

Timetabling rules

All timetabling can be carried out via Trinity Online: this is a fully automated process that will work out the timing for individual interviews, the appropriate number of group discussions (where applicable) and schedule the examiner breaks. Should you wish to timetable manually the rules are explained below. These rules must be followed.

Upon arrival at the examination centre you must present the timetable to the examiner. The timetable should be completed for the entire session.

You must also hand over all Individual and Composite marksheets to the examiner. The Individual marksheets should be in the same order as they appear on the Composite marksheets.

No changes or corrections should be made on the Composite marksheet by the centre. Spelling errors should be corrected directly on Trinity Online and new marksheets (including the individual) must be printed prior to the arrival of the examiner.

How to timetable

There are two elements to creating a timetable: **timetabling of candidates** and **timetabling of examiner breaks**.

A timetable should be prepared for each examiner that is visiting your centre.

Those candidates taking ESOL Skills for Life examinations must be assessed in the individual interview and the group discussion by the same examiner.

Timetabling candidates

While it is possible for both ESOL for Work and Skills for Life examinations to take place on the same day, the timetabling of the exams **must** be kept separate i.e. all Skills for Life candidates are seen altogether and then the ESOL for Work candidates (or vice versa). The following rules apply for each suite:

- you must timetable from lowest to highest levels
- there must be clear definition as to whether a candidate is Skills for Life or ESOL for Work
- all candidates should be timetabled sequentially; there should be no gaps other than the scheduled examiner breaks
- levels should be grouped together.

For the Skills for Life examination the group discussion should be scheduled after each group of four individual interviews at a level, i.e. all Entry 2 candidates should be examined before moving on to Entry 3.

Example:

Candidate 1 – Skills for Life (L2)	9.00-9.15
Candidate 2 – Skills for Life (L2)	9.15-9.30
Candidate 3 – Skills for Life (L2)	9.30-9.45
Candidate 4 – Skills for Life (L2)	9.45-10.00
Group discussion for candidates 1-4	10.00-10.20
Examiner break	10.20-10.50
Candidate 5 – ESOL for Work (E3)	10.50-10.59
Candidate 6 – ESOL for Work (E3)	10.59-11.07
Candidate 7 – ESOL for Work (E3)	11.07-11.16
Candidate 8 – ESOL for Work (E3)	11.16-11.25

Group discussions (ESOL Skills for Life only)

When timetabling please remember to make the candidates aware of the time of both their one-to-one interview and the group discussion. If candidate numbers fall below those stipulated in the syllabus as constituting a group discussion, the examination may be voided.

It is advisable that during the examination you monitor the attendance of the candidates waiting for their group discussion. If you find that a candidate has failed to arrive you should look at the timetable for the other group discussions at the appropriate level and see if you need to adjust the group lists to ensure that each group complies with the regulations.

Group discussion sizes, for Entry 2-Level 2 (ESOL Skills for Life only)

The rule for group size is four candidates.

How to work out the number of group discussions (ESOL Skills for Life only)

Take the number of candidates at each level and divide by four. When this is an exact number, this is the number of sessions needed.

For example, eight candidates at Entry 2 results in two group discussions.

For examination sessions where the total number of candidates does not permit multiples of four, the following group discussion sizes apply.

First divide the number of candidates at a level by four to obtain the number of group discussions that can comply with the group discussion size rule. The number of candidates left over will be either one, two, or three.

In the case of one candidate being left over, the candidate should be added to final group of four to make a group of five candidates. Where two or three candidates are left over, a new group should be formed. The time allowed for this final group will be adjusted.

For example, 10 candidates at Entry 3 results in two groups of four candidates and one group of two candidates.

Timetabling breaks for the examiner (all UK ESOL examinations)

The timetable must include adequate breaks for the examiner. These breaks are not optional.

Breaks should be taken at regular intervals throughout the session.

A full-day session should include three breaks.

Morning break	minimum of 15 minutes and maximum of 30 minutes*
Lunch break	1 hour
Afternoon break	minimum of 15 minutes and maximum of 30 minutes

Example:

Activity	Time	Running total of examining time
Start examining	9.00	1 hour 30 minutes
Morning break	10.30-11.00	
Examining	11.00-12.15	2 hours 45 minutes
Lunch	12.15-1.15	
Examining	1.15-2.45	4 hours 15 minutes
Afternoon break	2.45-3.15	
Examining	3.15-4.30	5 hours 30 minutes

A half day session should include one break

Mid session minimum of 15 minutes and maximum of 30 minutes*

Example:

Activity	Time	Running total of examining time
Start examining:	1.00	1 hour 15 minutes
Mid session break:	2.15-2.45	
Examining:	2.45-4.15	2 hours 45 minutes

Common sense should be used for sessions that fall between these times. Examiners should not examine for more than two hours without a break.

Changes to the timetable

Every effort must be made to ensure that the candidates are on time for their session. Sessions are booked according to examiner time and examiners cannot be kept waiting to complete the session.

There will be exceptional occasions where candidates are not available to attend at the time allocated to them. You must ensure that candidates inform you before the examination day so that you can alter the timetable accordingly.

Please remember when timetabling to make the candidates aware of the time of both their one-to-one interview and the group discussion.

* The length of break can be determined by availability of refreshments, i.e. if you are providing the refreshments or if examiners have to go off site to a coffee shop. It should be no less than 15 minutes.