

How to... SfL Reading & Writing

21 days before the exam date

- Enrol your learners and book your exam via Trinity's exam portal *no later than 21 days before the exam date*
- You will be sent an invoice with the exam fees

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

3 days before the exam

- Your exam papers will arrive – if you do not receive your exam papers, please contact your Trinity coordinator
- Check the details on the exam paper package, ensuring that the number of papers and levels is correct
- Store the exam papers securely until the exam day
- Share Trinity's '*Privacy Statement for Exam Candidates*' with your candidates

Before the exam

- Prepare a seating plan for all exam rooms
- Nominate a Supervisor and the appropriate number of invigilators, and provide them with the *Instructions to Supervisors and Invigilators*

On the day of the exam

- Register candidates using the *Attendance Report*
- Designate a secure area for candidates' belongings
- Ensure that there is effective stewarding of candidates before, during and after the exam, and ensure that candidates do not confer
- Do not open the security bags containing the exam papers until all candidates are seated in the exam room. Please follow the instructions on the security bag
- Ensure that hand sanitiser is available in the exam rooms and all exam areas
- Substituting one candidate for another or adding new candidates on the day is not allowed
- Level changes are not allowed on the day of the exam

After the exam

- Return all exam papers in mark sheet order, and administrative paperwork, including the Checklist, to Trinity using a secure couriered service
- Results and certificates will be issued within 4-6 weeks after the exam

Useful links

www.trinitycollege.com/exam-fees

[www.trinitycollege.com/Reading and Writing exam dates](http://www.trinitycollege.com/Reading-and-Writing-exam-dates)