

Trinity Examiner – Web Application

Release 2.0

User Manual

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About this Document

Purpose

This manual presents the functional capabilities of the Trinity Examiner web application, and contains the procedures that are needed for using Trinity Examiner by different groups of users, like Academics, Operations and Examiners. Additionally, this manual provides information on the browser requirements needed to run the Trinity Examiner application.

Intended Audience

This manual is intended for all users of Academic, Operations and Examiner group who intend to review, modify and monitor candidate results for Rock & Pop and Secure English Language Test (SELT) exams before they are sent to Trinity Online (TOL) for printing of final certificates.

Organisation of this Document

Information in this document has been organised as follows:

Chapter	Description
Introduction	Describes application features, types of users, roles and their authorities
Getting Started	Describes generic login and logout functionalities
Understanding the Trinity Verify Application	Describes the header, footer and navigation bar of the application in general
Managing Candidates	Describes how to search for a candidate with different search parameters and view or update candidate details
My Profile	Describes how to view your profile, update it and change password
Managing Users	Describes how Super Users and managers can search for other users, update and create user profiles

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1. Introduction

Trinity Examiner is a stepping stone towards digitized delivery of examination from Trinity College London. This application has two parts:

- 1) An Android tablet based application which can be used by the Examiners on the tour to check their itinerary, browse through timetables, coordinate exams, input marks, play backing tracks for Rock & Pop, record candidate performances and upload them to Trinity central server for quick processing of certificates.
- 2) A web based application, which receives the marks and feedback of the candidates from the Examiners' Android tablet and helps the Academic team to resolve referrals, check results randomly (quality checking), listen to candidate recordings, change marks/bands if required and release them to Trinity Online for further processing. Moreover it also enables Trinity's wide Examiner community to logon and check their exam result upload status, search for candidates, listen to recordings and view marks/bands provided by them to the candidates. Trinity's Operations team can also logon to this application to view Examiner Itinerary and timetable download status and help examiner on the field with their tasks

This user guide provides the details and working steps and procedures for the Trinity Examiner – web application

1.1. Features of the Trinity Examiner - Web Application

The following are the main features of the Trinity Examiner web application which will be discussed in the sections below.

- Home page/dashboard for different roles
- Search and View Candidate and Group results
- Search and View Examiner Details
- View My Profile and My Device (Android Tablet)
- Search for Examiner Device (Android Tablet)
- Upload Backing Tracks and Search Backing Tracks

1.2. User Roles and Access Rights

This section describes the roles and associated access rights of various users supported by the Trinity Examiner web application.

Access Rights	Roles		
	Academics	Operations	Examiner
Home/Dashboard	<ul style="list-style-type: none">• Pending Referrals (For Rock and Pop)• Examination Summary	Examiner wise Status	Itinerary wise Results Upload Status
Candidate Search	Y	Y	Only the Candidates examined by the Examiner

Access Rights	Roles		
	Academics	Operations	Examiner
Candidate Details View and Download Recordings	Y	Y	Only the Candidates examined by the Examiner
Hold Candidates	Y	N	N
Change Candidate Marks/Bands and Referral Resolution /Overall Result	Y	N	N
Examiner Search	Y	Y	N
Examiner Details View	Y	Y	N
Candidate Details corresponding to the Examiner	Y	Y	N
Examiner Device Search and PIN lookup	N	Y	N
My Profile	Y	Y	Y
My Device (Android Tablet) Details	N	N	Y
Content Upload (Backing Track Upload)	Y	N	N
Content Search, Modify and Delete	Y	N	N

Table 2: User Roles and Access Rights

2. Getting Started

Access to Trinity Examiner is limited to authorised users only. To gain access, a User ID and password is required. Please contact TOL Support at TOLSupport@trinitycollege.co.uk for authorisation and access to Trinity Examiner web application. The login User ID and password is same as your new TOL login credentials

2.1. Browser Compatibility

The Trinity Verify application is compatible with the following browsers:

- Internet Explorer 8.0
- Internet Explorer 9.0
- Firefox 17 and later
- Google Chrome 25 and later

2.2. Logging On

If you are logging on to the application for the first time:

1. Go to <http://trinityexaminer.trinitycollege.co.uk>. The Trinity Examiner login page opens.

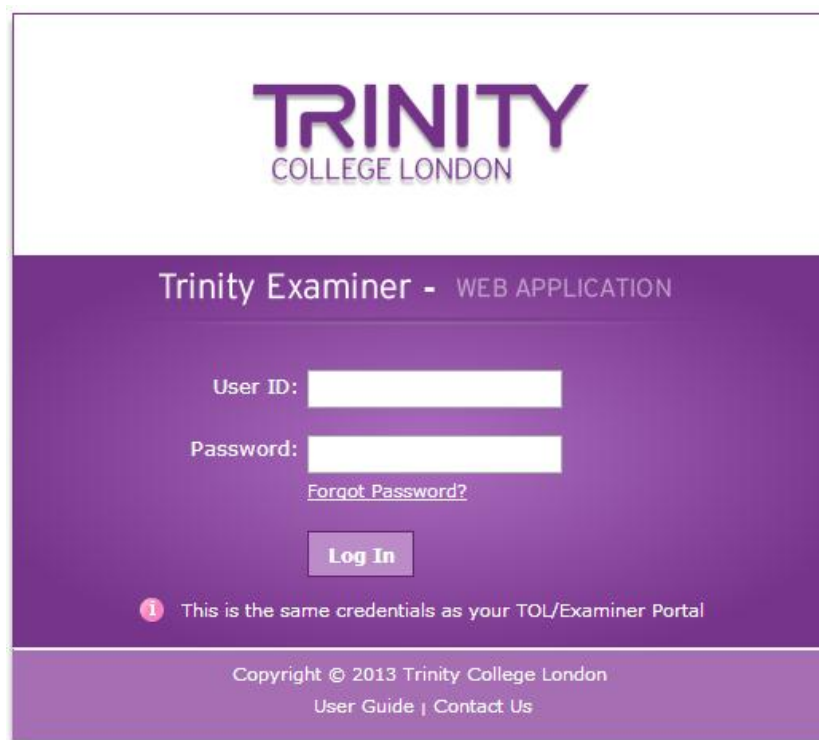


Figure 1: First Time Login-Change Password Page

2. Enter your **User ID**. This will be your new TOL user ID. You will not be able to log in unless provided access in WASP by TOL Support.
3. Enter your **Password**. This will be your new TOL password.
4. Click on “Log In” button to log on to the application.

2.2.1. Users with Multiple Role

In general, if one user is tagged with one role in WASP, upon login, the user will be straight away redirected to the designated home page for that role. Otherwise, he will be allowed to choose the role with which he/she wants to login. Below screen shows the popup for the above functionality.

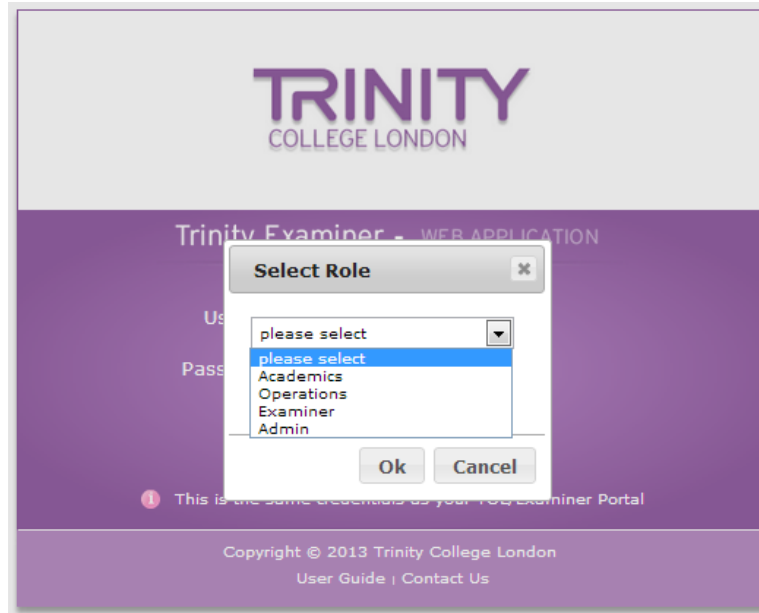


Figure 2: Login for users with multiple roles

Please select the role which you want to use upon logging in to the application and click on OK to complete the logging process.

2.3. Forgot Password

If you have forgotten your password, please click on "Forgot Password?" link in the login screen (Figure 1), which will take you to the following screen.

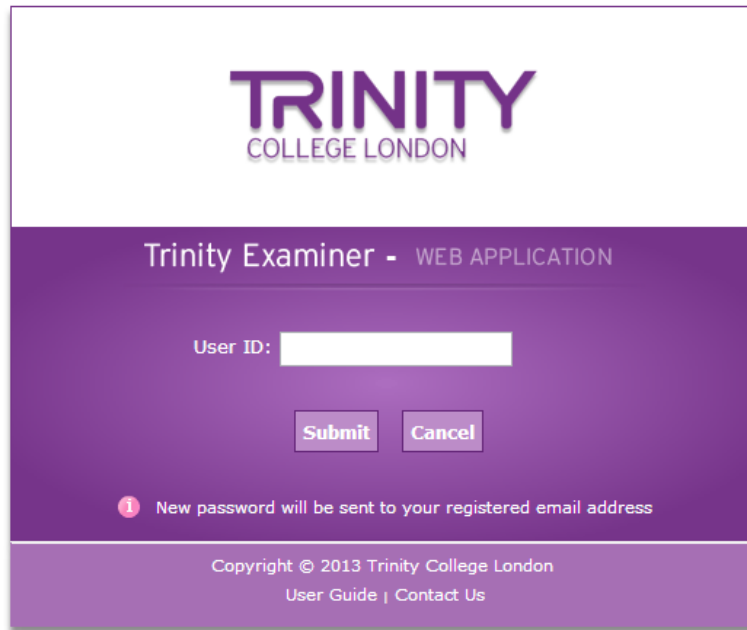


Figure 3: Forgot Password Page

1. Enter your User ID in the designated space and click on Submit.
2. Your existing password will be emailed to your registered email address.

2.4. Logging Out

To log out of the application, click Logout icon  in the header of any page. The **Log In** page appears.



Figure 4: Logout

3. Understanding the Trinity Examiner Web Application

This section lists the overall structure of the web page and where to locate the information.

3.1. User Access

All user roles will have access to the Top Navigation bar, Page Header and Page Footer, however for Top Navigation Bar and Page Header will be different for different user logins.

3.2. Top Navigation Bar

The Top Navigation Bar is different for different roles. Following sections details out the different navigation bar for different logins

3.2.1. Academic Login

Following screen displays the Navigation Bar for a User with Academic role. Below are the brief functions for each menu options, details of which have been provided in subsequent sections



Figure 5: Top Navigation for Academic Login

Menu Option	Functionality
Home	<ul style="list-style-type: none"> This provides a snapshot about the current itinerary for examiners for the concerned subject area. Academic people from Rock and Pop subject area will be able to view details of examiners, candidates and exams for Rock and Pop only.
Search -> Candidate Search	<ul style="list-style-type: none"> This provides a way to search for candidates using a variety of search criteria. The menu option will take the user to the candidate search screen based on User-Role-Sub Area mapping, the search criteria will differ accordingly. If the logged in user belongs to Academic group for Rock and Pop, it will be redirected to Rock and Pop search screen, otherwise if the user belongs to SELT, it will be redirected to SELT search screen.
Search -> Examiner Search	<ul style="list-style-type: none"> This provides a way to search for examiners using a variety of search criteria.
Content Management -> Content Upload	<ul style="list-style-type: none"> This provides functionality to upload the Rock and Pop backing track music file along with the PDF notes file. Each set can be tagged with a set of metadata also. This is only available for Academic users of Rock & Pop subject area
Content Management -> Content Search	<ul style="list-style-type: none"> This provides functionality to search for a content using different criteria. This is only available for Academic users of Rock & Pop subject area
My Profile	<ul style="list-style-type: none"> This provides the user with a view of their own profile

Table 3: Top Navigation Bar for Academic Login

3.2.2. Operations Login

Following screen displays the Navigation Bar for a User with Operations role. Below are the brief functions for each menu options, details of which have been provided in subsequent sections

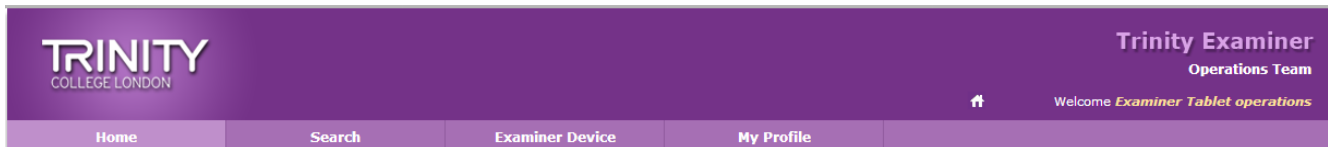


Figure 6: Top Navigation for Operations Login

Menu Option	Functionality
Home	<ul style="list-style-type: none"> This provides a snapshot about the current itinerary for all examiners and their status about Content Download, Itinerary Download and Results Upload
Search -> Candidate Search-Selt	<ul style="list-style-type: none"> This provides a way to search for SELT candidates using a variety of search criteria.
Search -> Candidate Search-R & P	<ul style="list-style-type: none"> This provides a way to search for Rock & Pop candidates using a variety of search criteria.
Search -> Examiner Search	<ul style="list-style-type: none"> This provides a way to search for examiners using a variety of search criteria.
Examiner Device	<ul style="list-style-type: none"> This provides a way to search for an Examiner and his/her device along with the PIN.
My Profile	<ul style="list-style-type: none"> This provides the user with a view of their own profile

Table 4: Top Navigation Bar for Operations Login

3.2.3. Examiner Login

Following screen displays the Navigation Bar for a User with Examiner role. Below are the brief functions for each menu options, details of which have been provided in subsequent sections



Figure 7: Top Navigation for Examiner Login

Menu Option	Functionality
Home	<ul style="list-style-type: none"> This provides a snapshot about the current itinerary for the current examiner and also contains the status of results upload from the tablet
Search -> Candidate Search	<ul style="list-style-type: none"> This provides a way to search for candidates using a variety of search criteria. The menu option will take the user to the candidate search screen based on User-Role-Sub Area mapping, the search criteria will differ accordingly. If the logged in user belongs to Academic group for Rock and Pop, it will be redirected to Rock and Pop search screen, otherwise if the user belongs to SELT, it will be redirected to SELT search screen. The candidates examined by the examiner will only be visible to him/her
My Device	<ul style="list-style-type: none"> This provides a way to view his/her own device details and the PIN associated with it.

Menu Option	Functionality
My Profile	<ul style="list-style-type: none">• This provides the user with a view of their own profile

Table 5: Top Navigation Bar for Examiner Login

3.3. Page Header

The Page Header appears as follows:

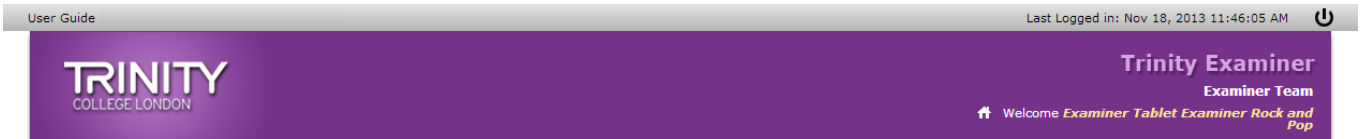


Figure 8: Header

Header Item	Description
User Guide	Opens the user guide for the application.
Logout	Logs out the logged in user.
Welcome Message	Shows the user name and the last logged in date and time.
Application Name	Shows the application name which in this case is "Trinity Examiner"
Logged in Role	Shows the role with which the user is logged in, the above screenshot shows "Examiner" role
Last Logged in	This is the date and time when the user has last logged in

Table 6: Header of the page

3.4. Results Table

The results table is a specific control which has been used throughout the application and is used to display list of candidates, examiners, search results etc. A sample results table with explanation of the different controls is attached below.

This shows the total number of entries in the results table and the number of entries shown in the current view

This is the table header and the records can be sorted on each column by clicking on the name of the column in the header. The present sorted column is denoted with a small dark-purple arrow

This shows the number of records per pages to be shown. This can be controlled by the user. The options are 10, 25, 50 and 100. Changing this number of records per page will refresh the table results

This entire control is for the results table navigation. You can click on "First" and "Last" to go to the first and last page. To navigate through individual pages you can click on "Previous" or "Next" or on the actual "Page numbers" displayed in the boxes.

Examiner ID	Examiner Name	Centre Number	Centre Name	Itinerary ID	Subject Area	Exam Start Date	Exam End Date
1344	Nicholas Powlesland	52087	Sheffield Trinity Rock & Pop	1-141691212	Rock & Pop	20/03/2013	20/03/2013
1344	Nicholas Powlesland	34938	Bishops Stortford	1-142414306	Rock & Pop	25/03/2013	25/03/2013
3476	Ed Scolding	10412	Romsey	1-140910722	Rock & Pop	17/03/2013	17/03/2013
3476	Ed Scolding	51669	Nottingham Trinity Rock & Pop	1-141733544	Rock & Pop	20/03/2013	20/03/2013
3476	Ed Scolding	51672	Shoreham-by-Sea Trinity Rock & Pop	1-140910479	Rock & Pop	11/03/2013	11/03/2013
3476	Ed Scolding	53	Bristol	1-140910696	Rock & Pop	15/03/2013	15/03/2013

Showing 1 to 6 of 6 entries

Show 10 entries

First Previous 1 Next Last

Figure 9: Explanation of Search Results Set table

3.5. Page Footer

The Page Footer appears as follows:



Copyright © 2014 Trinity College London | [Terms of Use](#) | [Privacy Policy](#)

Figure 10: Footer

Footer Item	Description
Copyright Statement	Shows Trinity's copyright statement.
Terms of Use	Opens the terms of use for the application.
Privacy Policy	Opens the privacy policy for the application.

Table 7: Footer of the Page

4. Dashboards

The dashboards are available to all the user types present for Trinity Examiner Web application. Each of the roles, Examiner, Operations and Academic has their own dashboard which is the first screen displayed when a user logs on to the application. This dashboard can also be navigated explicitly by clicking on the "Home" option in the top navigation bar.

4.1. Academic Dashboard

The academic dashboard is for academic users and basically consists of two tables for Rock & Pop and one table for SELT,

- A) Rock & Pop
 - 1) Table showing all pending referrals
 - 2) Examination summary for all current itineraries i.e. current date lies within the itinerary start and end date
- B) SELT
 - 1) Examination summary for all current itineraries i.e. current date lies within the itinerary start and end date

4.1.1. Pending Referrals

The figure below shows the pending referrals table

Referrals Pending i Reflects data for candidates not yet sent to siebel

Showing 1 to 6 of 6 entries

ID	Name	Examiner ID	Examiner Name	Exam Date	Itinerary ID	Referral Reason	Centre Details	Product Name
	Solar Heads	3476	edscolding	08/06/2013	1-148784730		1457-Dubai	Rock and Pop Groups Foundation Certificate
1-132659135	Govardan Gopakumar	3476	edscolding	08/06/2013	1-148784730	Group exam set too long/short	1457-Dubai	Rock and Pop Guitar Grade 1
1-140809221	Shashwat Sahay	3476	edscolding	08/06/2013	1-148784730	Group exam set too long/short	1457-Dubai	Rock and Pop Guitar Grade 1
1-42475327	Joseph Frost	3476	edscolding	09/06/2013	1-148784730	Backing track transposed (i.e. not one of the official alternative download keys)	1456-Abu Dhabi	Rock and Pop Vocals Grade 4
1-204803461	John1 Lennon1	3476	edscolding	10/12/2013	1-204813996	Backing track transposed (i.e. not one of the official alternative download keys)	1036-St Albans	Rock and Pop Guitar Grade 1
1-204803467	John3 Lennon3	3476	edscolding	10/12/2013	1-204813996	Backing track transposed (i.e. not one of the official alternative download keys)	1036-St Albans	Rock and Pop Guitar Grade 3

Show 10 entries First Previous 1 Next Last

Figure 11: Pending Referrals – Academic Dashboard

The following table contains the details of the fields in above screen.

Column Name	Description
ID	Unique Candidate ID that is assigned to each candidate in Siebel. If the record is for a group, it will display a group icon. This is hyperlinked and clicking on this icon will redirect to the Candidate/Group Details page (section 6 below)

Column Name	Description
Name	This is the Candidate Name for individual candidate and Ensemble Name for the group. This is hyperlinked and clicking on this icon will redirect to the Candidate/Group Details page (section 6 below)
Examiner ID	Unique ID for the examiner who has taken the test
Examiner Name	Examiner name of the examiner who has taken the test
Exam Date	Date of exam for the candidate
Itinerary ID	Unique Itinerary ID from Siebel (New TOL)
Referral Reason	This is the referral reason as provided by the Examiner. Clicking on this will open a popup showing the details of the referral. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Reason for referral ✕</p> <p>Candidate ID: 1-132659135</p> <p>Candidate Name: Govardan Gopakumar</p> <p>Reason for Referral: Group exam set too long/short</p> <p>Additional Comments by Examiner: bad referral</p> <p>Additional Referral Reasons:</p> </div>
Centre Details	This is the concatenation of the Centre Number and Centre Name where the exam was conducted
Product Name	This is the actual exam name

Table 8: Academic Dashboard – Pending Referral Fields

4.1.2. Examination Summary

Examination summary provides a snapshot of the exams in the current itinerary, grouped by Examiner and Centre. This contains different counts to help the academic team to find out whether an examination is conducted in full or partially. This table structure is same for both Rock & Pop and SELT exam. Below is a screenshot.

Examination Summary i Reflects data for current itineraries

Showing 1 to 1 of 1 entries

Examiner ID	Examiner Name	Centre Number	Centre Name	From Date	To Date	Number of candidates' results uploaded	Number of absent candidates	Number of candidates in timetable
3476	edscolding	1036	St Albans	10/12/2013	10/12/2013	3	0	17

Show entries First Previous 1 Next Last

Figure 12: Examination Summary – Academic Dashboard

The following table contains the details of the fields in above screen.

Column Name	Description
Examiner ID	Unique ID for the examiner who has taken the test
Examiner Name	Examiner name of the examiner who has taken the test
Centre Number	Centre ID for the Centre where the examination was conducted

Column Name	Description
Centre Name	Centre Name for the Centre where the examination was conducted
From Date	The earliest exam date at the above centre
To Date	The latest exam date at the above centre
Number of candidates' results uploaded	This is the count of candidate results with valid marks that have been uploaded by the examiner from the tablet
Number of absent candidates	This is the count of candidates marked as absent by the examiner
Number of candidates in timetable	This is the count of candidates present in the timetable for the centre and examiner combination in the current itinerary In order to say an examination is complete, the sum of candidates' result uploaded and absent candidates should be equal to the number of candidates in the timetable.

Table 9: Academic Dashboard – Examination Summary Fields

4.2. Operations Dashboard

The operations dashboard is for operations users and basically consists of one table depicting the status of examination by each examiner, Itinerary combination

The figure below shows the examiner wise current itinerary table in the operations dashboard

Examiner Wise Current Itinerary

Examiner ID	Examiner Name	Itinerary ID	From Date	To Date	Status
2451	Stuart Bower	1-161379504	01/08/2013	19/09/2014	<ul style="list-style-type: none"> ✓ Content Downloaded on 11/12/2013 ✓ Itinerary Downloaded on 12/12/2013 ▲ Results Not Uploaded
3476	edscolding	1-204813996	10/12/2013	20/12/2014	<ul style="list-style-type: none"> ✓ Content Downloaded on 26/12/2013 ✓ Itinerary Downloaded on 26/12/2013 ▲ Results Not Uploaded

Showing 1 to 2 of 2 entries

Show 10 entries

First Previous 1 Next Last

Figure 13: Operations Dashboard

The following table contains the details of the fields in above screen.

Column Name	Description
Examiner ID	Unique ID for the Examiner
Examiner Name	Examiner Name from New TOL
Itinerary ID	Unique ID for an itinerary assigned by New TOL
From Date	The earliest exam date in that Itinerary
To Date	The latest exam date in that Itinerary
Status	<p>This shows 3 different status lines.</p> <ul style="list-style-type: none"> - Status about content download (backing track downloads) - Status about Itinerary download - Status about Results upload <p>The dates on which the action is performed is also displayed along with ✓ to indicate "ok" status and ▲ to indicate "attention needed"</p>

Table 10: Operations Dashboard Fields

4.3. Examiner Dashboard

The examiner dashboard is for examiner users and basically consists of one table that displays the status of each itinerary for the examiner broken down into different centres and showing the status of results upload for candidates in these centres.

The figure below shows the examiner user itinerary table in the examiner dashboard

Your Itinerary

Showing 1 to 10 of 11 entries						
Itinerary ID	Start Date	End Date	Exam From Date	Exam To Date	Centre Details	Status
1-140910479	10/03/2013	12/03/2013	11/03/2013	11/03/2013	51672-Shoreham-by-Sea Trinity Rock & Pop	▲ Please upload the Results
1-140910696	14/03/2013	15/03/2013	15/03/2013	15/03/2013	53-Bristol	▲ Please upload the Results
1-140910722	16/03/2013	17/03/2013	17/03/2013	17/03/2013	10412-Romsey	▲ Please upload the Results
1-141733544	19/03/2013	20/03/2013	20/03/2013	20/03/2013	51669-Nottingham Trinity Rock & Pop	▲ Please upload the Results
1-141972852	27/03/2013	28/03/2013	27/03/2013	28/03/2013	52306-London Kilburn Trinity Rock & Pop	▲ Please upload the Results
1-148784730	21/05/2013	10/06/2013	24/05/2013	08/06/2013	1457-Dubai	▲ Please upload the Results
1-148784730	21/05/2013	10/06/2013	30/05/2013	09/06/2013	1456-Abu Dhabi	▲ Please upload the Results
1-158053856	16/06/2013	19/06/2013	17/06/2013	17/06/2013	51483-Glasgow Trinity Rock & Pop	▲ Please upload the Results
1-158053856	16/06/2013	19/06/2013	18/06/2013	18/06/2013	53865-Edinburgh Trinity Rock & Pop	▲ Please upload the Results
1-158053856	16/06/2013	19/06/2013	18/06/2013	18/06/2013	52358-The High School of Glasgow	▲ Please upload the Results

Show 10 entries First Previous 1 2 Next Last

Figure 14: Examiner Dashboard

The following table contains the details of the fields in above screen.

Column Name	Description
Itinerary ID	Unique ID for an itinerary assigned by New TOL
Start Date	Itinerary Start Date
End Date	Itinerary End Date
Exam From Date	The earliest exam date at the centre
Exam To Date	The latest exam date at the centre
Centre Details	This is the Centre Number concatenated with the Centre Name
Status	<p>This shows 1 status line indicating whether all the candidate results for the centre and itinerary combination (for the logged in examiner) has been uploaded.</p> <p>The icon ✓ indicates all candidates result (as per above) has been uploaded along with a text saying "Results already uploaded"</p> <p>The icon ▲ indicates that all candidates result has not been uploaded and needs attention along with a text saying "Please upload the Results"</p>

Table 11: Examiner Dashboard Fields

5. Search

This functionality is available to all the roles available in the Trinity Examiner Web Application. This functionality is sub-divided into 2 parts:

- a. Candidate Search
- b. Examiner Search

Candidate Search is further divided into 2 parts (both these options are available for operations login):

- 1) Candidate Search (Individual and Group) – Rock & Pop
- 2) Candidate Search - SELT

5.1. Candidate Search

This functionality enables the User to search any candidate within the Trinity Examiner Web Application. Please note that:

- Operations User can search on any candidate across different subject areas
- Academic User can only search and view candidates that are associated with the subject area that the academic user is associated with. For example: If an Academic User belonging to the Rock and Pop subject area searches for candidates, the search results will not retrieve any candidate who is taking a SELT Exam, it will only retrieve candidates who are taking the Rock and Pop exam
- Examiner User can only search and view candidates for whom examination has been taken by that Examiner User. Examiner will not be able to see the Examiner Details tab in the Advance Search Criteria

5.1.1. Performing the Search

Please following the navigation below to open up the Candidate Search Screen

1. Log on to the application
2. Click/Mouse hover on Search
3. Click on Candidate Search, depending on the user the menu option will take the user to the candidate search screen based on User-Role-Sub Area mapping, the search criteria will differ accordingly.
4. For Rock & Pop, select the **Individual** radio button to do Search for Individual Candidate (by default this option is selected). Select the **Group** radio button to search for Groups. This option is not available for SELT search
5. For SELT, only individual search is available so no explicit option is present.

Below is the screenshot of a typical Individual Candidate Search screen (Rock & Pop)

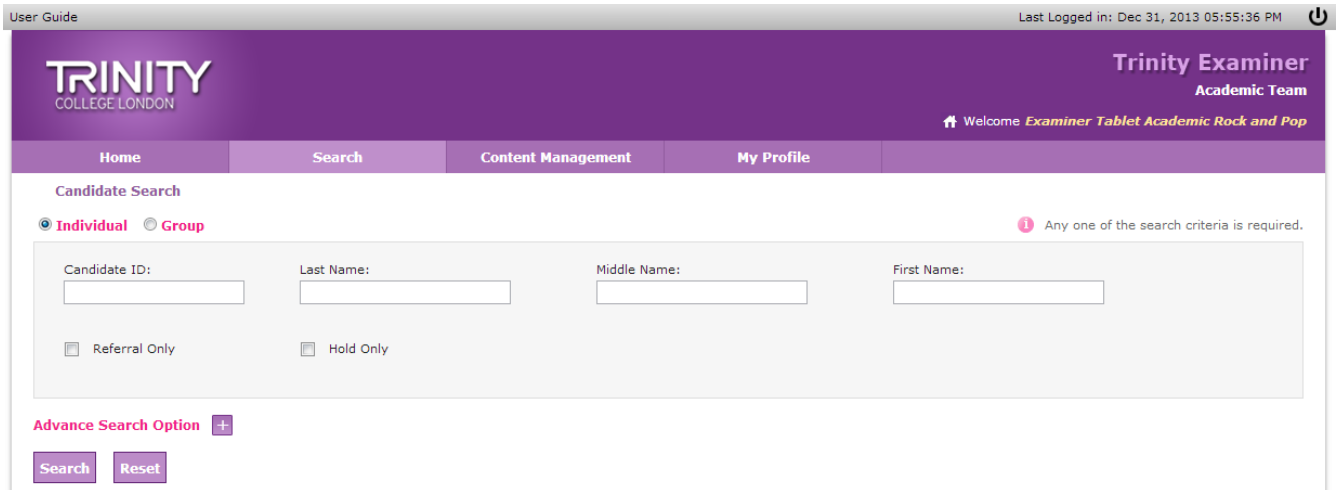


Figure 15: Basic Candidate Search (Rock & Pop)

Below is the screenshot of a typical Individual Candidate Search screen (SELT)

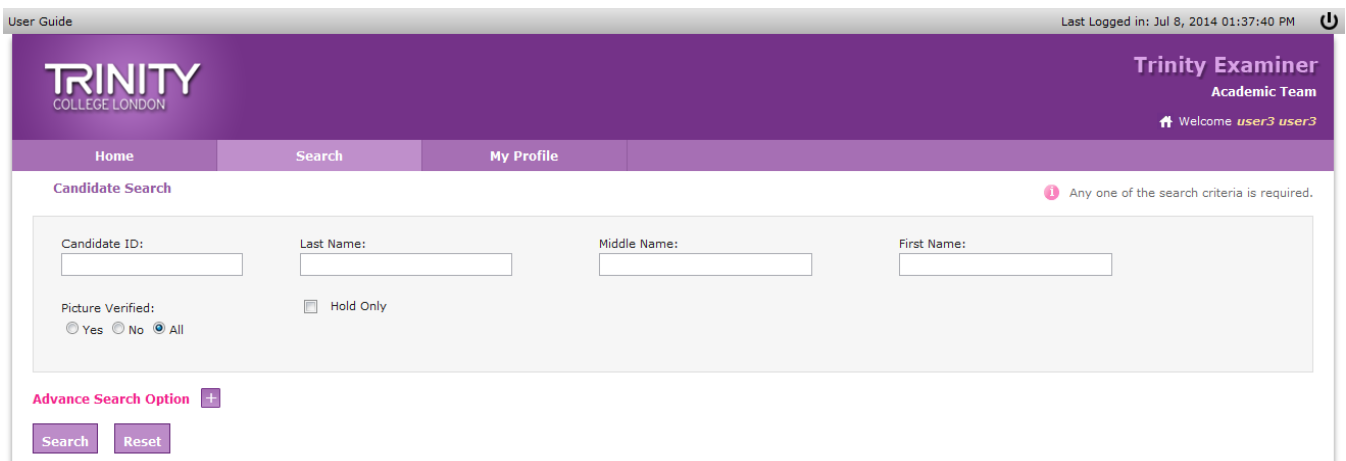


Figure 16: Basic Candidate Search (SELT)

Below is the screenshot of a typical Group Candidate Search screen

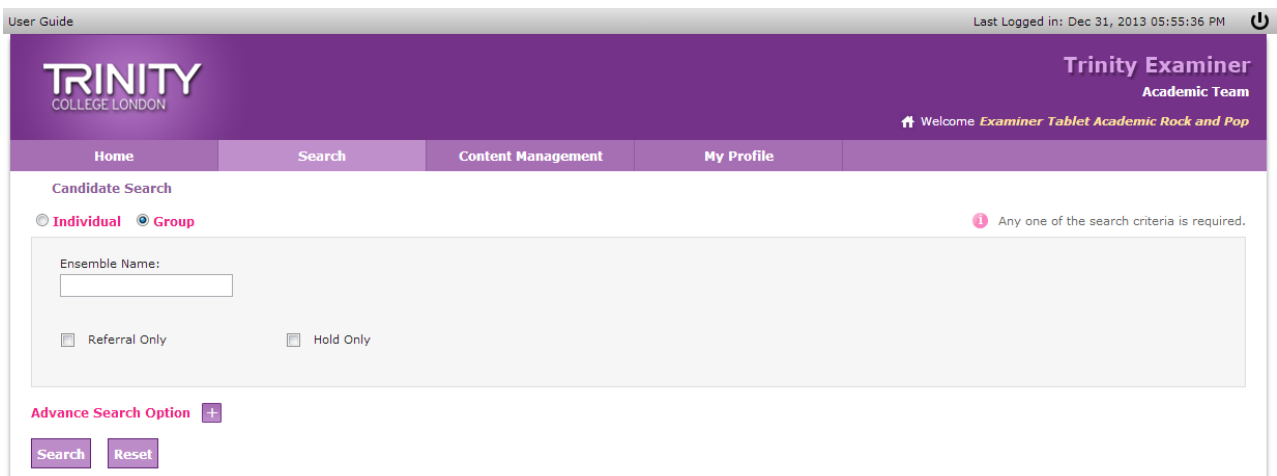



Figure 17: Basic Group Search

Additionally, clicking on Advance Search option  will open up additional search criteria in a tabbed format. Below are the screenshots for Additional Search Options

Centre Details: This enables search of candidates based on Centre

Examination Details: This enables search of candidates based on the Examination enrolled for

Examiner Details: This enables search of candidates based on the Examiner Details.

Below are screenshots for each tab of the Advance Search Screen.

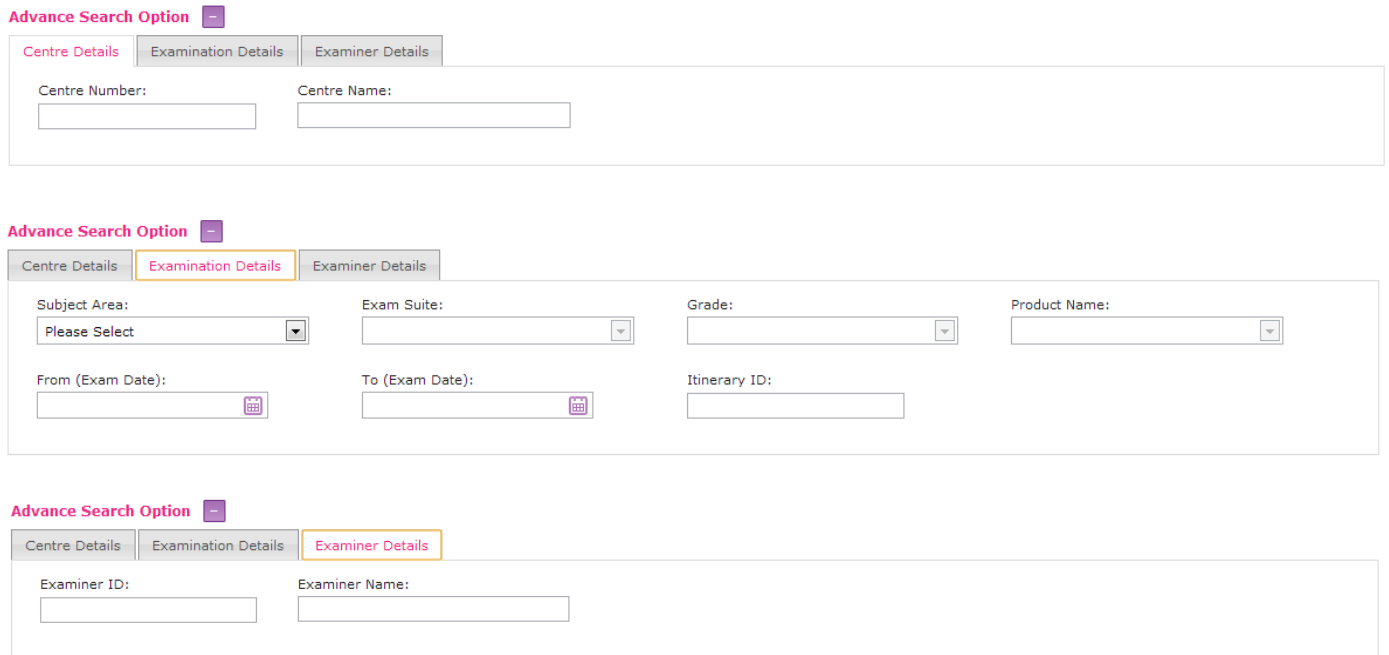


Figure 18: Advanced Search (Individual Candidate and Group)



The table below explains the search criteria fields in details. All the fields in the Search Criteria supports wild card search. For wild card search, you need to prefix or suffix the search string inside the textbox with “%” character.

The search also supports UTF-8 or special characters in different languages. This is only supported in the Last Name, First Name and Middle Name field.

Search Criteria	Part of	Description
Candidate ID	Basic Search - Individual	Unique Candidate ID that is assigned to each candidate in Siebel
Last Name	Basic Search - Individual	Candidate Last Name
First Name	Basic Search - Individual	Candidate First Name
Middle Name	Basic Search - Individual	Candidate Middle Name
Referral Only	Basic Search – Individual (Rock & Pop)	If this is checked, the search operates within referral candidates only. If this is unchecked, then the search operates on all candidates

Search Criteria	Part of	Description
Picture Verified	Basic Search – Individual (SELT)	Default All is selected. Other options for the field are Yes and No. With All option selected, the search operates for all candidates with both Picture verified as Yes and No. If specific selection is made then search result would fetch the candidates accordingly.
Hold Only	Basic Search - Individual	If this is checked, the search operates within candidates that are already on hold only. If this is unchecked, then the search operates on all candidates
Ensemble Name	Basic Search – Group	Ensemble Name of the Group
Centre Number	Advance Search – Centre Details	Numeric Centre Number
Centre Name	Advance Search – Centre Details	Centre Name
Subject Area	Advance Search – Examination Details	This is the Subject Area as defined in New TOL. For Operations user this dropdown will have all possible values, however for Academic and Examiner User this dropdown will only have values that the User is associated to
Exam Suite	Advance Search – Examination Details	This is dependent on the Subject Area dropdown and will only be populated when the Subject Area is selected
Grade	Advance Search – Examination Details	This is dependent on the Subject Area and Exam Suite dropdown and will only be populated when both the Subject Area and Exam Suite are selected
Product Name	Advance Search – Examination Details	This is dependent on the Subject Area, Exam Suite and Grade dropdown and will only be populated when all of Subject Area, Exam Suite and Grade are selected
From (Exam Date) and To (Exam Date)	Advance Search – Examination Details	This can be any date. But the Search will fetch only those candidates for which the Exam Date is between the From (Exam Date) and To (Exam Date) provided
Itinerary ID	Advance Search – Examination Details	This is the Itinerary ID defined in Siebel new TOL
Examiner ID	Advance Search – Examiner Details ** Only available to Operations and Academic Users	This is the Examiner ID assigned to a particular Examiner in New TOL
Examiner Name	Advance Search – Examiner Details ** Only available to Operations and Academic Users	This is the Examiner Name

Table 12: Candidate Search Criteria

After entering the relevant and required Search Criteria fields, please click on Search button  to run the Search. Please use the Reset button 

Candidates can be searched using any one or all of the above criteria, however entering at least one search criteria is mandatory. Search will be faster if using Candidate ID. Wild Card searches will be relatively slower.

5.1.2. Search Results

Once you enter any one or all or multiple search criteria and click on the Search button the search results will be shown in a tabular format for all the candidates satisfying the search criteria. Below is the screenshot of the Search Results

Search Results Mark Sheet view

Showing 1 to 2 of 2 entries

Candidate ID	Candidate Name	Centre Number	Centre Name	Exam Date	Examiner ID	Examiner Name	Hold	Absent
1-138282334	Charlie/L Barnett.L Díaz	34938	Bishops Stortford	25/03/2013	1344	Nicholas Powlesland	<input type="checkbox"/>	<input type="checkbox"/>
1-140404907	Christopher Barron	52087	Sheffield Trinity Rock & Pop	20/03/2013	1344	Nicholas Powlesland	<input type="checkbox"/>	<input type="checkbox"/>

Show entries First Previous **1** Next Last

Figure 19: Search Results – Normal View (Rock & Pop and SELT)

Mark Sheet View Normal view

Showing 1 to 1 of 1 entries

Exam Date	Exam Time	Candidate ID	Candidate Name	Date of Birth	Product Name	Grade	Total Marks
20/03/2013	00:00	1-140404907	Christopher Barron	24/04/1999	Rock and Pop Bass Grade 5	5	27

Show entries First Previous **1** Next Last

Figure 20: Search Results – Marksheet View (Rock & Pop)

Mark Sheet View Normal view

Showing 1 to 10 of 18 entries

Exam Date	Exam Time	Candidate ID	Candidate Name	Date of Birth	Product Name	Grade	Overall Band
01/06/2014	00:00	1-138127621	kia crumpton	25/03/1997	SELT GESE Grade 9	9	Pass
01/06/2014	00:00	1-138609829	Naomi Cowdry	01/09/1998	SELT GESE Grade 5	5	Fail
01/06/2014	00:00	1-138131784	Gavin Strange	09/06/1982	SELT GESE Grade 2	2	Fail
01/06/2014	00:00	1-138287290	Darla Idaho Pearce	26/04/2003	SELT GESE Grade 11	11	Fail
01/06/2014	00:00	1-138127534	matthew weldon	05/04/1999	SELT GESE Grade 4	4	Fail
01/06/2014	00:00	1-138287293	Chloe Hands	07/08/1999	SELT ISE 0 Interview	0	Merit
01/06/2014	00:00	1-138287284	Alexander Greenough	24/10/2001	SELT GESE Grade 6	6	Distinction
01/06/2014	00:00	1-39599286	Richard Gulliford	09/03/1951	SELT ISE II Interview	II	Fail
01/06/2014	00:00	1-138127593	LUKE HATTON	02/01/1999	SELT GESE Grade 8	8	Pass
01/06/2014	00:00	1-138609814	Emma Rosso	15/01/1998	SELT ISE IV Interview	IV	Distinction

Show entries First Previous **1** 2 Next Last


Figure 21: Search Results – Marksheet View (SELT)

The Search Results table has 2 different kind of views

1. The Normal Search Results View – This displays all the candidates matching the search criteria along with the their details on Centre, Exam Date and Examiner Details
2. The Marksheet View – This displays all the candidates matching the search criteria and that also has marks available in the system (i.e. Results uploaded from tablet device)


You can toggle between these two views using the **Normal view** and **Mark Sheet view** link in the top right hand corner of the search results table. By Default, whenever the Search button is clicked, the Normal View will open up.

If a candidate has results available for viewing, then the Candidate ID and Name will be hyperlinked to allow

In case of Group Search, there Candidate ID column will not be available in the Search Results Tablet, instead, there will be a Group Icon  (only available for Rock and Pop), indicating that the Candidate is a group. Please see below screenshot


Group Search Results **Mark Sheet view**

Showing 1 to 1 of 1 entries

Ensemble Name	Centre Number	Centre Name	Exam Date	Examiner ID	Examiner Name	Hold	Absent
 GROUP2	10412	Romsey	17/03/2013	3476	Ed Scolding	<input type="checkbox"/>	<input type="checkbox"/>

Show entries First Previous **1** Next Last

Figure 22: Group Search Results – Normal View

Clicking on the Group icon,  will open up a popup which contains the candidates present in that group as well as their status in the Exam. Absent Candidates will be marked as "Y" in the absent column on this popup.

Group Details ✕

Showing 1 to 3 of 3 entries

Candidate ID	Candidate Name	Absent
1-132788964	Michelle Andoh	
1-133461401	Lauren Barnes	
1-86700487	George Adamson	

Show entries First Previous **1** Next Last

Figure 23: Candidates within a group

Details about the Normal View of the Search Results

The following table lists down the fields that are present in the Normal View of the Search Results screen.

Column Name	Description
Candidate ID	Unique Candidate ID that is assigned to each candidate in Siebel



Column Name	Description
Group Icon 	This is shown for Group Candidate Search Results and clicking on it brings up the popup as detailed above. This is available for Rock and Pop exam only.
Candidate Name or Ensemble Name	This is concatenation of the Candidate First Name, Middle Name and Last Name In case of group candidate, this is the Group Ensemble Name
Centre Number	Centre Number where the candidate is taking/has taken the exam
Centre Name	Centre Name where the candidate is taking/has taken the exam
Exam Date	Date of Exam for the candidate
Examiner ID	Examiner ID of the examiner who is assigned to take or have taken examination of the candidate
Examiner Name	Examiner Name of the examiner who is assigned to take or have taken examination of the candidate
Hold	This is a checkbox which can be used to hold a single candidate for processing or hold candidates in bulk for processing. Clicking on hold will make an  appear below the table. Clicking on this button will update the hold flag for the candidate. Note: Any candidate who has been put on Hold for further processing will not be sent to Siebel automatically. This can be done by Academic user only.
Absent	This is a checkbox and always disabled. This shows whether a candidate is absent for the exam

Table 13: Candidate Search Results – Normal View

Details about the Marksheet View of the Search Results

The following table lists down the fields that are present in the Marksheet View of the Search Results screen.

Column Name	Description
Exam Date	Date when the Candidate has taken the exam
Exam Time	Time on the Exam Date when the candidate has taken the exam
Candidate ID	Unique Candidate ID that is assigned to each candidate in Siebel
Candidate Name or Ensemble Name	This is concatenation of the Candidate First Name, Middle Name and Last Name In case of group candidate, this is the Group Ensemble Name
Date of Birth	Date of Birth of the candidate
Product Name	Product Name of the product the candidate has opted for
Grade	Grade of the product
Total Marks	Total Marks obtained by the candidate in that exam. This is available for Rock & Pop exam.
Overall Band	Overall Band obtained by the candidate in that exam. This is available for SELT exam.

Table 14: Candidate Search Results – Marksheet View

5.2. Examiner Search

This functionality enables the User to search any Examiner within the Trinity Examiner Web Application. Please note that:

- Operations User can search on any Examiner across different subject areas

- Academic User can only search for Examiners that are associated with the subject area that the academic user is associated with. For example: If an Academic User belonging to the Rock and Pop subject area searches for examiners, the search results will not retrieve any examiner who is not associated or entitled to take Rock and Pop exam
- This option is not available to Examiner Users

5.2.1. Performing the Search

Please following the navigation below to open up the Examiner Search Screen

1. Log on to the application
2. Click/Mouse hover on Search
3. Click on Examiner Search

Below is the screenshot of a typical Examiner Search screen

Figure 24: Examiner Basic Search

Additionally, clicking on Advance Search option  will open up additional search criteria in a tabbed format. Below are the screenshots for Additional Search Options

Centre Details: This enables search of examiners based on Centre

Itinerary Details: This enables search of examiners based on the Itinerary Details



Below are screenshots for each tab of the Advance Search Screen.

Figure 25: Examiner Advanced Search

The table below explains the search criteria fields in details. All the fields in the Search Criteria supports wild card search. For wild card search, you need to prefix or suffix the search string inside the textbox with “%” character.

Search Criteria	Part of	Description
Examiner ID	Basic Search	Unique Examiner ID that is assigned to each examiner in Siebel
Examiner Name	Basic Search	Name of the Examiner
Centre Number	Advance Search – Centre Details	Numeric Centre Number
Centre Name	Advance Search – Centre Details	Centre Name
Itinerary ID	Advance Search – Itinerary Details	Unique Itinerary ID that is assigned for each Itinerary in Siebel
From (Exam Date) and To (Exam Date)	Advance Search – Itinerary Details	This can be any date. But the Search will fetch only those examiner for which the scheduled Exam Date is between the From (Exam Date) and To (Exam Date) provided

Table 15: Examiner Search Criteria Fields

After entering the relevant and required Search Criteria fields, please click on Search button  to run the Search. Please use the Reset button 

Examiners can be searched using any one or all of the above criteria, however entering at least one search criteria is mandatory. Search will be faster if using Examiner ID. Wild Card searches will be relatively slower.

5.2.2. Search Results

Once you enter any one or all or multiple search criteria and click on the Search button the search results will be shown in a tabular format for all the examiners satisfying the search criteria. Below is the screenshot of the Search Results

Search Results

Examiner ID	Examiner Name	Centre Number	Centre Name	Itinerary ID	Subject Area	Exam Start Date	Exam End Date
1344	Nicholas Powlesland	52087	Sheffield Trinity Rock & Pop	1-141691212	Rock & Pop	20/03/2013	20/03/2013
1344	Nicholas Powlesland	34938	Bishops Stortford	1-142414306	Rock & Pop	25/03/2013	25/03/2013
3476	Ed Scolding	10412	Romsey	1-140910722	Rock & Pop	17/03/2013	17/03/2013
3476	Ed Scolding	51669	Nottingham Trinity Rock & Pop	1-141733544	Rock & Pop	20/03/2013	20/03/2013
3476	Ed Scolding	51672	Shoreham-by-Sea Trinity Rock & Pop	1-140910479	Rock & Pop	11/03/2013	11/03/2013
3476	Ed Scolding	53	Bristol	1-140910696	Rock & Pop	15/03/2013	15/03/2013

Showing 1 to 6 of 6 entries

Show entries

First Previous **1** Next Last

Figure 26: Examiner Search Results

The Examiner ID, centre number and centre name is always hyperlinked in this Search Results table.

- Clicking on the Examiner ID will open up the Examiner Profile, screenshot below.

Examiner Details							
Examiner ID	Examiner Name	User ID	Device ID	Email Address	Last Content Download Date	Last Itinerary Download Date	Last Results Upload Date
1344	Nicholas Powlesland	nicholaspowlesland	3b6f2843adfbed0a	om1.k@tcs.com	27/11/2013	27/11/2013	27/11/2013

Showing 1 to 1 of 1 entries

Show 10 entries

First Previous 1 Next Last

Figure 27: Examiner profile from Examiner Search

- Clicking on the Centre Number or Centre Name will open up a popup showing all candidates taking exam in the centre under the Itinerary ID specified in that row of the table. For example, if you click on the Centre Number of 52087, the popup will show all candidates taking/who has taken exam in that centre under the examiner Nicholas Powlesland under the Itinerary 1-141691212. Below is the screenshot.

Candidates for the Selected Centre			
Examiner Details: 1344 - Nicholas Powlesland			
Centre Details: 52087 - Sheffield Trinity Rock & Pop			
Itinerary ID: 1-141691212			
Itinerary Start Date: 19/03/2013			
Itinerary End Date: 20/03/2013			
ID	Name	Exam Date	Product Name
1-134099212	Ruby Mancini	20/03/2013	Rock and Pop Guitar Grade 1
1-139106075	Annabel Wall	20/03/2013	Rock and Pop Guitar Grade 1
1-139106091	Oscar Ives-Owen	20/03/2013	Rock and Pop Guitar Grade 6
1-139106107	Adam Fairclough	20/03/2013	Rock and Pop Drums Grade 6
1-139337039	Harry Helliwell	20/03/2013	Rock and Pop Drums Grade 5
1-140404901	Abhijeet Oswal	20/03/2013	Rock and Pop Guitar Grade 5
1-140404904	Will Cook	20/03/2013	Rock and Pop Drums Grade 8
1-140404907	Christopher Barron	20/03/2013	Rock and Pop Bass Grade 5
1-140404910	Arabella Vahey-Crossley	20/03/2013	Rock and Pop Guitar Grade 2
1-140404913	Thomas Richard Smart	20/03/2013	Rock and Pop Guitar Grade 2

Showing 1 to 10 of 22 entries

Show 10 entries

First Previous 1 2 3 Next Last

Figure 28: Candidates examined/to be examined by the Examiner – From Examiner Search

Details about the Search Results

The following table lists down the fields that are present in the Search Results screen.

Column Name	Description
Examiner ID	Unique Examiner ID that is assigned to each examiner in Siebel
Examiner Name	Name of the Examiner
Centre Number	Centre Number where the examiner is conducting the exam
Centre Name	Centre Name where the examiner is conducting the exam

Column Name	Description
Itinerary ID	Unique Itinerary ID that is assigned for each Itinerary for the examiner in Siebel
Subject Area	The Subject Area that the examiner is assigned to
Exam Start Date	This is the minimum of all the exam dates available under the itinerary and centre for the examiner. This signifies the date when the exams are starting for the examiner under the itinerary and centre
Exam End Date	This is the maximum of all the exam dates available under the itinerary and centre for the examiner. This signifies the date when the exams are ending for the examiner under the itinerary and centre

Table 16: Examiner Search Results

Important Note: None of the examiner and candidate details will be fetched unless the examiner has synchronised his itinerary and timetable through the Tablet Application. Data for candidates and examiners lands up in this application only when synchronised using the Tablet Application.

6. Details

This functionality is available to all the roles in the Trinity Examiner Web Application, however only academic users will be able to make changes to the marks/bands and feedback for any candidate or group as well as update hold flag and reset referral.

6.1. Individual Candidate Details – SELT

This functionality enables the User to view/edit any candidate details and bands within the Trinity Examiner Web Application. Please note that:

- Operations User can only view candidate details, band for tasks, key improvement areas and overall result for all candidates who have exam data. They can also download the recordings, if available.
- Academic User can view as well as edit candidate band for tasks, key improvement areas and overall result for all candidates who have exam data. They can also update "Hold" and download the recordings, if available. Edit facility is available to the academic user **only if** the Candidate results are not sent to Siebel already.
- Examiner User can only view candidate details, band for tasks, key improvement areas and overall result for all candidates who have exam data and who that examiner has examined. They can also download the recordings, if available.

6.1.1. Navigating to the Candidate Details Screen

Please following the navigation below to open up the Candidate Details Screen, there are couple of options by which the user can navigate to this screen.


1. Log on to the application
2. Click on Search then Candidate Search (Candidate Search-SELT in case of operations login)
3. Provide the required search criteria and click on "Search" button
4. If exam results are available for a candidate in Normal View (please refer to section 4), the ID and Name will be hyperlinked, which when clicked will redirect to the Candidate Details screen for that particular Candidate.
5. In case of Marksheet view, all candidates' ID and name displayed will have a hyperlink (please refer to section 4), clicking on which will redirect to the Candidate Details screen for that particular Candidate.


6.1.2. Candidate Details Screen


The figure below represents a typical candidate details screen. This is the default view of the candidate details screen which shows mainly the demographic information for the candidate.

Examination Report

Candidate ID: 1-135225625	Candidate Name: Richard Newton	Centre Number: 300	Centre Name: Kolkata
Grade: 1	Exam Date: 01/06/2014	Examiner ID: 8891	Product Name: SELT GESE Grade 1
<input type="checkbox"/> On Hold	<input checked="" type="checkbox"/> Picture Verified		


 NO IMAGE AVAILABLE
 TRINITY COLLEGE LONDON

 [Download / Listen to recording](#)

[Examination Report Details](#) 

[Back to search](#) [Update](#)

Figure 29: Individual Candidate Demographics (SELT)


Details about the demographics of the Candidate

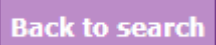
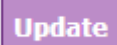
The following table lists down the fields that are present in the demographic view of the Candidate.

Fields	Description
Candidate ID	<i>Unique Candidate ID that is assigned to each examiner in Siebel</i>
Candidate Name	<i>Name of the candidate which is concatenation of First Name, Middle Name and Last Name</i>
Centre Number	<i>Centre Number where the examiner has conducted the exam</i>
Centre Name	<i>Centre Name where the examiner has conducted the exam</i>
Grade	<i>Grade that the candidate has taken Exam for</i>
Exam Date	<i>Date of the examination</i>
Examiner ID	<i>The Unique ID for the examiner who has examined the candidate</i>
Product Name	<i>This is the actual Exam Name that the candidate has taken</i>
On Hold	<p>This checkbox is used to "Hold" the group for further processing or details. If this is checked the results of this group will not automatically flow to Siebel as per generic rules (which states that all results after being uploaded to this application will flow to Siebel after 7 days)</p> <p><i>Note: Examiner and Operations User will not be able to update Referral or Hold flag</i></p>


Fields	Description
Picture Verified	<p>This checkbox is used to indicate the user that the picture verification for the candidate is done. If picture verification is done on the candidate then the field will be checked else it would be unchecked. This field is non-editable.</p> <p>The picture of the candidate is shown in the right side if it is available.</p>

Table 17: Individual Candidate Demographic Details (SELT)

You will be able to download the exam recording file for the candidate by clicking on the  **Download / Listen to recording** link/button. This will either download the recording (3gp file) or open it up in browser depending on the browser settings. If the recording file is not available or the backend processes for uploading the file has not run then it will display "No recordings available to download!!!" without any hyperlink.

The  will take you back to the search page and  button will update the Candidate record with changes. Update facility is only available for academic users.

Exam Report and Marks Details

To view marks of candidate or the exam report, please click on the "Exam Report Details"  button. It will open up a section below for the examination Task Fulfilment bands and Improvement Area with an Overall Band. The figure below shows the Exam Report section.




Figure 30: Individual Candidate Exam Report (SELT)

As shown in the figure above, there are two sections,


- 1) Task fulfilment - Under Task fulfilment, different task fulfilment items (sub-skill) will be available based on grade of the Exam and along with each sub-skill obtained band will be shown. If user changes the band of any Sub-skill then the Overall Result (shown in right-hand side) will be changed based on the band combination.
- 2) Key areas of Improvement – Under Key areas of Improvement, different areas of improvement will be shown based on grade of the Exam and along with improvement area for each of them. The options for improvement area is checked or unchecked based on evaluation of the examiner.

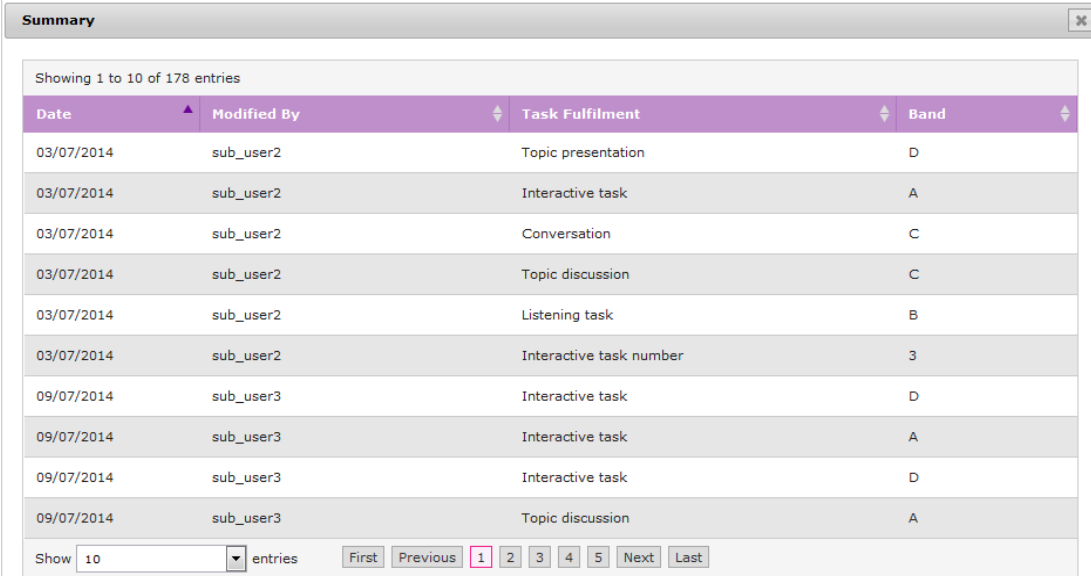
All these fields will be disabled in case of an Examiner and Operations User but will be enabled for an Academic user **only if** the candidate marks has not been transferred to Siebel already.

If edit facility is available an academic user will be able to update the following fields:

1. Task Fulfilment Area
2. Key Improvement Area

Once Task Fulfilments or Key areas of Improvements are updated, you need to click on “Update” button to update the candidate record.


All the history of band update for each sub-skill under Task Fulfilment on a candidate are stored internally within the application which may be viewed by clicking on the  beside Task Fulfilment section header. This will be shown in a pop-up window as below.



Date	Modified By	Task Fulfilment	Band
03/07/2014	sub_user2	Topic presentation	D
03/07/2014	sub_user2	Interactive task	A
03/07/2014	sub_user2	Conversation	C
03/07/2014	sub_user2	Topic discussion	C
03/07/2014	sub_user2	Listening task	B
03/07/2014	sub_user2	Interactive task number	3
09/07/2014	sub_user3	Interactive task	D
09/07/2014	sub_user3	Interactive task	A
09/07/2014	sub_user3	Interactive task	D
09/07/2014	sub_user3	Topic discussion	A

Figure 31: History of Updated Bands (SELT)

The table inside the above pop-up window shows the date on which the record is updated, the user ID who has modified the record and the actual modifications being made to the sub-skill bands.

All the history of overall result update due to change of any band for each sub-skill under Task Fulfilment on a candidate are stored internally within the application which may be viewed by clicking on the  beside Overall Result section header. This will be shown in a pop-up window as below.

Summary		
Date	Modified By	Overall Result
03/07/2014	sub_user2	Merit
09/07/2014	sub_user3	Merit
09/07/2014	sub_user3	Distinction
09/07/2014	sub_user3	Merit
09/07/2014	sub_user3	Distinction
09/07/2014	sub_user3	Merit
09/07/2014	sub_user3	Pass
09/07/2014	sub_user3	Merit
09/07/2014	sub_user3	Merit
09/07/2014	sub_user3	Merit

Showing 1 to 10 of 99 entries

Show 10 entries First Previous 1 2 3 4 5 Next Last

Figure 32: History of Updated Overall Result (SELT)

The table inside the above pop-up window shows the date on which the record is updated, the user ID who has modified the record and the actual modifications being made to the overall result.

6.2. Individual Candidate Details – Rock & Pop

This functionality enables the User to view/edit any candidate details and marks within the Trinity Examiner Web Application. Please note that:

- Operations User can only view candidate details, marks and referral reasons for all candidates who have exam data. They can also download the recordings, if available.
- Academic User can view as well as edit candidate details, marks and referral reasons for all candidates who have exam data. They can also update “Hold”, set/reset “Referral” and download the recordings, if available. Edit facility is available to the academic user **only if** the Candidate marks are not sent to Siebel already
- Examiner User can only view candidate details, marks and referral reasons for all candidates who have exam data and who that examiner has examined. They can also download the recordings, if available.

6.2.1. Navigating to the Candidate Details Screen

Please following the navigation below to open up the Candidate Details Screen, there are couple of options by which the user can navigate to this screen.

Option: 1 – From Academic Dashboard (This is valid for Academic Users only)

1. Log on to the application
2. After successful logon, the Dashboard will be displayed which will have the candidates which are pending for referral resolution

- Click on the "ID" or "Name" in the table and you will be redirected the Candidate Details page for that particular candidate. If it is a Group, you will be redirected to the Group Details page instead (details mentioned in Section 5.2)

Option: 2 – From Individual Candidate Search


- Log on to the application
- Click on Search then Candidate Search
- With "Individual" option being selected, provide the required search criteria and click on "Search" button
- If exam results are available for a candidate in Normal View (please refer to section 4), the ID and Name will be hyperlinked, which when clicked will redirect to the Candidate Details screen for that particular Candidate.
In case of Marksheet view, all candidates' ID and name displayed will have a hyperlink (please refer to section 4), clicking on which will redirect to the Candidate Details screen for that particular Candidate.


6.2.2. Candidate Details Screen

The figure below represents a typical candidate details screen. This is the default view of the candidate details screen which shows mainly the demographic information for the candidate.

Examination Report

Candidate ID: 1-132659135	Candidate Name: Govardan Gopakumar	Centre Number: 1457	Centre Name: Dubai
Grade: 1	Exam Date: 08/06/2013	Examiner ID: 3476	Product Name: Rock and Pop Guitar Grade 1
<input checked="" type="checkbox"/> Referral Reason for Referral	<input type="checkbox"/> On Hold		

 [Download / Listen to recording](#)

Examination Report Details 

[Back to search](#) [Update](#)

Figure 33: Individual Candidate Demographics

Details about the demographics of the Candidate

The following table lists down the fields that are present in the demographic view of the Candidate.

Fields	Description
Candidate ID	Unique Candidate ID that is assigned to each examiner in Siebel
Candidate Name	Name of the candidate which is concatenation of First Name, Middle Name and Last Name
Centre Number	Centre Number where the examiner has conducted the exam
Centre Name	Centre Name where the examiner has conducted the exam
Grade	Grade that the candidate has taken Exam for
Exam Date	Date of the examination

Fields	Description
Examiner ID	The Unique ID for the examiner who has examined the candidate
Product Name	This is the actual Exam Name that the candidate has taken
Referral	This is a check box to set/reset Referral. Note: If you change referral flag, you will be prompted to enter a comment for change, once you click on "Update" button Note: Examiner and Operations User will not be able to update Referral or Hold flag
On Hold	This checkbox is used to "Hold" the group for further processing or details. If this is checked the results of this group will not automatically flow to Siebel as per generic rules (which states that all results after being uploaded to this application will flow to Siebel after 7 days)

Table 18: Individual Candidate Demographic Details

To view the comments and feedbacks as well as referral reason, click on the [Reason for Referral](#) hyperlink which will open up a popup displaying the above information. The figure below shows the popup for referral

Reason for referral [X]

Candidate ID:
1-132659135

Candidate Name:
Govardan Gopakumar

Reason for Referral:
Group exam set too long/short

Additional Comments by Examiner:
bad referal

Additional Referral Reasons:
null

Figure 34: Referral Reason Popup

You will be able to download the exam recording file for the candidate by clicking on the [Download / Listen to recording](#) link/button. This will either download the recording (3gp file) or open it up in browser depending on the browser settings. If the recording file is not available or the backend processes for uploading the file has not run then it will be display "No recordings available to download" without any hyperlink.

The [Back to search](#) will take you back to the search page and [Update](#) button will update the Candidate record with changes. Update facility is only available for academic users.

Exam Report and Marks Details

To view marks of candidate or the exam report, please click on the "Exam Report Details" button. It will open up a section below for the examination marks. The figure below shows the Exam Report/marks section.

Examination Report Details -

Song 1

Candidate Selection: <input type="text" value="dangerous"/>	Fluency & Musical Detail <input type="text" value="2"/> /8	Marks:(15)	
Feedback: <input type="text" value="song one feedback"/>	Technical Control <input type="text" value="3"/> /8	<input type="text" value="10"/> /25	
	Communication & Style <input type="text" value="5"/> /9		

Song 2

Candidate Selection: <input type="text" value="kumar sanu"/>	Fluency & Musical Detail <input type="text" value="4"/> /8	Marks:(15)	
Feedback: <input type="text" value="song two feedback...."/>	Technical Control <input type="text" value="5"/> /8	<input type="text" value="15"/> /25	
	Communication & Style <input type="text" value="6"/> /9		

Song 3 (Technical Focus)

Candidate Selection: <input type="text" value="udit"/>	Fluency & Musical Detail <input type="text" value="7"/> /8	Marks:(18)	
Feedback: <input type="text" value="song three feedback"/>	Technical Control <input type="text" value="9"/> /12	<input type="text" value="25"/> /30	
	Communication & Style <input type="text" value="9"/> /10		

Session Skills

Candidate Selection: <input type="text" value="null"/>	Session Skills <input type="text" value="0"/> /20	Marks:(12)	
Feedback: <input type="text" value="not taken .."/>		<input type="text" value="0"/> /20	

General Comments

! Marks on this examination report are provisional until the results are confirmed by the issue of a certificate (or otherwise).
 Overall attainment brands are as follows: Pass 60, Merit 75, Distinction 87. Sectional pass marks are indicated in brackets.

Total Marks
50

Back to search
Update

Figure 35: Individual Candidate Exam Report

As shown in the figure above, the different parts of the Exam will be present along with the Candidate song selection, Feedback, General Feedback, sub-marks for each section, total marks for each section and the overall total score.


All these fields will be disabled in case of an Examiner and Operations User but will be enabled for an Academic user **only if** the candidate marks has not been transferred to Siebel already.

If edit facility is available an academic user will be able to update the following fields:

1. Feedback
2. General Feedback
3. Sub-Marks (Once a submark is update the sectional mark will automatically be recalculated)
4. Sectional marks, in case where there are no submark option/textbox

Once marks or feedback are updated, you need to click on “Update” button to update the candidate record. If there are changes made to the Referral flag, then a popup (as shown below) will ask to put comments against the referral update.

Figure 36: Additional Referral comments popup

All the history of marks update on a candidate are stored internally within the application which may be viewed by clicking on the  beside each sectional marks. History is kept for each section. This will be shown in a popup window as below.

Date	Modified By	Fluency & Musical Detail(8)	Technical Control(8)	Communication & Style(9)	Total(25)
05/12/2013	edscolding	4	6	9	19
06/12/2013	edscolding	1	2	3	6
31/12/2013	exacrp	2	3	5	7

Figure 37: History of updated marks

The table inside the above popup window shows the date on which the record is updated, the user ID who has modified the record and the actual modifications being made to the sub-marks and sectional marks.

6.3. Group Details

This functionality enables the User to view/edit any group details and marks within the Trinity Examiner Web Application. Please note that:

- Operations User can only view group details, marks and referral reasons for all groups who have exam data. They can also download the recordings, if available.
- Academic User can view as well as edit group details, marks and referral reasons for all groups who have exam data. They can also update “Hold”, set/reset “Referral” and download the recordings, if available. Edit facility is available to the academic user **only if** the group marks are not sent to Siebel already
- Examiner User can only view group details, marks and referral reasons for all groups who have exam data and who that examiner has examined. They can also download the recordings, if available.

6.3.1. Navigating to the Group Details Screen

Please following the navigation below to open up the Group Details Screen, there are couple of options by which the user can navigate to this screen.

Option: 1 – From Academic Dashboard (This is valid for Academic Users only)

1. Log on to the application
2. After successful logon, the Dashboard will be displayed which will have the candidates which are pending for referral resolution
3. Click on the "ID" or "Name" in the table and you will be redirected the Group Details page for that particular candidate. If it is an Individual Candidate, you will be redirected to the Candidate Details page instead (details mentioned in Section 5.1)

Option: 2 – From Group Search

1. Log on to the application
2. Click on Search then Candidate Search
3. Select the "Group" option, provide the required search criteria and click on "Search" button
4. If exam results are available for a group in Normal View (please refer to section 4), the Name will be hyperlinked, which when clicked will redirect to the Group Details screen for that particular group.
5. In case of Marksheet view, all group name displayed will have a hyperlink (please refer to section 4), clicking on which will redirect to the Group Details screen for that particular Group.

6.3.2. Group Details Screen

The figure below represents a typical Group details screen. This is the default view of the group details screen which shows mainly the demographic information for the group.

Group Examination Report

Product Name: Rock and Pop Groups Foundation Certificate	Centre Number: 1457	Centre Name: Dubai	Ensemble Name: Solar Heads	
Exam Date: 08/06/2013	Examiner ID: 3476			
<input type="checkbox"/> Referral Reason for Referral <input type="checkbox"/> On Hold				

 No recordings are available to download

Examination Group Report Details 

[Back to search](#) [Update](#)

Figure 38: Group Candidate Demographics

Details about the demographics of the Group

The following table lists down the fields that are present in the demographic view of the group.

Fields	Description
Product Name	This is the actual Exam Name that the group has taken
Centre Number	Centre Number where the examiner has conducted the exam
Centre Name	Centre Name where the examiner has conducted the exam

Fields	Description
Ensemble Name	Unique Group Name
Grade	Grade that the candidate has taken Exam for
Exam Date	Date of the examination
Examiner ID	The Unique ID for the examiner who has examined the group
Referral	This is a check box to set/reset Referral. Note: If you change referral flag, you will be prompted to enter a comment for change, once you click on "Update" button Note: Examiner and Operations User will not be able to update Referral or Hold flag
On Hold	This checkbox is used to "Hold" the group for further processing or details. If this is checked the results of this group will not automatically flow to Siebel as per generic rules (which states that all results after being uploaded to this application will flow to Siebel after 7 days)

Table 19: Group Candidate Demographic Details

To view the comments and feedbacks as well as referral reason, click on the [Reason for Referral](#) hyperlink which will open up a popup displaying the above information. The figure below shows the popup for referral

Figure 39: Referral popup

You will be able to download the exam recording file for the candidate by clicking on the [Download / Listen to recording](#) link/button. This will either download the recording (3gp file) or open it up in browser depending on the browser settings. If the recording file is not available or the backend processes for uploading the file has not run then it will display "No recordings available to download" without any hyperlink.

To view the candidates present in that group and their absent status, please click on the icon beside the "Ensemble Name" field. This will open up a popup displaying the candidate IDs, candidate names within that group as well as listing down whether they are absent for that exam. The figure below shows this popup

Candidate ID	Candidate Name	Absent
1-141442558	Thomas Joseph Ryan McGrath	Y
1-141442584	Patrick James Seabrook	Y
1-31103472	Joseph Ingoldsby	Y

Figure 40: Candidates within a group

The **Back to search** will take you back to the search page and **Update** button will update the Group record with changes. Update facility is only available for academic users.

Exam Report and Marks Details

To view marks of the group or the exam report, please click on the “Exam Report Details” **+** button. It will open up a section below for the examination marks. The figure below shows the Exam Report/marks section.

Examination Group Report Details **-**

Performance

Sample Performance Summary Feedback

Summary

Sample Summary Feedback

Accuracy & Fluency

6 /30

Technique

6 /30

Communication

6 /30

Programme notes & Presentation

Sample Programme Notes feedback

Marks

2 /10

General Comments

Sample general comments

! Marks on this examination report are provisional until the results are confirmed by the issue of a certificate (or otherwise). Overall attainment brands are as follows: Pass 60, Distinction 80. Sectional pass marks are indicated in brackets.

Total Marks

20

Back to search **Update**

Figure 41: Group Exam Report

As shown in the figure above, the different parts of the Exam will be present along with the Feedback, General Feedback, total marks for each section and the overall total score.


All these fields will be disabled in case of an Examiner and Operations User but will be enabled for an Academic user **only if** the group marks has not been transferred to Siebel already.

If edit facility is available an academic user will be able to update the following fields:

1. Feedback
2. General Feedback
3. Sectional sub-marks
4. Sectional marks (in case the section does not have sub-marks)

The totals are automatically re-calculated once the sectional marks are changed. Once marks or feedback are updated, you need to click on “Update” button to update the candidate record. If there are changes made to the Referral flag, then a popup (as shown below) will ask to put comments against the referral update.

Figure 42: Additional Referral Comments

All the history of marks update on a group are stored internally within the application which may be viewed by clicking on the  beside each sectional marks. History is kept for each section. This will be shown in a popup window as below.

Date	Modified By	Accuracy & Fluency(30)	Technique(30)	Communication(30)	Total(90)
06/12/2013	edscolding	23	24	25	8
10/12/2013	edscolding	23	2	3	No Change
10/12/2013	edscolding	23	23	3	No Change
10/12/2013	edscolding	23	23	3	No Change
10/12/2013	edscolding	3	6	6	No Change
10/12/2013	edscolding	23	23	5	6
11/12/2013	edscolding	23	24	25	No Change
11/12/2013	edscolding	23	24	25	6
11/12/2013	edscolding	2	2	3	No Change
24/12/2013	edscolding	6	6	3	6

Figure 43: Group marks history

The table inside the above popup window shows the date on which the record is updated, the user ID who has modified the record and the actual modifications being made to the sub-marks and sectional marks.

7. Content Management

This functionality is available to Rock and Pop Academic role only in the Trinity Examiner Web Application. This is basically used to upload a backing track along with the pdf notes file as well as to search and edit backing tracks.

7.1. Backing Tracks Upload and Metadata Tagging

To upload and tag a backing track:

1. Log on to the application.
2. Click on "Content Management"
3. Click on "Content Upload"

7.1.1. Backing Track, PDF notes upload

The figure below shows the default view of the Backing track and notes upload screen.

Figure 44: Content Upload

Following fields are present in the screen.

Fields	Description
Title	This is the title given to the backing track. When the examiner searches for music backing track in the tablet, the search will be operating on this Title
Duration	This is the duration of the backing track in minutes (numeric)

Table 20: Content Upload Entry Fields

Click on **Browse** button for the Music and PDF files to upload backing track (mp3 only) and notes file (pdf only) from the local desktop PC. Once the files are selected, please click on **i** icon to upload the files to the application. At any time, click on **X** to delete the files from the server and upload new files.

Once done, please click on **Save** button to store the contents (backing track and pdf) to the backend content repository of the application for future downloads. Once the "save" button is clicked a new section will open up below the same screen in order to enter metadata details for the newly uploaded contents. This is described in section 6.1.2

7.1.2. Metadata Entry

The figure below shows the view of the metadata entry screen once the Backing track and notes upload has been done.

Metadata Information

Subject Area* Ex Suite* Grade* Product Name*

Syllabus Yr* Active

Add row **Reset**

Showing 0 to 0 of 0 entries

Subject Name	Ex Suite	Grade	Product Name	Syllabus Yr	Active
No data available in table					

Show 10 entries **First** **Previous** **Next** **Last**

Save

Figure 45: Metadata Entry and Tagging

Following fields are present in the screen.

Fields	Description
Subject Area	This is the Subject Area as defined in New TOL. For Academic User this dropdown will only have values that the User is associated to
Exam Suite	This is dependent on the Subject Area dropdown and will only be populated when the Subject Area is selected
Grade	This is dependent on the Subject Area and Exam Suite dropdown and will only be populated when both the Subject Area and Exam Suite are selected
Product Name	This is dependent on the Subject Area, Exam Suite and Grade dropdown and will only be populated when all of Subject Area, Exam Suite and Grade are selected
Syllabus Year	This is the syllabus year that the content is associated to
Active	This checkbox denotes whether a content is active within the system. If a content is marked as "Inactive", it will not be downloaded to the tablet when the examiner requests content download

Table 21: Metadata Entry Fields


Once all the fields are entered, please click on **Add row** button to add the metadata to the list of metadata to be saved for the content (backing track and notes). Please use the **Reset** button to reset all the fields. The table displayed below will show all the metadata that will be associated to the content once saved. The screen below shows 2 metadata sets associated to a content.

Showing 1 to 2 of 2 entries

Subject Name	Ex Suite	Grade	Product Name	Syllabus Yr	Active
Rock & Pop	Rock and Pop	IC	Rock and Pop Groups (Member) Intermediate Certificate	2013	true
Rock & Pop	Rock and Pop Drums	2	Rock and Pop Drums Grade 2	2014	true

Show 10 entries **First** **Previous** **1** **Next** **Last**

Figure 46: Table with multiple metadata


You can click on  icon to edit the metadata set which will bring up the fields of the metadata to the fields on top of this table as shown below.

Metadata Information

Subject Area* Rock & Pop	Ex Suite* Rock and Pop	Grade* IC	Product Name* Rock and Pop Group
Syllabus Yr* 2013	<input checked="" type="checkbox"/> Active		

Figure 47: Edit a Metadata

After making the required changes clicking on will update the metadata set in the table reflecting the updated record.

The user can click on  to delete the metadata set from the table, so that the deleted metadata set will not be associated to the content when metadata is finally saved.

The user can go on adding new sets of metadata to a content. Once done, please click on button to associate the metadata to the content. The application will prompt a dialogue on successful save of the metadata.

7.2. Backing Tracks Search and Edit


To search a backing track:

4. Log on to the application.
5. Click on "Content Management"
6. Click on "Content Search"

7.2.1. Backing Track, PDF notes search

The figure below shows the default view of the Backing track and notes search screen.

Content Search

 Any one of the search criteria is required.



Title: <input type="text"/>	Subject Area: please select	Ex Suite: please select	Grade: please select
Product Name: please select	Syllabus Yr: <input type="text"/>	Active: please select	Duration:(In Minutes Only) <input type="text"/>

Figure 48: Content Search

Following fields are present in the screen.

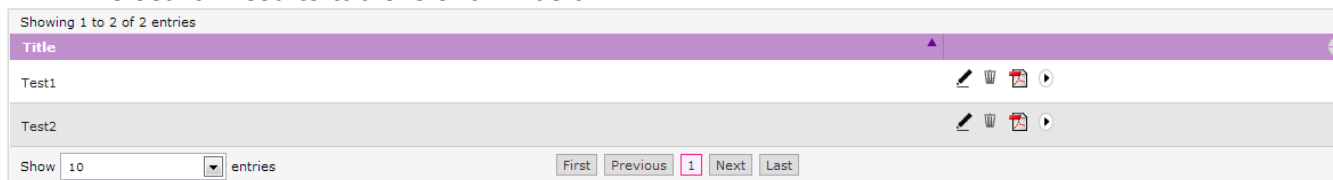
Search Criteria	Description
Title	This is the title of the Content provided when the backing track and PDF notes has been uploaded. Note: The search on the Title is a partial search. The text entered in this field will be search at all possible locations of the title string. For example if there is a title "Sample Title", then a search performed with Title as "mpl" or "sam" or "tit" will all return the "Sample Title". There is no need to use "%" Note: If a content is saved without adding metadata then this is the only way to retrieve the content using search
Subject Area	This is the Subject Area as defined in New TOL. For Academic User this dropdown will only have values that the User is associated to
Exam Suite	This is dependent on the Subject Area dropdown and will only be populated when the Subject Area is selected
Grade	This is dependent on the Subject Area and Exam Suite dropdown and will only be populated when both the Subject Area and Exam Suite are selected
Product Name	This is dependent on the Subject Area, Exam Suite and Grade dropdown and will only be populated when all of Subject Area, Exam Suite and Grade are selected
Syllabus Year	This is the syllabus year that the content is associated to
Active	This checkbox denotes whether a content is active within the system.
Duration	Duration of the backing track in minutes (numeric)







Table 22: Content Search Criteria Fields

Click on  button to perform the search and use the  button reset all the search criteria fields. If there are any matching content in the database that match the search criteria a table below will appear with search results.

Search Results

The search results table is shown below.





Showing 1 to 2 of 2 entries	
Title	
Test1	   
Test2	   


Show 10 entries First Previous 1 Next Last


Figure 49: Content Search Results

This primarily consists of the Title and some icons to do some operations on the search results.

To edit the content metadata or to update the content files please click on  which will redirect to the Content Upload screen (described in section 6.1), with all the fields being prepopulated. The guidance in section 6.1 can be used to update the fields and content files.

To delete the entire content along with its metadata please click on . The system will prompt for a confirmation before actually deleting

To view the PDF notes file, please click on . This will open up a separate browser window and display the PDF file.

To download/listen to the backing track mp3 file, please click on . This will either download the mp3 file or start playing the file in a browser depending on the browser settings.

8. Examiner Device

This functionality is available to Operations role only in the Trinity Examiner Web Application. This is basically used to search for an Examiner and the tablet device he/she is using currently. This functionality will be useful when an Examiner has forgotten the PIN (used to login to the tablet application) and has called Trinity Operations for help.

8.1.1. Performing the Search

Please following the navigation below to open up the Examiner Search Screen

1. Log on to the application using Operations Login
2. Click on Examiner Device

The screen below shows the Search for Examiner Device

Figure 50: Examiner Device Search

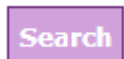
This search only has 2 criteria:

- Examiner ID – The Unique ID assigned for each examiner
- Examiner Name – The full name of the examiner

Wild card character is supported in both of the search criteria fields. To search using wild cards, please prefix or suffix the search text with "%" in the search criteria textboxes.

Examiners can be searched using any one or all of the above search criteria, however specifying at least one criteria is mandatory.

Once you enter the relevant search criteria, please click on the Search button,



to perform the search otherwise you can also click on the Reset button,



to reset all the fields.

8.1.2. Search Results

Once you enter any one or all or multiple search criteria and click on the Search button the search results will be shown in a tabular format for all the examiners satisfying the search criteria. Below is the screenshot of the Search Results

Search Results

Showing 1 to 3 of 3 entries			
Examiner ID	Examiner Name	Device ID	PIN
1344	Nicholas Powlesland	3b6f2843adfbcd0a	1234
1573	johnhuman	3b6f2843adfbcd0a	1234
3476	Ed Scolding	117d96901e49843	1234

Show entries First Previous 1 Next Last

Figure 51: Examiner Device Search Results**Details about the Search Results**

The following table lists down the fields that are present in the Search Results screen.

Column Name	Description
Examiner ID	Unique Examiner ID that is assigned to each examiner in Siebel
Examiner Name	Name of the Examiner
Device ID	The IMEI number of the Tablet that the Examiner is presently using
PIN	This is the latest PIN that Examiner has set as a password in his device

Table 23: Examiner Device Search Results

Important Note: This list will show only those examiners who has set his own PIN through the Tablet device.

9. My Profile

This functionality is available to all roles in the Trinity Examiner Web Application. This functionality shows the profile of the current user that is logged in.

Please following the navigation below to open up the My Profile Screen

1. Log on to the application using Operations Login
2. Click on My Profile

The screen below shows the My Profile for a sample Operations user

User Guide Last Logged in: Dec 31, 2013 05:45:30 PM

TRINITY COLLEGE LONDON Trinity Examiner Operations Team

Welcome *Examiner Tablet operations*

Home Search Examiner Device My Profile

My Profile

First Name: Examiner Tablet	Last Name: operations	User ID: EXOP	Email Address: om1.k@tcs.com
---------------------------------------	---------------------------------	-------------------------	--

Figure 52: My Profile

This screen has the following fields/data:

- First Name – This is the first name of the User logged in
- Last Name – This is the last name of the User logged in
- User ID – This is the User ID used to login to the application
- Email Address – This is the registered email address of the user logged in

Note: To change your password, please use WASP User Interface or contact TOLSupport@trinitycollege.co.uk

10. My Device

This functionality is available to only Examiner user in the Trinity Examiner Web Application. This functionality shows the current device assigned to the Examiner who has logged in as well as the latest PIN set in the Device.

Please following the navigation below to open up the My Profile Screen

1. Log on to the application using Examiner Login
2. Click on My Device

The screen below shows the My Device for a sample Examiner user

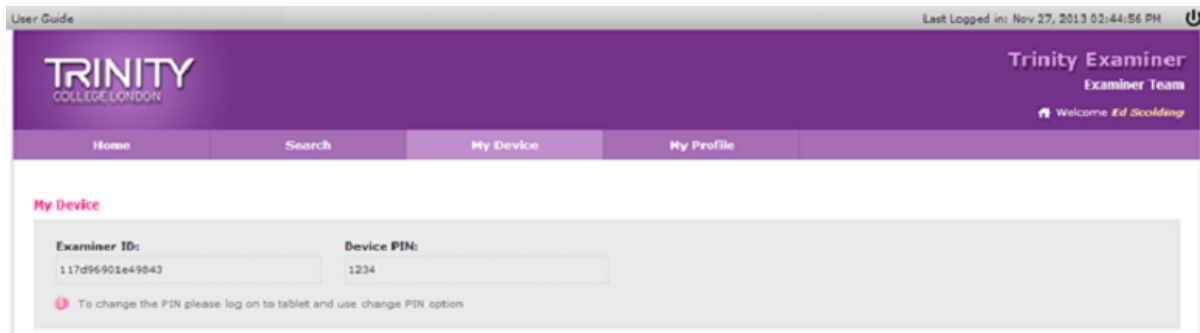


Figure 53: My Device

This screen has the following fields/data:

- Examiner ID – This is the unique Examiner ID of the Examiner logged in
- PIN – This is the latest PIN for the tablet device that the Examiner is using currently.

Note: Changing the PIN for the Device is not supported from this application, to change the PIN the Examiner needs to login to the Tablet and use the Change PIN functionality