

# Application for registration as a Trinity Exam Centre

1

## Which exams do you wish to offer?

### UK ESOL Skills for Life ☐

Available in the UK, regulated by Ofqual and based on the Adult ESOL Core Curriculum, these qualifications are intended for anyone aged 16 and over who requires a nationally-recognised qualification.

### UK ESOL Step 1 and 2 ☐

Available in the UK, these exams are intended for anyone aged seven and over whose speaking and listening skills in English have not reached Entry level on the Qualifications and Credit Framework.

#### For office use

Date completed application received:.....

#### Approved

Signature:.....

Date:.....

**Contact details** – For general correspondence (must be completed)

Name of institution:.....

Full address of exam venue:.....  
.....  
.....

Tel:..... Fax number:.....

Website:..... email:.....

**Exam administration contact** – Main UK ESOL Centre Representative

Name:..... Job title:.....

Full address if different from above:.....  
.....  
.....

Direct line:..... Alternative tel:.....

Fax number:..... email:.....

**Academic contact** – Responsible for delivering UK ESOL exams

Name:..... Job title:.....

Full address if different from above:.....  
.....  
.....

Direct line:..... Alternative tel:.....

Fax number:..... email:.....

**Finance and payment contact**

Name:..... Job title:.....

Full address if different from above:.....  
.....  
.....

Direct line:..... Alternative tel:.....

Fax number:..... email:.....

**Delivery of exam materials (and other secure materials)**

Name:..... Job title:.....

Full address if different from above:.....  
.....  
.....

Direct line:..... Alternative tel:.....

Fax number:..... email:.....

It is the centre's responsibility to ensure these details are kept up to date on Trinity Online.

### School/Institution profile

Please tick the type of institution that best represents your organisation.

#### UK ESOL

ESOL department in a further education college ☐

Voluntary or community organisation ☐

EAL department in a mainstream school ☐

Adult Education Service ☐

Jobcentre plus partner provider ☐

Other private training provider ☐

Work-based\* ESOL provider ☐

Other (please specify) ☐

.....

\*If the exam will be held at a venue other than that detailed in section 2, please advise:

.....  
 .....

Has your centre been inspected by Ofsted?

Yes/No

If no, please state any other organisation that has accredited or inspected your institution:

.....

a) Are you already a registered exam centre for: GESE/ISE/TESOL/Music or Drama?

If so, give centre number:.....

b) No. of teachers:.....

Minimum/Maximum qualifications of your teachers:.....

Approximate no. of students of English:.....

Age ranges: from..... years to .....years

Percentage of: adults:..... teenagers:..... children:.....

### Courses available

Course types: all year round/term-time only/summer-time/other (please describe) (delete as appropriate)

.....

Course length:.....

Approx. levels:.....

Do you offer Teacher Training courses? Yes/No

If yes, please give details:.....

Do you currently offer other ESOL exams? Yes/No

If yes, please give details:.....

Your preferred month(s) for exams: .....

---

**5****Other information**

How did you hear about Trinity? (eg event/Trinity visit/website/advertisement/referral etc)

.....

Tick here if you would like to receive regular updates about Trinity exams.

☐

Proposed date of the first session:.....

---

**6****Declaration**

I declare that the information supplied above is true. I agree to abide by the rules and regulations governing the conduct of exams offered by Trinity College London as detailed in the relevant Code of Practice, guide or handbook.

Academic contact:

Signed: .....

Name :..... Date:.....

Exam administration contact:

Signed: .....

Name :..... Date:.....

Organisation stamp:

**Please scan and email this application form, along with a signed Trinity Online user request form, to your National/Area Representative's office or, if you are based in the UK, to [esol@trinitycollege.com](mailto:esol@trinitycollege.com)**

Information about National and Area Representatives can be found at [www.trinitycollege.com/worldwide](http://www.trinitycollege.com/worldwide)

Thank you for taking the time to complete this application form. Trinity College London reserves the right to request further information to support your application. If your application is successful, you will receive a registration pack.