinity will contact you to confirm Speaking & Listening exam dates and times
- Your invoice will be available from the Trinity exam portal

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

	For UK payments	For Ireland payments
Bank	Lloyds Plc	National Westminster Bank Plc
Sort code	30-00-09	n/a
Account number	01212316	550/00/49024426
Account name	Trinity College London	Trinity College London
IBAN BIC code	n/a	NWBK GB 2L
IBAN number	n/a	GB85 NWBK 607211 49024426

Send proof of payment to receivable@trinitycollege.co.uk

- Check your Speaking & Listening exam timetable in Trinity's exam portal

3 days before exam

Reading & Writing

- Exam papers are scheduled to be delivered 2-3 working days before the exam session – check that you have received your papers, if not please contact your Trinity coordinator
- Share Trinity's '*Privacy Statement for Exam Candidates*' with your candidates

Speaking & Listening

- Check the timetable and make any final changes
- Share Trinity's '*Privacy Statement for Exam Candidates*' with your candidates

1-2 days before exam

- Examiner names, and their unique Zoom meeting IDs in the case of Speaking & Listening Online, will be attached to your timetable
- Print the timetable for your exam stewards

Day of the exam – Reading & Writing

- Follow instructions and checklist in the Reading & Writing Admin Pack for step-by-step guide on how to run your session
- Ensure that exam rooms are well ventilated/heated, of adequate size, with no evidence of classroom work on walls etc
- Ensure that there is appropriate invigilation and supervision of the exam session
- Provide a quiet examining area, with posters warning staff and students of exam sessions in progress
- Ensure that hand sanitiser is available in the exam rooms and all exam areas
- Please note that substituting one candidate for another, adding new candidates on the day, or making level changes is not allowed unless authorized by your Trinity coordinator

Day of the exam – Speaking & Listening

- Ensure that exam rooms are well ventilated/heated, of adequate size, with no evidence of classroom work on walls etc
- For Speaking & Listening Online ensure each exam room is equipped with a computer with microphone and speakers
- Provide a quiet examining area, with posters warning staff and students of exam sessions in progress
- Ensure that hand sanitiser is available in the exam rooms and all exam areas
- 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, adding new candidates on the day, or making level changes is not allowed unless authorized by your Trinity coordinator

After the exam

Reading & Writing

- Follow guidance in the R&W Admin Pack for instructions on how to complete administrative paperwork and return exam papers to Trinity
- Exam papers should be returned within 24 hours of the end of the exam, and should be sent with a secure couriered service

Speaking & Listening

- Candidate's results will be sent to Trinity from the examiner's tablet

Results and Certificates

- ISE results and diagnostic reports will be emailed to you for each candidate
- ISE module certificates will be provided in digital format and shared directly with the candidate via their personal email address, or in the case of candidates under 18 years' old the certificate will be sent to the parent/guardian' email address
- ISE full qualification certificates will be provided in digital format and shared directly with the candidate via their personal email address, or in the case of candidates under 18 years' old the certificate will be sent to the parent/guardian' email address

Useful links

www.trinitycollege.com/ISE
[www.trinitycollege.com/ISE exam dates](http://www.trinitycollege.com/ISE_exam_dates)
[www.trinitycollege.com/ISE FAQs](http://www.trinitycollege.com/ISE_FAQs)
[www.trinitycollege.com/practical exams](http://www.trinitycollege.com/practical_exams)
[www.trinitycollege.com/digital certificates](http://www.trinitycollege.com/digital_certificates)