

# Assignment/Portfolio of Evidence Declaration Cover Sheet

LE009SY V02

# LAMDA

**Important:** learners must complete and firmly attached this cover sheet to the front of each Assignment/Portfolio being submitted. Assignments/ Portfolios will not be accepted if this cover sheet incomplete or omitted.

## 1. Learner Details

Learner Given Name					Learner Surname															
LAMDA PIN			ULN (if known)						Gender			Ethnicity (see reverse)			Date of Birth					
									M	F		N	N		D	D	M	M	Y	Y

## 2. Work Submitted

Qualification Title	
Name of Unit	
Unit Entered	
Date Submitted	

## 3. Learner Declaration

I the named learner (see section 1. Learner Details), certify that the work contained in the assignment/ portfolio is my own and is not plagiarised\*. I have met the following conditions:

- All work fully referenced and cited
- All imagery or recordings fully cited
- All pages numbered
- Learner Name and LAMDA PIN printed on each page

Learner Signature		Date	
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*\*Plagiarism is the presentation by a learner of an assignment which has been copied in whole or in part from another learner's work, or from any other source, e.g. published books, Internet or periodicals, without due acknowledgement in the text.*

Please ensure that when submitting your assignment/ portfolio the following is included:

- 2 x hard copies of workbook – page number, Learner Name and PIN must be printed on each page
- Assignment/ Portfolio of Evidence Declaration Form

**All copies of your assignment(s)/portfolio of evidence, entry form and this cover sheet should be securely packaged and sent to the following address:**

LAMDA Examinations  
155 Talgarth Road  
London  
W14 9DA

**For further guidance see over**

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Before Completing this cover sheet, please read the following:

1. **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

2. **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](mailto:exams@lamda.ac.uk)

3. **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.

4. **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).

## Support Guidance for submitting a written assignment or portfolio of evidence

- Learners entered on LAMDA Examinations qualifications/units requiring either Written Assignments or Portfolios of Evidence as part of the assessment method must attach a LAMDA Examinations Assignment/Portfolio of Evidence Declaration Cover Sheet at the front of each submission to LAMDA Examinations.
- Submissions will either be a completed Portfolio of Evidence which will contain all the sub-component parts as described in each unit description in the syllabus specifications, or other Written Assignments such as a workbook or essay dependent on the syllabus assessment requirements.
- The learner is required to sign the Assignment/Portfolio of Evidence Declaration Cover Sheet to confirm the authenticity of the learner's work.
- Copies of the Assignment/Portfolio of Evidence Declaration Cover Sheet should be downloaded from the LAMDA Examinations website [www.lamda.org.uk](http://www.lamda.org.uk) or are available on request from LAMDA Examinations.
- The submission (either Written Assignment or Portfolio of Evidence) along with the Assignment/Portfolio of Evidence Cover Sheet attached should be sent to the address on the front of this Cover Sheet.
- Two copies of the submission (either Written Assignment or Portfolio of Evidence) must be provided to LAMDA Examinations. Only one Assignment/Portfolio of Evidence Declaration Cover sheet is required for each submission.
- Please note that the Written Assignment/Portfolio of Evidence will not be returned to the learner.
- LAMDA Examinations reserves the right not to accept and return the submission (either Written Assignment or Portfolio of Evidence) to the learner if it fails to comply with any part of the submission format mentioned in the syllabus or in the Guide for Centres and Teachers and if this Cover Sheet is not fully completed and signed.