

**Subject:**

UK ESOL exam updates - Spring 2016



## News and information

UK ESOL Skills for Life exam updates - Spring 2016

### Welcome

Dear Colleagues,  
Welcome to the Spring 2016 edition of our UK ESOL newsletter. We have included general, academic and operational updates concerning the revised UK ESOL Skills for Life exams (QCF). If you have any queries or concerns, please [get in touch](#).

May we kindly remind you to ensure all relevant members of staff are made aware of these updates.

All good wishes,  
*The UK ESOL team*

Operational news

### Fees

[These exam fees](#) apply to all UK ESOL exams taken up to and including 31 August 2016.

### Candidate ID Policy

Please read [Trinity's Candidate ID Policy](#), which gives clear guidance to centres and candidates about the types of ID required for all UK ESOL Skills for Life exams.

### Exam forecast

We would like to thank you for updating Trinity with your planned exam dates for 2015-16. If you have any changes or additions to those dates, please do let us know.

### Training and support

We invite you to join us on these dates from the comfort of your own office for administrative and operational support and assistance. The training and support

### Staff contacts

Here are the team's details:

**[Alex Stone](#)**

Team Leader UK ESOL

**[Rebecca Hughes](#)**

Examinations Co-ordinator  
UK ESOL

webinar will include a demonstration of how to use the Trinity exam portal to book, enrol, timetable and print exam materials. There will also be the opportunity for you to ask questions throughout.

Date	Time (duration)	Topic
Tuesday 10 May	11.00am (30 minutes)	Speaking & Listening
Thursday 12 May	11.00am (30 minutes)	Reading & Writing
Tuesday 24 May	11.00am (30 minutes)	Speaking & Listening
Thursday 26 May	11.00am (30 minutes)	Reading & Writing
Tuesday 7 June	11.00am (30 minutes)	Speaking & Listening
Thursday 9 June	11.00am (30 minutes)	Reading & Writing

Email invites will be sent out ahead of each webinar date where joining instructions will be explained in more detail.

### **How to arrange an exam**

For information on how to arrange your exams sessions please see the following guides:

[How to arrange a Speaking & Listening exam](#) and  
[How to arrange a Reading and/or Writing exam](#)

Trinity exam portal guidance is available as always from your coordinator and also now at [www.trinitycollege.com/portalhelp](http://www.trinitycollege.com/portalhelp)

### **Candidate enrolment**

When re-enrolling a returning candidate please remember to link new enrolments to the existing candidate record/ID. If a candidate has multiple enrolments which are not under the same candidate ID, they will not receive the Skills for Life Certificate at completion of all three modules. Instructions on how to ensure candidate enrolments are made correctly are included in the Trinity exam portal help guides (see above).

### Reading & Writing

During the 2016 calendar year you have 10 opportunities to take a reading exam at each level and 10 opportunities to take a writing exam at each level. Exams taken on the same date will count as only one of your 10 opportunities.

### **Receiving your exam papers**

Trinity will send your exam papers to you by courier. You will receive the exam papers 3 working days before the exam date.

It is important that exam papers are locked away securely until the morning of the exam.

Please check carefully the order number which is shown in the Admin Pack delivered along with the exam papers – this order number corresponds directly with the list of candidates enrolled to take the exam. You can also see your order numbers and candidate enrolments in the Trinity exam portal and on the attendance report.

It is important to ensure that the correct exam papers are given to your students,

failure to do this will result in the delayed issue of results.

### **Returning your exam papers**

Exam papers must be returned to Trinity at the end of the exam session in the secure return envelope provided. Please ensure that all of the following items are enclosed:

- All exam papers (including completed papers, papers for absent candidates and spare papers)
- Attendance report
- Supervisors report
- Seating plan
- Purple security bags

Trinity carries out regular inspections of written paper exam sessions.

### **Enquiries about results**

We have recently launched a new process for enquiries about results. The new system replaces the previous Appeals and Investigations process and is designed to make results queries more accessible to our candidates. Full information about the new process can be found on the [Trinity website](#).

### **Payments**

Remember to send remittance to [receivable@trinitycollege.co.uk](mailto:receivable@trinitycollege.co.uk) for all language exam payments.

### **New VAT number**

Trinity's VAT number has changed. The new VAT number is: 228 1298 05.

#### Academic news

Tips to help your learners prepare for their exams this summer:

- Remember that at Entry 3, Level 1 and Level 2, candidates need to show evidence of planning. Any task, apart from the informal text message (E3 and L1), and informal email (L2), should be planned in the space provided at the beginning of the paper. We don't plan text messages or informal emails in real life, so candidates should not show plans for these. They do, however, need to show a plan for one or more of the other tasks in order to achieve the Assessment Criterion and demonstrate that they can plan their writing.
- There are new role plays and discussion prompts on the website for you to practise with your students.
- We are putting more samples of marked learner work on the website shortly.
- Please avoid using pictures on mobile phones for Task 1 in the Speaking & Listening exam. This is really only an option for students who have forgotten their picture or object - they will feel much more confident and be able to concentrate on communicating meaningfully with the examiner if they are well-prepared and have their picture as a print-out.

#### Professional Support update

### **Centre support visits**

If you have any general or academic issues you would

### **Filming at your centre**

like to discuss in detail, arrange a support visit from one of our team.

For more information, please contact:

[Janet Golding](#) – ESOL Development and Support Consultant.

Following on from our webinar in February our next one takes place on 18 May from 15.30pm-16:15pm. It will take a surgery style format and include academic and general updates from members of the Academic team. Email Janet at [Janet.golding@trinitycollege.co.uk](mailto:Janet.golding@trinitycollege.co.uk) to register interest in participating. Current centres have been invited already by email.

Video resources can help both teachers and candidates plan and prepare for the Skills for Life exam. We would be grateful if you and your students would consider taking part in a filming session at your centre. For more information, please [contact us](#).

### SELT update

In January 2016, [UKVI announced](#) a new requirement for migrants on the family route visa. From October 2016, migrants on the Further Leave to Remain visas will need to pass a Speaking & Listening SELT at an A2 CEFR level after two and a half years in the UK, on the five year family route to settlement. In response to this change, Trinity SELT has launched the [GESE Grade 3 exam](#) in all 10 SELT centres. This puts Trinity in the position of currently being the only provider of a Speaking & Listening-only A2 level SELT.

Trinity SELT has also opened a new centre in April at our Croydon office aimed at providing a more easily accessible SELT centre to candidates on the south coast. Trinity has [10 SELT centres](#) within the UK approved by UKVI to provide English language tests for visa and immigration purposes. [Visit our SELT page](#) for more information about Trinity Secure English Language Tests.

### Contact us

For more information or enquiries please [contact us](#).



[trinitycollege.com/SfL](http://trinitycollege.com/SfL)



Trinity College London - the international exam board for performing arts and English language qualifications.

[View in browser](#)

Trinity College London is a charitable company registered in England. Company no: 02683033. Charity no: 1014792. Registered office: Blue Fin Building, 110 Southwark Street, London SE1 0TA