

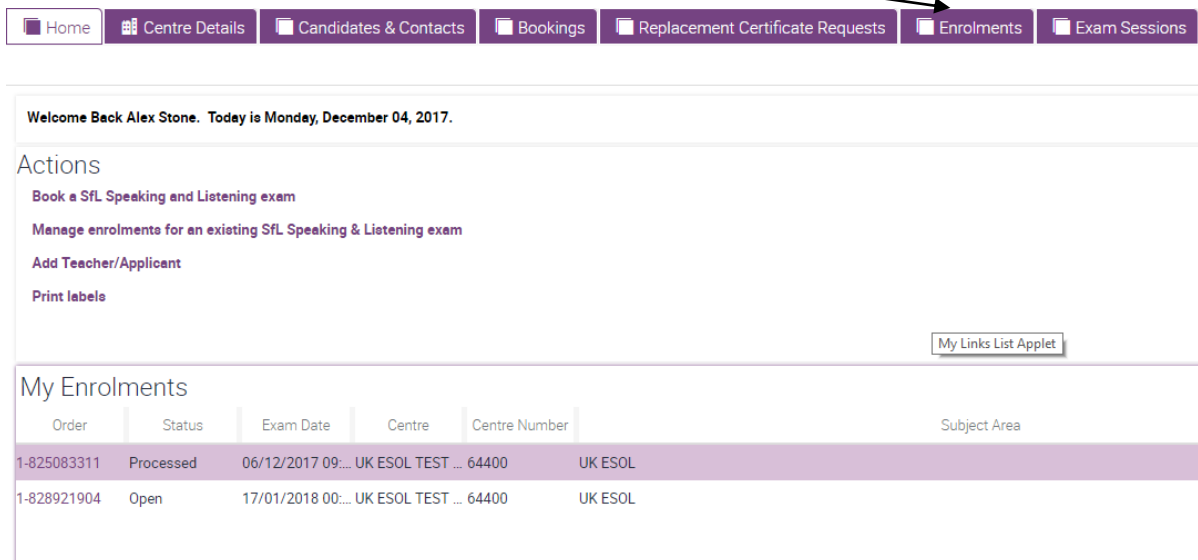
Centre Portal Instructions

ESOL Skills for Life – Attach Evidence for Centre Assessment Grades

Attach Centre Assessment Grades Evidence

Go to the Trinity exam portal and log in with your username and password. You will be taken to the home page (below).

1. Go to **Enrolments**



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

Welcome Back Alex Stone. Today is Monday, December 04, 2017.

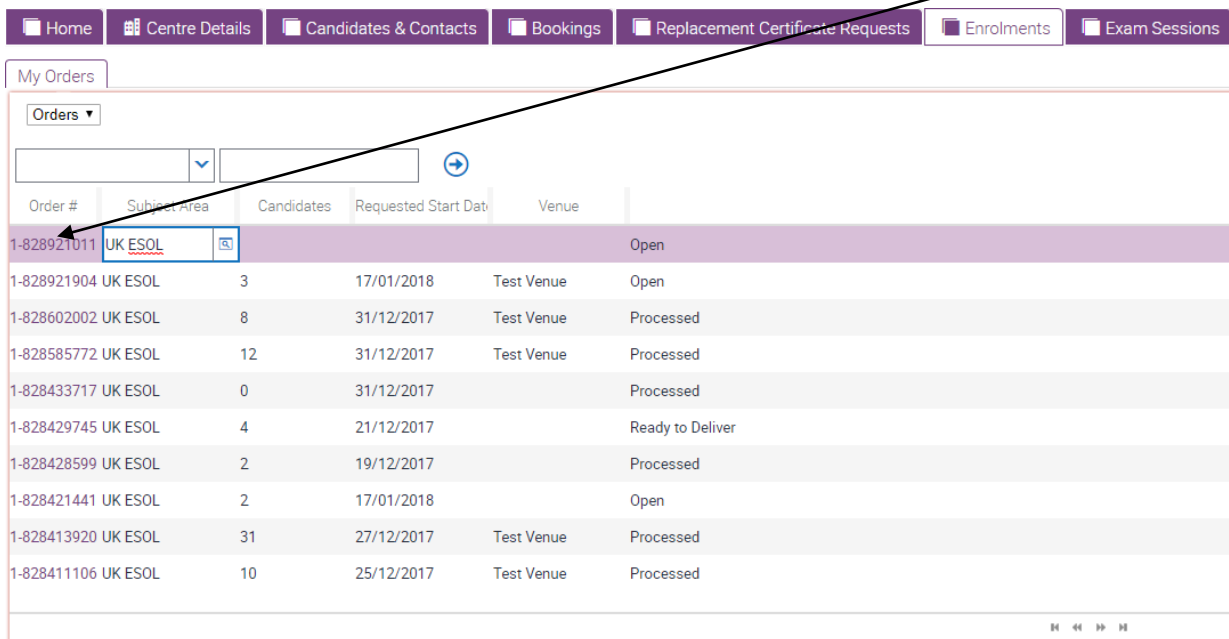
Actions

- Book a SFL Speaking and Listening exam
- Manage enrolments for an existing SFL Speaking & Listening exam
- Add Teacher/Applicant
- Print labels

My Enrolments

Order	Status	Exam Date	Centre	Centre Number	Subject Area
1-825083311	Processed	06/12/2017 09:...	UK ESOL TEST ...	64400	UK ESOL
1-828921904	Open	17/01/2018 00:...	UK ESOL TEST ...	64400	UK ESOL

2. Click on the correct **Order#**



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

My Orders

Orders ▾

Order #	Subject Area	Candidates	Requested Start Date	Venue	Status
1-828921011	UK ESOL				Open
1-828921904	UK ESOL	3	17/01/2018	Test Venue	Open
1-828602002	UK ESOL	8	31/12/2017	Test Venue	Processed
1-828585772	UK ESOL	12	31/12/2017	Test Venue	Processed
1-828433717	UK ESOL	0	31/12/2017		Processed
1-828429745	UK ESOL	4	21/12/2017		Ready to Deliver
1-828428599	UK ESOL	2	19/12/2017		Processed
1-828421441	UK ESOL	2	17/01/2018		Open
1-828413920	UK ESOL	31	27/12/2017	Test Venue	Processed
1-828411106	UK ESOL	10	25/12/2017	Test Venue	Processed

3. Go to **Attachments**

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

My Orders

Order: 1-825083311

Submit

Order Information	Pricing Details	Comments
Centre Number: 64400	Requested Start Date: 06/12/2017	Total Gross Price: £144.50
Subject Area: UK ESOL	Requested End Date: 06/12/2017	Centre Admin Fee%:
Venue: Test Venue	Examiners Requested: 1	Centre Admin Fee: £0.00
Venue Number: 1-823178892	Total Exam Duration: 0 Day, 1 Hour and 20 Minute:	Total Net Price: £144.50
Status: Processed	Written Exam Date: 06/12/2017	Invoice Total: £144.50
Processing Status: Processed	Written Exam Start Time: 09:00	Payment Log Amount: £0.00
Processed Lines: <input type="checkbox"/>	Timetable: <input type="checkbox"/>	Outstanding Amount: £144.50

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

Attachments

Attachment Name	File Type	Modified	Size (In KB)	Attachment Type	Type
1-825083311 Summary of Entries	pdf	21/11/2...	67		Summary Of Entries
1-DN8ESC Invoice Order (Base)	pdf	10/11/2...	96		Invoice
Non-timetable 1-825083311 SFL Writing Marksheet - RQF	pdf	21/11/2...	70		Marksheet
UK ESOL Appointment Slip	pdf	21/11/2...	97		Appointment Slip
UK ESOL Attendance Report	pdf	21/11/2...	73		Attendance List

4. Click the **+** at the right-hand side of the page

Attachment Type Type Comments

Invoice

User Attached

1 - 2 of 2

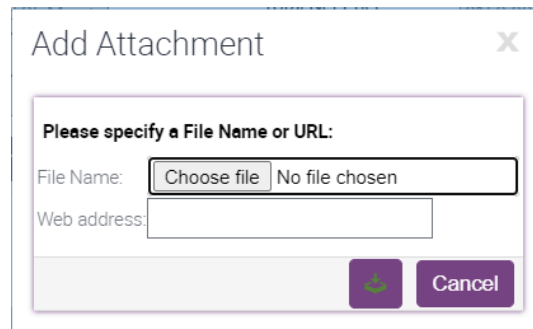
5. Click the magnifying glass icon

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

Attachments

Attachment Name	File Type	Modified	Size
1-W2FLVY Invoice Order (Base)	pdf	23/06/2020	96
Head of Centre Declaration	docx	23/06/2020	9

6. Click on **Choose File** and select the files to attach to your Centre Assessment Grade



The image shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Please specify a File Name or URL:". Below this title, there are two input fields. The first is labeled "File Name:" and contains a button labeled "Choose file" and the text "No file chosen". The second is labeled "Web address:" and is an empty text input field. At the bottom of the dialog, there are two buttons: a green button with a downward arrow icon and a purple button labeled "Cancel".