

Skills for Life Reading & Writing

How to arrange an exam

10 working days before the exam date

- ▶ Enrol your learners and book your exam via Trinity's exam portal no later than 10 working 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 date

- ▶ 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
- ▶ 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

[trinitycollege.com/exam fees](https://trinitycollege.com/exam-fees)

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