



Summer 2014 information



Essential updates for summer schools and short course providers

Dear colleagues,

As you prepare to welcome students to your summer courses, we've compiled some practical information and advice to help you get ready for Trinity exams. We hope you find it useful.

Meanwhile, we wish you a very successful summer season!

The International ESOL team

Exam administration

Forecasting your 2014 requirements

As we enter the busy summer period, we're keen to plan ahead to meet your exam requirements. To help us do this, please could you send **Alex Stone**, Operations Team Leader, a note of your **anticipated dates** and, if possible, **session lengths** (e.g. 3 or 6 hours) as early as possible.

Organising your sessions

Download a PDF for guidance on how to arrange your Trinity exam sessions:

- **GESE: How to arrange the exam in the UK (PDF)**
- **GESE: How to arrange the exam in Ireland (PDF)**

Exam fees (valid until 31 August 2014)

	3 hours	4 hours	5 hours	6 hours
UK	£500	£667	£834	£1,000
IRELAND	€850	€1134	€1418	€1,700

Your exam coordinators

Alex Stone

Operations Team Leader

Robin Van Wonderen

Operations Co-ordinator

Your business development team

Henry Tolley

Head of Business Development

Andrew Harrison

Business Development Manager

Candidate ID Policy

Please refer to our revised **Candidate ID Policy** - available on the **website** shortly.

It is important that you understand these requirements and that you communicate these to your candidates where

Exam fees (valid from Sept 2014 to Aug 2015)

	3 hours	4 hours	5 hours	6 hours
UK	£597	£725	£905	£1,085
IRELAND	€1,040	€1,260	€1,575	€1,890

Booking your exams

You must book your GESE exams through Trinity's new exam administration web portal (full instructions are available from your co-ordinator). Do remember that you can now make changes to your order yourself, right up until the night before the exams.

Open exam sessions in Ireland

We are no longer offering open exam sessions during the summer. However, to provide greater flexibility and accommodate smaller groups, we have reduced our minimum fee period to a half day (3 hour) session.

Certificates

Certificates are issued six to eight weeks after the exam session and sent to centres for distribution.

Guidance and support for teachers

Short course guide

We are updating our **guide for summer school and short course** teaching staff. It contains lots of useful hints and tips for preparing and placing students at the right level for GESE.

Resources

GESE support **materials and resources**, including example lesson plans and sample exam videos are available online. Other resources including classroom posters, brochures and exam specifications (syllabuses) continue to be available free of charge. If you would like to receive these please contact your co-ordinator.

Enhanced support offer

For centres new to delivering GESE, especially those running PON-funded programmes, please contact **Janet Golding** to request a free support session for teaching staff. This 60 minute session can take place during your senior staff induction programme, or during a GESE course. This offer is dependent on Janet's availability, so book quickly!

For centres already familiar with delivering GESE, we can offer dedicated web chats to focus on your specific issues and

relevant.

In the meantime please contact your Trinity co-ordinator if you have any questions.

Code of Practice

As part of our quality assurance programme, Trinity carries out inspection visits to centres and, as a registered exam centre, it is imperative that our **Code of Practice** is adhered to at all times.

Please ensure that every member of staff involved with Trinity exams is aware of these requirements prior to the start of the session.

Monitoring of examiners

The performance of our examiners is periodically observed by an Inspection Monitor.

If your Trinity examiner is due to be monitored, we will inform you before the exam session.

concerns through a weekly appointment system.

We also plan to offer webinars on preparing candidates, which will be delivered during peak season and be dependent on sufficient interest.

Contact Janet for further information on any of the above.

Building your business

PON-funded courses

Read **information for centres running PON**-funded courses and thinking of offering Trinity exams.

SELT centre sessions

Information regarding GESE exams for Secure English Language Test (SELT) purposes held at secure venues throughout the UK can be found **here**.

Additional exam suites

Please contact Andy if you wish to explore offering drama or music assessments alongside GESE.

Become a Trinity test trial centre

We are currently inviting centres to take part in test trialling sessions, which help Trinity ensure that exam questions are set at the correct level. Taking part is free for learning centres and gives your students the opportunity to practise under live exam conditions.

The next available sessions will be for ISE, which run from July to September. If you would like to participate, please send us an email specifying a preferred date and how many students you have at each level. We will be in touch to let you know how to organise the session. Please bear in mind that although we are trialling ISE speaking and listening components, we are happy for students studying for GESE to participate.

We are also offering an opportunity to trial a short English language test this year that we are using as an internal research tool. Although it is not a Trinity test, it is perfect for a classroom test - it takes about 30 minutes and results are indicated by the percentage of correctly answered questions. If you are interested this, please email us and we will schedule a date for the test.

For more information, contact Pretesting Administrator, **Caroline Brunnen**.

Contact us

www.trinitycollege.co.uk/summerschools



Trinity College London - the international exam board for performing arts and English language qualifications.

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