

Drama & Performance Examiner Visit Guidelines

Trinity offers private drama & performance examiner visits to any teacher or organisation within England, Scotland, Wales or Northern Ireland entering candidates with fees totalling at least £500, or in the Republic of Ireland with fees totalling at least €700. An examiner will visit your venue on a date of your choice to examine drama & performance exams.

Each examiner visit must have **one** named representative. All communication regarding the examiner visit from Trinity will be with this named representative. The representative will be responsible for all examination arrangements including:

- Booking the examination venue and arranging stewarding
- Communicating details of the examinations to all participating candidates and teachers
- Producing a timetable for the examination session
- Sorting and checking paperwork for the examiner
- Reporting any issues to Trinity, e.g. spelling errors, change of venue, delayed paperwork
- Despatching results and certificates to candidates in a timely fashion
- Accepting all Trinity regulations as published in the Information and Regulations booklet. See www.trinitycollege.co.uk/infoandregs

8 or more weeks before the exams – Booking:

For all examiner visits at least eight weeks notice should be given. If you wish to include Diploma examinations, please make sure this is stated at the time of booking.

To make a booking, please email Shanine Salmon, shanine.salmon@trinitycollege.co.uk, with your specific examination dates. Please quote your centre number and note of the venue, including postcode, where the exams will take place. Your coordinator will then confirm the booking via email and the closing date for your entries.

Please note that enrolling candidates directly onto Trinity Online does not replace the booking email, which must still be sent to your coordinator.

6 weeks before the exams – Examination Enrolment and Payment:

All entries should be enrolled at least six weeks before the agreed examination date. Your coordinator will confirm the deadline date at the time of booking. Entries should be made using Trinity Online, www.trinitycollege.co.uk/portal, our online examination system. Please fill in the Trinity Online Application Form so we can provide you with a username and password. This is found at: www.trinitycollege.co.uk/OnlineApplicationForm

If any candidates require Special Needs Provision you will need to submit details at the time of entry so that the necessary arrangements may be made. Please see: www.trinitycollege.co.uk/dramaspecialneeds

Payment:

Once your enrolments are submitted you can either download an invoice from Trinity Online or request an invoice from your coordinator. Your payment or proof of payment should be received in advance of the exam date in order for the exams to go ahead. Failure to make payment in advance of the examination date may lead to cancellation of the exam day.

Cheques and postal orders should be made payable to 'Trinity College London'. BACS payments may be made to the account details below:

Bank: Lloyds Bank plc
Account name: Trinity College London
Account number: 01212316
Sort Code 30-00-09
SWIFT/BIC CODE: LOYD GB 21013
IBAN Number: GB14 LOYD 3000 0901 212316

If paying by BACS you should quote either the invoice number the payment relates to or your centre number. You should also ensure that remittance advice or proof of payment is sent to your coordinator.

Send payment or proof of payment to your coordinator along with either a copy of the invoice or a covering note. You can send by email or to the UK and Ireland office address:

Trinity College London (UK and Ireland),
AMP House,
Dingwall Road,
Croydon,
CR0 2LX

6-4 weeks before the exams – Examination Timetabling:

Centres booking examiner visits are expected to arrange their own timetable. Timings for all subjects can be found in the relevant syllabus or by following this link www.trinitycollege.co.uk/dramatimetabling.

Inform your coordinator when your entries have been added to the system so that they can 'process' your order and allow timetabling. Using Trinity Online when timetabling automatically assigns the correct length of time to each exam. It will also populate the appointment slips with the venue, date and time of the exam for each candidate, reorganise the report forms into timetable order, and reorder and put the examination times on the examiner's marksheet.

Start times, unless otherwise advised, should be between 9:00 and 10:00. Please note, if you have four hours of examining or less, you may be asked to start the timetable in the afternoon, to allow for examiner travel on the day. The examiner should never work longer than two hours without a 15 minute break. A 60 minute lunch break should normally be allowed when there is more than four and a half hours of exams on one day. The maximum amount of exam time in a day is six and a half hours (not including breaks). If you have too many exams to fit into that time please contact your coordinator to arrange an extra day.

4-3 weeks before the exams – Examination Paperwork:

Trinity Online allows you to simply print out the examination paperwork yourself.

If you are unable to do this then please contact your coordinator when you are ready to receive the examination materials.

The paperwork will consist of the following:

- Candidate Listing – please check for errors and notify your coordinator of any amendments. Failure to do so will lead to a certificate replacement fee being charged for amendments. Please do not rely on examiners altering details on the day of the examinations.
- Appointment Slips – all appointment slips should be given to the candidates within a suitable time frame so that they are aware of the arrangements. These must be completed with the required information before the examinations
- Mark Sheets – please give to the examiner on the day
- Report Forms – if you have not timetabled using Trinity Online please sort into timetable order and give to the examiner on the day

2 weeks before the exams – Examiner Details

Your coordinator at Trinity will finalise details for the examiner two weeks before the exam. When this happens you will receive an automated email asking you to log in to Trinity Online to view the itinerary and the examiner's biography.

On the day – Results:

The examiner will leave the grade report forms with the named representative at the end of the examination session. If there is more than one examiner over more than one day, the examiner will leave all mark sheets in a sealed envelope with the named organiser ready for the next examiner. Please send the report forms to the candidates as soon as possible after the session. You may wish to take copies or scans before distributing, as Trinity does not retain copies of report forms.

In the event of a suspected infringement of examination regulations the examiner may refer some report forms to Trinity's Central office for a decision. They will be returned to the named representative along with a letter explaining the reason for referral as soon as possible.

Diploma results will always be returned to Trinity's Central office for sign off by a Senior Examiner.

6 – 8 weeks after the exams – Certificates:

Certificates should arrive at your centre within eight weeks of the examinations.

Frequently Asked Questions

Are there any charges for postponing/cancelling an Examiner Visit booking?

Cancellations or postponements can be made free of charge up to 3 weeks prior to the examination date, if made between 3 weeks and 10 days prior to the examination date this will incur an administration fee of £100, cancellations and postponements made within 9 days or less of the examination date will incur a fee of £160 to cover all costs. Please e-mail your coordinator to inform Trinity of your intention to change your booking.

What happens if my candidate entries are late?

Entries should be enrolled or received by Trinity 6 weeks prior to the examination date. Any delays in Trinity receiving your entries will have knock on effects to your exams. If entries are not received 3 weeks prior to your examination date then Trinity College London will cancel your examination.

How do I transfer a candidate from one centre to another?

You will need to check with the representative of the centre you are transferring to, in order to ensure that there is sufficient time available for the exam at the new centre. The candidate can then be entered in the usual way, by sending a completed entry form with payment of a 50% transfer fee to the representative of the new centre. If entering at a public centre you should send a cheque with entry, made payable to Trinity College London.

If you are asked to accept a transfer from another centre then the same rule applies, the candidate will need to pay a 50% fee.

If a candidate is ill on the day of the exam and wants to transfer to another centre within the same session, then on provision of a copy of a medical note the transfer fee can be waived.

NB. We are unable to release contact details of private examiner visit organisers. You may only transfer candidates to other private visits if you know the organiser of the visit.

What happens if a candidate cannot take the examination due to illness?

If a candidate is ill and cannot take the examination, then the original appointment slip along with a copy of a medical note will need to be sent to your coordinator within 30 days. A 50% re-entry permit will then be issued, which is valid for 12 months. Trinity cannot normally offer re-entry permits for non-medical reasons, though sympathy will be shown to genuine cases in which appropriate evidence is provided.

Can a candidate defer their examination?

Trinity will not defer exams. If a candidate needs to defer to the next exam session then the full fee will be payable again in the next session.

How do I request an Academic Investigation, appeal against a result, or make a complaint?

A first level appeal is now referred to as an 'Academic Investigation'. Requests for academic investigations and complaints relating to the conduct of examinations or exam results should be made after reading the information on our website:

www.trinitycollege.co.uk/site/dramaappeals

Operation Coordinators cannot take any action on these issues.

What should I do if I have further questions?

Contact your coordinator in the first instance.

NB. All entries are accepted on the understanding that the named representative understands and accepts the current regulations found in the each syllabus.