

## How to arrange Trinity Stars

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### 28 days before the exam date

- Your Trinity Stars award session must be booked through the Trinity exam portal *no later than 28 calendar days before the date of the session*
- The Trinity exam portal can be found here: [www.trinitycollege.co.uk/portal](http://www.trinitycollege.co.uk/portal) (instructions are available from your Trinity appointed coordinator)
- Once you have booked your Trinity Stars session, please contact your Trinity coordinator to confirm your booking
- Trinity will then send your session invoice to you

*You must arrange payment immediately – no session will take place without either payment in full received into Trinity’s account or a pre-arranged invoice agreement.*

- 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

- Please send proof of payment to [receivable@trinitycollege.co.uk](mailto:receivable@trinitycollege.co.uk).

### 1 day before Stars session

- Print Stars’ session materials from Trinity Online

### On the day of your Stars session

- Your Trinity Stars Expert will check attendance with the teacher
- You must provide all Trinity Stars paperwork to the Expert – this includes mark sheets, feedback form and the timetable

## After your Stars session

- Your Trinity Expert interacts with the learners at the end of the performance
- Your Trinity Expert awards Trinity Stars medals after the performance
- Your Trinity Expert views and stamps Trinity Stars project(s)
- Your Trinity Expert conducts a short reflective feedback session with the teacher after the performance: the reflective feedback session is 30 minutes in duration. The Trinity Stars Expert facilitates the reflective session, which takes place after the performance. It is designed to have a positive impact in the classroom by encouraging teachers to think about their class performance, their preparation for the award and what they have learned from the experience. The Trinity Stars Expert will use the feedback form to facilitate the session and offer feedback on the specific language and performance goals of the performances

## Useful links

[www.trinitycollege.com/Trinity Stars](http://www.trinitycollege.com/Trinity_Stars)

[www.trinitycollege.com/exam fees](http://www.trinitycollege.com/exam_fees)

[www.trinitycollege.com/practical exams](http://www.trinitycollege.com/practical_exams)