Trinity College London

Centre Portal Guidelines

Music and Drama

Material Printing

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 Printing Exam Materials

If you use the Trinity Online timetable function then the exam paperwork will be produced in the correct sequence and with times and dates printed. Therefore, we recommend that you timetable your exams before printing. Please see the separate guides on how to do this:
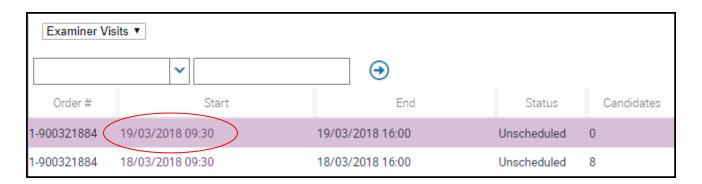
www.trinitycollege.com/ExaminerVisits
www.trinitycollege.com/Timetables

Printing the exam materials for your order is a two-step process. First, you will need to tell the system to generate the various files required, then you will need to open the files required and print them. Please bear in mind that the files, once generated, will remain the same until you generate them again. If you make changes to your timetable or add late entries then you will need to regenerate the exam materials before any changes are reflected in the files.

Video: 14. Trinity Centre Portal: Printing Materials (vimeo.com)

Generating Materials

You can generate your exam materials from any Examiner Visit. You can access it from the Exam Sessions link at the top of the screen. Click on the Start Date to enter the selected Examiner Visit.

Examiner Visits ▼				
Order #	Start	End	Status	Candidates
1-900321884	19/03/2018 09:30	19/03/2018 16:00	Unscheduled	0
1-900321884	18/03/2018 09:30	18/03/2018 16:00	Unscheduled	8

Before reading further please note that generating all the files may take a few minutes at busy times, and may take significantly longer if your order contains hundreds of candidates. Therefore, please only click the Generate Materials or Bulk Print buttons once. Clicking a second time will just restart the processing which slows everything down.

You have two options to generate the paperwork. You can click the Generate Materials button near the top of the screen to produce numerous separate files of exam paperwork, or you can click the Bulk Print button to generate a single file with all exam paperwork included. In either case the time, date and venue will be pulled onto the paperwork for all timetabled candidates and the materials will be printed in the correct sequence ready for the examiner.

Address Labels

From December 2018 one of the files that will be generated as standard is an address label file. This will include the address of each applicant with candidates enrolled in the order, formatted 2x4 on A4. Trinity expects that this will mainly be used by Trinity's public centre representatives, however the file will also be available to private centres if useful.

The creation of this file depends on an applicant being included when enrolling each candidate. It also requires that the address be included when each applicant record is created.

Printing Materials

Once the portal has completed processing you should click on the Attachments link and can download or open and print the files generated. If you chose the Bulk Print option, then your file name will start with 'All Materials'. Note that there is a date and time listed for each file to the right-hand side so you can tell when each file was last updated.

The standard materials you will need to print are:

1. Timetable Reports
2. Appointment Sheets
3. Report Forms
4. Marksheets

Please note that after an examiner is assigned the marksheet will have the examiner's name appended. If you have more than one examiner assigned this can be confusing at first.

If you have any Group exams, then you will also require:

5. Group Attendance List

If you make any changes to your enrolments or to your timetable after printing your paperwork, then you will need to regenerate materials before changes will be reflected in the attachments.