Trinity College London

Centre Portal Guidelines

Music and Drama

Examiner Visits

Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

NB: If you have a touchscreen-enabled device please disable it before logging in.

Before you read this
If you have not completed your enrolments yet then please see the separate guides:
www.trinitycollege.com/IndividualEnrolments
www.trinitycollege.com/EnrolmentsUsingSpreadsheet

Overview
Examiner visits are blocks of time when an individual examiner is allocated to examine at your centre. For each block, you can see which examiner has been allocated, view their biography, and prepare a timetable. Both the examiner's itinerary and your timetable are controlled by the "Examiner Visits" details, so you should make sure that the "Examiner Visits" are correct before proceeding.

Video: 12. Trinity Centre Portal: Examiner Visits (vimeo.com)

Setting up Examiner Visits
You can access these through the 'Exam Visits' tab at the top of the screen, however, you cannot create new visits or edit existing visits from this screen. Instead, go to the 'Enrolments' tab, click on the relevant order number and then click on the 'Examiner Visits' sub-tab. Click on the Start Date to enter the Examiner Visit in question.

You should ensure that the details of the venue, start time and date on the visit are correct before going any further; changes may be made by highlighting a visit using the arrow to the left and clicking 'Edit'. These details are important as the timetable limits will be set according to what you enter here, and the date and venue details will appear on the appointment slips and examiner itineraries. Always leave the status of the visit at 'Unscheduled'. This will be updated when an examiner is allocated.

For many centres a single examiner visit will suffice, lasting from the first day of your exams to the last day. If you have a gap of a day or more between examining days then you will need to create additional visits (for example if you run a centre which runs for more than a week and does not hold exams at the weekend). If you have more than one examiner working on a single day then you will need to create additional visits. If you use more than one venue for your exams then you will need to create additional examiner visits and set the venue independently for each. Please note that

online communication skills exams can only be timetabled in blocks of 3.5 hours so if you have booked any longer than this you will need to create multiple exam visits, one for each examiner. You should have already spoken to your coordinator about if you wish to have them run consecutively or if we can allow them to run simultaneously.

Change the details of the selected visit by clicking the edit button.

Additional visits are created by clicking the 'New' button. The following screen will appear (see below). You can now choose the specific venue, by clicking the tick box, as shown, and also adjust the dates and times if necessary. Please leave the status as 'Unscheduled'; this will automatically adjust once an examiner is assigned.

Use the widget to the right of the venue field to select a new venue. Use the start and end fields to enter start and finish dates/times for your exams. Do not change the Status of the examiner visit, this should always be left as you find it.

Once Examiner Visit details have been entered, click on 'Save'. The visit will now appear as a new line under the 'Examiner Visit' sub tab as shown above.

Viewing Examiner Biographies
When an examiner has been allocated to your session you will be able to view their details within the Examiner Visit.

Go into the individual examiner visit by clicking on the start date, and then click on the 'View Biography' tab. Click on the attachment name to download a PDF with information about the examiner.

Timetables

For information on how to use the timetable screen see the separate guide:
www.trinitycollege.com/Timetables