

UK Public Centre Entry Form

for Solo or Duologue or Combined Format Graded Examinations
LEO10OU V11



IMPORTANT: LAMDA Examinations in Communication, Performance, Group and Introductory have been reviewed and updated, with effect from 01 August 2019. Please ensure that your Learner has prepared for the new syllabus requirements and have the right pieces for the exam the entered for.

Before completing this form read the **Instructions below** and refer to our current **LAMDA UK Public Centre Guide**.

1. Centre Details

a. Public Centre Name														
b. Session Term	Autumn	Spring	Summer	c. Preferred date	D	D	M	M	Y	Y				
d. Please circle 'yes' if your Learner is only available on their preferred date (if 'no' we will enter them for any date in the Event) Important: If we cannot accommodate your Learner's preferred date we will return their entry form and exam fee.										yes / no				

2. Learner(s) Details

e. Learner 1 Given Name						f. Learner 1 Family Name													
h. LAMDA PIN						i. ULN (if known)						j. Gender		k. Ethnic Code (see reverse)		l. Date of Birth			
												M / F		N N		D D M M Y Y			
e. Learner 2 Given Name (for duologue/combined formats)						f. Learner 2 Family Name (for duologue/combined formats)													
h. LAMDA PIN						i. ULN (if known)						j. Gender		k. Ethnic Code (see reverse)		l. Date of Birth			
												M / F		N N		D D M M Y Y			

3. Subject / Grade / Format and Entry Fee (Please circle the grade for the exam being entered)

Solo Introductory and Communication Subjects			Performance Subjects			m. Format		
Subject	Grade		Subject	m. Solo		m. Duologue		m. Combined
Solo Introductory	Stage 1 2 3		Musical Theatre	E 1 2 3 4 5 6 7 8		E 1 2 3 4 5 6 7 8		n/a
Speaking in Public	E 1 2 3 4 5 6 7 8		Acting	E 1 2 3 4 5 6 7 8		E 1 2 3 4 5 6 7 8		1 2 3 4 5
Reading for Performance	E 1 2 3 4 5 6 7 8		Devising Drama	E 1 2 3 4 5 6 7 8		E 1 2 3 4 5 6 7 8		n/a
Speaking Verse and Prose	E 1 2 3 4 5 6 7 8		Miming	E 1 2 3 4 5 6 7 8		E 1 2 3 4 5 6 7 8		n/a
			Shakespeare	Level 1 2 3		Level 2 3		n/a
Exam Fee Due to LAMDA Ltd			Payment Method					
£ _____			<input type="checkbox"/> Cheque Attached (payable to LAMDA Ltd.) <input type="checkbox"/> Credit/ Debit Card (please ring once entry form submitted) <input type="checkbox"/> BACs. Reference used _____ (Centre Name, Event Term & Year, Contact Name e.g: Bath/Autumn 2019 / Smith)					
Multiple Entries								
<input type="checkbox"/> Please tick if you are submitting multiple entries for this Event								

4. Learner(s) Special Needs or Reasonable Adjustments

Please complete this section to indicate if you are applying for a reasonable adjustment. If yes, please complete a separate Reasonable Adjustment Application Form and submit to LAMDA with supporting documentation.

Learner	Special Need (please specify)	New application	Previously submitted to LAMDA and granted
Learner 1		<input type="checkbox"/>	<input type="checkbox"/>
Learner 2		<input type="checkbox"/>	<input type="checkbox"/>

5. Entered by and Correspondence Contact Details

Miss / Mrs / Ms / Mr / Dr / Other	Full Name			Teacher ID (if known)	
Relationship to Learner(s) in 2.	Learner	Teacher	Parent / Guardian	Administrator	
Address					
				Post Code	
Telephone number				e-mail	

I the above named Correspondence Contact, hereby agree that I am responsible for the payment of all fees and answering any queries relating to this entry. I hereby declare that all persons named on this form agree to abide by the regulations and administration requirements published in the current Syllabus Specifications and LAMDA UK Public Centre Guide.

Signature of Correspondence Contact		Date	
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Before Completing the Entry Form, please read the following:

- Entry Forms** - entry forms cannot be processed if there is any missing information and / or without full fee payment. Forms should be complete in BLOCK Capitals using either a black or blue pen.
- Multiple Entries** - entry forms for family members or friends, who wish to be examined within a similar timeframe must be submitted at the same time and stapled together. Please note, LAMDA cannot guarantee, Learners' exam times will be grouped together.
- Learner Details** – please provide accurate and complete details for every Learner. Data will be shared with other Learner Organisations such as UCAS.

Note: Learner names must be the correct legal name spelling. This is the spelling that will appear on the certificate.

Ethnicity Codes	
1. Unknown	10. Indian
2. White, UK heritage	11. Pakistani
3. White, European	12. Bangladeshi
4. White, other (known)	13. Chinese
6. White, type not known	14. Mixed Race
7. Black, Caribbean heritage	15. Other (known)
8. Black, African heritage	16. Parent/pupil preferred not to say
9. Black, other	17 Ethnic group information not sought

- Correspondence** - LAMDA will contact the named correspondence contact on the entry form for all matters relating to the entry. LAMDA will issue this individual with a Learner Examination Report (LER) for each Learner entered. Please check that every Learner's name, subject, grade and format is correct. If there are any anomalies, please contact us on exams@lamda.ac.uk
- Reasonable Adjustments** – you will need to complete a separate Reasonable Adjustment Application Form and submit it to LAMDA 6 weeks prior to the exam day.
Note: Applications cannot be processed without the appropriate supporting documentation. Previously granted applications will not be automatically applied.
- Exam Times** – LAMDA cannot change exam times or dates once issued. If a Learner arrives late for his/her examination time, LAMDA is not obligated to examine the Learner(s). Refunds/ re-sits will not be offered.
- Exam Day - Learners must arrive a minimum of 20 minutes before the exam time** on their report and register with the Public Centre Representative. Learners authorised a *Reasonable Adjustment* giving additional time for a 'sight-reading' or for preparations reasons, must arrive at the venue a minimum of 30 minutes before the exam time on their report.
- What to bring on the day** - Learners must bring the following with them:
 - Learner Examination Report (with pieces filled in if applicable)
 - Legible copies of all selections being performed for the Examiner (where applicable)
 - All items, props and/or equipment needed to fulfil the syllabus requirements for the exam entered. Please note LAMDA **cannot** provide any other equipment (including pianos and CD players) at Public Centres.
 - Learners aged 16 or older at the time of their exam must present valid ID for the Public Centre Representative to verify during registration. It will have "This learner is required to present acceptable identification prior to commencement of their examination" printed under their name on the Examination Report

Acceptable photographic ID documents	
Passport (current)	NUS Card
Driving Licence (current)	HM Forces Services ID
Travel Pass (Railcard or Zip Oyster)	School or college identity card
PASS card	Biometric residence card
IMPORTANT: Learners who do not provide ID prior to their exam will not be examined. LAMDA will not offer a refund / re-sit if they cannot be examined.	

- Change of Exam** - If you realise on the day that your Learner is registered for the wrong exam, please advise the Public Centre Representative during registration. You will be asked to complete a **Change of Registered Exam Form** prior to the exam which the Learner must then give to the Examiner.

Note: as exam lengths vary, we may not be able to accommodate all changes to registered examinations as this could significantly affect the exam times for other Learners scheduled in the examination room. In these instances, the Learner will be withdrawn free of charged and scheduled for a later date for the right exam.

- Absences and withdrawals** – if a Learner is unable to make their exam, due to illness, injury or bereavement, please email LAMDA as soon as possible as they may be eligible for a partial refund in the form of a voucher (TCV).

Note: if a Learner is entered for a paired exam (duologue, combined or group), the partner can still be examined with a read-in partner. This read-in will not be assessed and should not be the parent or teacher of the Learner. Alternatively, the Learner can change their registered exam to a solo exam.

- Results**- LAMDA will despatch the results to the person who entered the Learner for the exam, within 30 working days of the last exam date in the Event (excluding any office closures due to weekends, bank holidays and Christmas).