

## SfL Speaking & Listening - enrol candidates and book your exam

Go to the Trinity Online exam portal: <https://portal.trinitycollege.co.uk>, and follow the steps below to enrol candidates and book your Speaking and Listening exam. The steps below will guide you through booking either S&L face-to-face or S&L Online.

*Tip: to help prepare you to book your Speaking & Listening Online exam, use Trinity's Timetable template (available from your coordinator)*

1. Go to **Enrolments** at the top of the page

Welcome Back Alex SFLPortal. Today is Friday, January 08, 2021.

Actions

- Add Teacher/Applicant
- Print labels

2. Click the + symbol

Enrolments

My Orders

Order #	Subject Area	Candidates	Requested Start Date	Venue	Order Status
2104266697	UK ESOL	4	20/02/2021 10.00		Processed
2103823921	UK ESOL	8	04/02/2021 09.30		Processed
2103716855	UK ESOL	2	10/01/2021 10.00		Processed
2103491288	UK ESOL	8	07/01/2021 10.00		Processed
2103489363	UK ESOL	8	27/01/2021 09.00		Processed
2103482719	UK ESOL	8	27/01/2021 09.00		Submitted
2103482637	UK ESOL	0	27/01/2021 00.00		Open
2103486001	UK ESOL	8	27/01/2021 09.00		Processed

3. Select **Subject Area**: click the magnifying glass icon, select **UK ESOL** then **OK**

Home Centre Details Candidates & Contacts Bookings Replacement Certificate Requests Enrolments Exam Sessions

Enrolments

My Orders

Order #	Subject Area	Candidates	Requested Start Date
1-2105269741	UK ESOL		
1-2104266697	UK ESOL	4	20/02/2021 10:00
1-2103823921	UK ESOL	8	04/02/2021 09:30
1-2103716855	UK ESOL	2	10/01/2021 10:00
1-2103491288	UK ESOL	8	07/01/2021 10:00

4. Click the **Order#**, then on the following screen complete the information below:

Order: 1-2105269861

Submit

**Order Information**

Centre Number	60700	
Subject Area*	UK ESOL	
Venue		
Venue Number		
Status*	Open	
Delivery Method		
Requested Start Date		
Requested End Date		
Examiners Requested		
Total Exam Duration	0 Day, 0 Hour and 0 Minute	
Written Exam Date		
Written Exam Start Time	09:00	

➤ **Venue:** use the magnifying glass icon to see a list of your venues, highlight the correct venue from the list and click **OK**

➤ **Delivery Method:**

- if you are booking a face-to-face exam (with a visiting examiner), select **Default\***
- if you are booking an Online exam, select **Online\***

\*all candidate enrolments in a single order must all be either Online or Default.

➤ **Requested Start Date:** enter the date and start time

➤ **Requested End Date:** enter the same date above and an end time of 3.5hrs after the start time

➤ **Examiners Requested:** enter the number of examiner timetables needed for the exam. Use the Trinity Timetable template to plan for the number of examiners you need

5. Go to **Candidate Enrolment**

Order: 1-2105269861

**Submit**

**Order Information**

Centre Number	60700	Requested Start Date	10/02/2021 10:00
Subject Area★	UK ESOL	Requested End Date	10/02/2021 13:30
Venue	Trinity's Test Centre (SFL)	Examiners Requested	3
Venue Number	60700	Total Exam Duration	0 Day, 0 Hour and 0 Minute
Status★	Open	Written Exam Date	
Delivery Method	Online	Written Exam Start Time	09:00

Orders **Candidate Enrolment** Enrolment Details Attachments Examiner Visits Written Exam Events

6. Go to **Download Spreadsheet** and select **UK ESOL** to open the enrolment spreadsheet

Orders Candidate Enrolment Enrolment Details Attachments Examiner Visits Written Exam Events

Mass Enrolment

+ New - Delete Clear Candidate **Download Spreadsheet** Save Enrolments

Status	First Name	Last Name	Date of Birth	Existing Candidate...	Candidate Number

- Music
- Drama
- International ESOL
- International ESOL SELT
- GESE China
- GESE India
- Arts Award Ex/Br/SI/Gd
- Arts Award Discover
- Rock & Pop
- Trinity Stars
- UK ESOL**
- PPAD
- TESOL TYLEC

7. Candidates should be entered in timetable order – use the Trinity Timetable template to plan your timetable order.

Enter details to all the following columns in the enrolment spreadsheet for all candidate entries:

- **First Name**
- **Last Name**
- **Date of Birth:** DD/MM/YYYY
- **Gender:** M or F

➤ **Exam Suite:**

- if you selected **Online** for the Delivery Method (#4), here you should select **SfL Speaking & Listening (Online)**
- if you selected **Default** for the Delivery Method (#4), here you should select **SfL Speaking & Listening (RQF)**

➤ **Examination / Product Name:**

- if you previously selected **Online** (#4), select the correct level for **SfL Speaking & Listening (Online)**

M	N
---	---

Exam Suite	Examination/ Product Name
Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
<i>Link rows to the "Enrolments" webpage</i> ↓	
SfL Speaking & Listening (Online)	SfL Speaking & Listening Entry 1 (Online)
SfL Speaking & Listening (Online)	SfL Speaking & Listening Entry 1 (Online)
SfL Speaking & Listening (Online)	SfL Speaking & Listening Entry 2 (Online)
SfL Speaking & Listening (Online)	SfL Speaking & Listening Entry 2 (Online)
SfL Speaking & Listening (Online)	SfL Speaking & Listening Level 1 (Online)
SfL Speaking & Listening (Online)	SfL Speaking & Listening Level 1 (Online)

- if you previously selected **Default** (#4), select the correct level for **SfL Speaking & Listening (RQF)**

M	N
---	---

Exam Suite	Examination/ Product Name
Select from values in cell	Select from values in Cell or see values in 'List of Examinations' Tab
<i>Link rows to the "Enrolments" webpage</i> ↓	
SfL Speaking & Listening (RQF)	SfL Speaking & Listening Entry 1 (RQF)
SfL Speaking & Listening (RQF)	SfL Speaking & Listening Entry 1 (RQF)
SfL Speaking & Listening (RQF)	SfL Speaking & Listening Entry 2 (RQF)
SfL Speaking & Listening (RQF)	SfL Speaking & Listening Entry 2 (RQF)
SfL Speaking & Listening (RQF)	SfL Speaking & Listening Level 1 (RQF)
SfL Speaking & Listening (RQF)	SfL Speaking & Listening Level 1 (RQF)

Once the information above has been entered for all candidates, you're ready to add your candidates to your exam booking.

Click and hold your left mouse button on the number 7 (row header) and drag your mouse cursor down to the very last row of candidate data to highlight all rows of candidate information

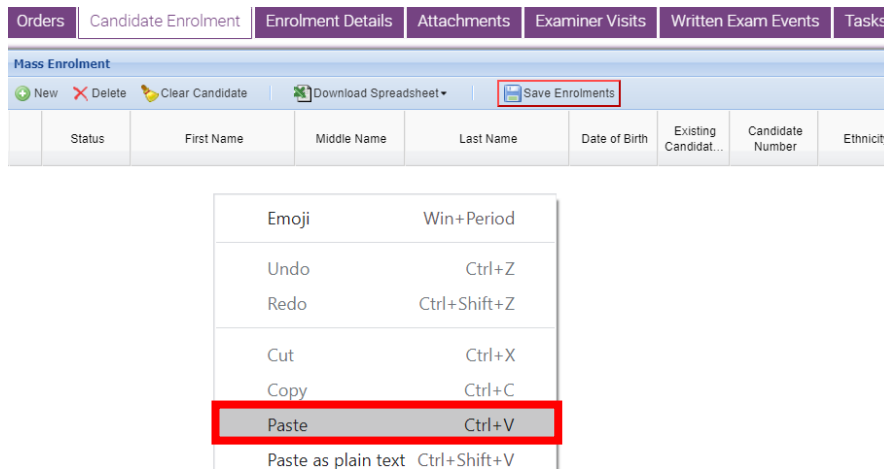
	A	B	C	D	E
1	TRINITY		UK ESOL Enrolmen		
2	COLLEGE LONDON				
3					
4	#	First Name	Middle Name	Last Name	Date of Birth
5	Leave Blank				dd/mm/yyyy or 'Unknown'
6					
7		First Name1		Last Name1	01/01/2000
8		First Name2		Last Name2	02/01/2000
9		First Name3		Last Name3	03/01/2000
10		First Name4		Last Name4	04/01/2000
11		First Name5		Last Name5	05/01/2000
12		First Name6		Last Name6	06/01/2000
13					

8. Hover your mouse cursor over the highlighted rows, right click and select **Copy**


	A	B	C	D	E	F	G
1	TRINITY		UK ESOL Enrolmen				
2	COLLEGE LONDON						
3							
4	#	First Name	Middle Name	Last Name	Date of Birth		
5	Leave Blank				dd/mm/yyyy or 'Unknown'		
6							
7		First Name1		Last Name1	01/01/2000		
8		First Name2		Last Name2	02/01/2000		
9		First Name3		Last Name3	03/01/2000		
10		First Name4		Last Name4	04/01/2000		
11		First Name5		Last Name5	05/01/2000		
12		First Name6		Last Name6	06/01/2000		

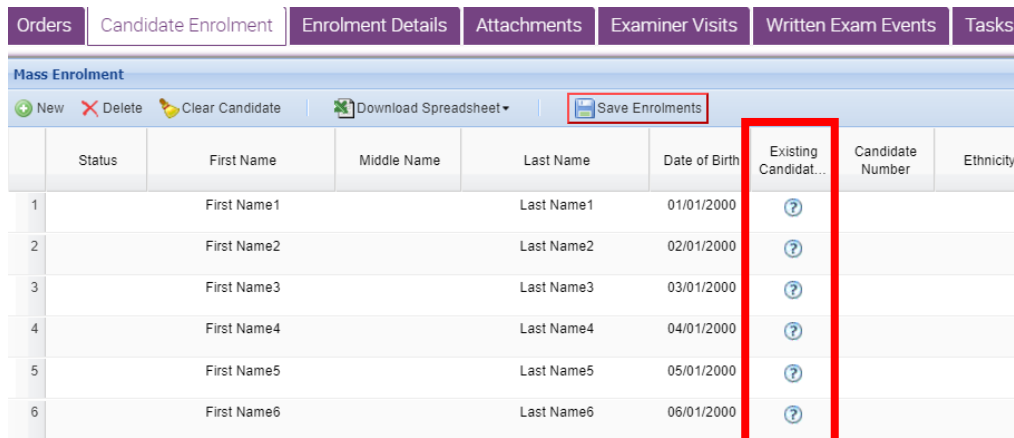
- Cut
- Copy**
- Paste Options:
  - Paste Special...
  - Insert
  - Delete
  - Clear Contents
  - Format Cells...
  - Row Height...
  - Hide
  - Unhide

Go back to the Trinity Online exam portal, hover your mouse cursor over the empty enrolment area, right click your mouse and select **Paste**

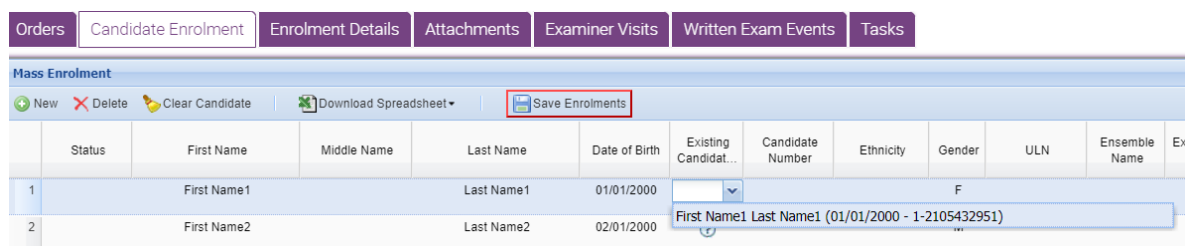


Your candidate enrolments will now appear. If any errors are detected in the information, you will be prompted to complete the information in all boxes highlighted **Red**.

- Your candidate entries now need to be linked to their existing Candidate ID/record. Click the  symbol beside each candidate entry



- if the candidate has an existing record you will see their name, date of birth and Candidate ID – select this record
- if the candidate has no existing ID/record you will see “*No candidates found*”, and can move on to the next candidate



10. Click **Save Enrolments**

Orders Candidate Enrolment **Enrolment Details** Attachments Examiner Visits Written Exam Events Tasks

Mass Enrolment

+ New X Delete 🗑️ Clear Candidate 📄 Download Spreadsheet ▾ **Save Enrolments**

	Status	First Name	Middle Name	Last Name	Date of Birth	Existing Candidat...	Candidate Number	Ethnicity
1	🔒	First Name1		Last Name1	01/01/2000	✓	1-2105432951	🔒
2	🔒	First Name2		Last Name2	02/01/2000	✓	1-2105432953	🔒
3	🔒	First Name3		Last Name3	03/01/2000	✓	1-2105432955	🔒
4	🔒	First Name4		Last Name4	04/01/2000	✓	1-2105432957	🔒
5		First Name5		Last Name5	05/01/2000			
6		First Name6		Last Name6	06/01/2000			

11. Click **Submit** – your exam is now booked

Home Centre Details Candidates & Contacts Bookings Replacement Certificate

Enrolments

Order: 1-2105269861

**Submit**

**Order Information**

Centre Number	60700	Requested Start Date	10/02/2021 10:00
Subject Area★	UK ESOL	Requested End Date	10/02/2021 13:30
Venue	Trinity's Test Centre (SFL)	Examiners Requested	3
Venue Number	60700	Total Exam Duration	0 Day, 0 Hour and 0 Minute
Status★	Open	Written Exam Date	
Delivery Method	Online	Written Exam Start Time	09:00

12. The exam portal has created your exam timetable for your candidate enrolments.

You can check and make changes to the timetable up to 72 hours before the exam date. See *"SfL Speaking & Listening Online – Timetable and Print Materials"* guide for more information.