How to… SfL Speaking & Listening

> Use the Speaking & Listening Timetable template (available from your coordinator) to plan your exam groups

21 days before the exam date

> Enrol your learners in timetable order and book your exam via Trinity's exam portal *no later than 21 days before the exam date*

> Your timetable will be automatically created for you once your exam is booked

> You will be sent an invoice with the exam fees (fees are charged per candidate)

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

> Check that your timetable is correct and make any necessary changes

> Email your Trinity coordinator with details of any candidates being withdrawn from the exam

> Share Trinity's '*Privacy Statement for Exam Candidates*' with your candidates

2 days before the exam

> Examiner names, and their unique Zoom meeting IDs in the case of S&L Online, will be attached to your timetable

> Print the timetable for your exam stewards

Day of the exam

- Ensure that exam rooms are well ventilated/heated, of adequate size, with no evidence of classroom work on walls etc

- Provide a quiet examining area, with posters warning staff and students of exam sessions in progress

- Ensure that hand sanitiser is available in the exam rooms and all exam areas

- Ensure that there is effective stewarding of candidates before, during and after the exam, and ensure that candidates do not confer

- *S&L Online only*: ensure each exam room is equipped with a computer/laptop with microphone and speakers enabled

- *S&L Online only*: log-in to Zoom 10-15 minutes before the session – your examiner will be present from 15 minutes before the start of the session to meet with you before exams begin

- Entry 1–Level 1: ensure each candidate recalls their picture selection for Task 1

- Level 2: ensure the presentation notes template is prepared and printed for each candidate taking face-to-face exams, or prepared and saved on the computer/laptop for S&L Online

- Check and follow up candidates who have not turned up/are ill etc and inform examiner as soon as possible

- Please note that substituting one candidate for another or adding new candidates on the day is not allowed, except in exceptional circumstances. Please contact your Trinity coordinator should any such issues arise

- Level changes are not allowed on the day of the exam

After the exam

- The examiner will return the candidates' marks to Trinity's head office and results and certificates will usually be dispatched to the centre within 4 weeks after the exam session

Useful links

www.trinitycollege.com/ESOL-skills-for-life
www.trinitycollege.com/SfL Online
www.trinitycollege.com/exam fees
www.trinitycollege.com/faqs
www.trinitycollege.com/practical exams

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