LAMDA

Guide to Remote Online Assessments for Centres and Teachers

LAMDA Ltd, Exams Department, 155 Talgarth Road, London, W14 9DA, United Kingdom **T** +44 (0)20 8834 0530 **E** exams@lamda.ac.uk **W** www.lamda.ac.uk

Customer Guide for Remote Online Assessments LE103OU V06

Private Centre Guide for Remote Online Assessment

LE103OU Updated 1 March 2021 V06

Updates included in this guide

Guidance on Musical Theatre Solo exams.

About this guide

This guide is for Private Centres and Temporary Remote Online Assessment (ROA) Centres. In this document you will find information about:

- Exams available for online assessment
- Booking a event for online assessments
- Scheduling an event for online assessments
- Submitting payment
- Running an online assessment event
- Exam-specific requirements
- How to troubleshoot issues on the day

In order to cover a variety of scenarios, from different time zones to equipment options, there is a lot of information in this document, but hopefully you will find it useful to prepare, set up and manage the exams on the day, as well as finding out what to do if something goes wrong.

Please take the time to read over it carefully. If you have any questions, please contacts us on exams@lamda.ac.uk

Exam platform

Under the Extraordinary Regulatory Framework (ERF) our Regulators (Ofqual, CCEA and Qualification Wales) have temporarily permitted all Awarding Organisations (AOs) to offer alternative assessment methodologies for their portfolio of examinations. This is to ensure that no learner is disadvantaged by the current Covid-19 situation.

The alternative assessment method must provide the learners with an on-par experience with the face-to face assessment, and maintain the accuracy, fairness, and integrity of the qualification. Following rigorous testing, LAMDA is pleased to be able to offer learners the opportunity to take a large selection of our exams using online assessments. Online assessments are available in addition to our in-person exams. We will prioritise offering online assessments to learners who we are not able to assess face-to-face due to local and Government's Covid-19 restrictions.

By using the online platform Zoom, learners can now take their exams in the comfort of their own home or at a registered Private Centre (provided all necessary health and safety measures and local Government legislation is adhered to).

For up-to-date information on our online assessments, please check our website for regular updates www.lamda.ac.uk

Syllabi, publications and support materials

All LAMDA's syllabi and teacher support materials documents relating to the preparation and delivery of exams and assessments are available to download, for free, from our website www.lamda.ac.uk. Hard copies of our publications (including LAMDA Anthologies) and syllabi can be purchased from our online store. If you have any queries, please contact us on exams@lamda.ac.uk

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Exams available by Remote Online Assessment (ROA)

We are currently able to offer the following exams over online assessment. Please note that the exam process may differ for some of our examinations, full details can be found in this guide.

Subject	Stage / Grade / Level	Exam Process
Solo Introductory *(2019 Introductory Syllabus)*	Stages 1, 2, 3	Online assessment
Speaking Verse and Prose* *(2019 Communications Syllabus)*	Grades Entry, 1, 2, 3, 4, 5, 6, 7, 8	Online assessment
Reading for Performance* *(2019 Communications Syllabus)*	Grades Entry, 1, 2, 3, 4, 5, 6, 7, 8	Online assessment
Speaking in Public *(2019 Communications Syllabus)*	Grades Entry, 1, 2, 3, 4, 5, 6, 7, 8	Online assessment
Acting Solo, Duo and Combined *(2019 Performance Syllabus)*	Grades Entry, 1, 2, 3, 4, 5, 6, 7, 8	Online assessment
Devising Drama Solo and Duo *(2019 Performance Syllabus)*	Grades Entry, 1, 2, 3, 4, 5, 6, 7, 8	Online assessment
Musical Theatre Solo and Duo *(2016 Musical Theatre Solo/ Duo Syllabus)*	Grades Entry, 1, 2, 3, 4, 5, 6, 7, 8	Self-tape and online assessment
Shakespeare Solo and Duo *(2018 Shakespeare Syllabus)*	Levels 1, 2, 3	Online assessment
PCertLAM * *(2016 PCertLAM Syllabus)*	Unit 2 (Level 3)	Online assessment

Additional information

Sight Readings - Learners entered for exams with a Sight-Reading element (Speaking Verse and Prose Grades 4-8, Reading for Performance Grades 6-8 and PCertLAM Unit 2) **must** bring in an electronic or physical copy of the book from which their prose piece has been selected.

Spoken Monologue - Learners entered for Musical Theatre Grades 4 and 5 must record their Spoken Monologue as part of the self-tape. This element cannot be performed during the online assessment.

Examinations NOT currently available for online assessment:

- **Introductory**
  - Group Introductory – Stages 1 to 3
- **Group**
  - Acting, Devising Drama and Musical Theatre – Entry Grade to Grade 8
  - Choral-Speaking and Recital – Entry Grade to Grade 3
- **Performance**
  - Miming - Entry Level to Grade 8

Customers can still enter learners for these face-to-face examinations (local Covid-19 restrictions permitting). When these examinations become available for online assessment, we will let you know. For the latest updates, visit our website www.lamda.ac.uk

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Examination administration information

The following people are involved in an online assessment:

1. **Centre Coordinator/ Head of Centre** – they will work with LAMDA to organise the exam event (booking, entering learners and scheduling events) and liaise between parents, guardians and the LAMDA steward on the day of the exam

2. **Learner –** person registered to take their exam

3. **Examiner** – person assessing the learner for their registered exam

Note: All LAMDA Examiners are Enhanced DBS checked and will wear their LAMDA lanyard throughout the examination day.

4. **LAMDA Steward** - person helping facilitate the exam day and help resolve any technical issues as and when needed

Note: The ROA Steward is provided by LAMDA. They are there to facilitate the exam day. As they will not be actively involved in the assessment of learners, they will not provide feedback on learners' exams.

5. **Parent or guardian** - adult helping the learner before and after their exam. They will:

- ensure the device and exam space is set up correctly for the learner
- reply to the steward's and teacher's messages on the day of the exam
- sign into the Zoom meeting 10 minutes prior to the exam time. The steward will invite the learner into the meeting five minutes prior to the exam, at the stated contingency time
- help ensure the learner and examiner can see and hear one another clearly
- make sure the learner has all the exam equipment needed for the exam
- introduce the learner to the steward (and examiner) and confirm the exam they will be doing
- leave the room before the learner's exam starts (unless pre-authorised by LAMDA to stay)
- not interrupt the exam or interact with the learner during their exam (e.g. no prompting, words of encouragement, etc)
- be on hand to provide any technical help to the learner. If the learner has not completed their exam, the parent or guardian will need to leave the room once the issue has been resolved
- act as a Steward if there is more than one member of the household taking a LAMDA exam (e.g. siblings who are scheduled back-to-back)

6. **Musical Theatre technician or accompanist** – person playing the music for Musical Theatre exams. They will not be present for the Knowledge section of the learner's exam. Where possible the accompanist/ technician should be in shot, preferably to the side or behind the learner. If they are not in the shot, the learner or technician / accompanist will need to announce that they are in the room and if the music is either live or a backing track. If the Learner is operating the equipment they should ensure that the music is not placed next to the device, so that the recording is clear.

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Who can book an online assessment?

Existing or new private centres can automatically book online assessments, once their booking is confirmed they can start entering learners.

Public centre customers can enter learners at one of our UK Public Online Assessment Centres. Dates and digital entry form are available on our website www.lamda.ac.uk. Alternatively, if they 10 or more learners, public centre customers can register as a temporary remote online assessment centre, once registered, they can book an event for their online assessment.

For more information on how to become a temporary remote online assessment centre, please contact our customer services team on exams@lamda.ac.uk

What is an online assessment event?

An exam event consists of one or more days or rooms (sessions) with no greater gap than seven days between exam dates.

Each session is a maximum of six hours of examining, inclusive of contingency breaks. Five-minute breaks are added before each exam as a contingency break. This buffer allows for any technical issues to be resolved before the learners' assessment. A session is typically split into three two-hour slots of examining, with a 30-minute break after every two hours of examining.

LAMDA will allocate one examiner for every six hours of exam time. The total exam time includes the five-minute contingencies added to each exam for technical set up.

Before Booking

You will need to calculate how many sessions you need for your event. To do this:

1. add up every learner's exam time (see exam timings or syllabus on our website), adding an extra five minutes to each learner's exam. This will give you your total exam time
2. divide your total exam time by 60 (for the minutes) to work out how many hours of exam time you have
3. divide your total exam time hours by six (for the hours) to work out how many sessions you need. If you have a fraction, round up to the next whole number

Please be aware that if you over submit, we cannot guarantee an additional session on the same day or on your preferred dates.

If you are booking an event with multiple sessions, you should consider if it is better to have multiple days of examining or multiple rooms running on the same day. Centre Coordinators should be readily available throughout the exam day, in case there are any issues or queries, so please factor this in when booking.

How to book an online assessment event

As sessions can vary in length, LAMDA will group any session less than six hours in length with one or more other customers' bookings. To do this we will split the examiner's day into 6 x 1-hour slots. Depending on how long your exam day is, we will allocate you one or more of these slots. For example:

Slot 1	09:00-10:00	Customer 1
Slot 2	10:00-11:00	Customer 1
BREAK	11:00-11:30	
Slot 3	11:30-12:30	Customer 1
Slot 4	12:30-13:30	Customer 2
BREAK	13:30-14:00	

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| Slot 5 | 14:00-15:00 | Customer 2 |
| Slot 6 | 15:00-16:00 | Customer 3 |

Important: when booking, we will ask if you prefer a morning (am) or afternoon (pm) slot. We recommend that you are available throughout the day as this will increase the likelihood of your dates being accepted (though we still cannot guarantee).

To book a new event, please email us on exams@lamda.ac.uk. You will need to provide the following information:

- Your first-choice exam dates and second-choice exam dates
- How many sessions (rooms) you need per day
- If you prefer a morning (am) or afternoon (pm) slot (if exam day is less than six hours)
- If you would like your exams to be held outside of our normal examining time 09:00-18:00 (BST)

Important: Musical Theatre online assessments are conducted differently to other online assessments, as they consist of a self-tape and live assessment element. Because of this we are not able to accept Musical Theatre entries as part of a standard online assessment event. Instead, learners entering for a remote Musical Theatre exam will need to enter under one of our Musical Theatre online assessment events. Details can be found on our website, lamda.ac.uk

Confirming your booking

LAMDA aims to respond to requests within 10 working days of receipt. As with in-person exams, we cannot guarantee that your preferred date will be accepted. In this instance, we will give you a list of alternative dates to book onto.

We will confirm your booking in writing, stating the dates, number of examiners allocated per day and the closing date for your entries.

Note: Requests made during peak periods may take longer to process and we cannot guarantee dates will be available.

Entering learners

Once your event has been confirmed you can start to enter your learners on ExamTrack for their online assessments. To add learners, log onto ExamTrack and click on "Events" in the toolbar. From the drop-down list, select "My Events". You will then see a summary of all your upcoming bookings.

Now, click on "Actions" next to the event you want to enter your learners under, and select "View Event". This will now bring you to a summary page of all the sessions you have booked for your event. You will need to click on "Actions" and then "View Sessions" to go into each session to add learners.

Within the session you will see a blue button labelled "New Learner" on your right-hand side. You will have the option now to either enter pre-existing learners (associated to your centre) or add new earners for their exams.

Note: Pre-existing learners will appear in the drop-down of "Existing Learners". If your learners already exists (and have a LAMDA PIN) but do not appear in this list, let us know and we will associate them to your new centre. This means your leaner will have just the one LAMDA PIN.

Timetabling your event

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Within each session, you have the option to schedule your timetable. To do this, click on the purple button "Manage Schedule", and select "Alter Exam Order" from the drop-down list. In this view you will be able to insert breaks (Tea and Contingency) from the "Actions" button and drag learners and breaks into the order you want them.

Timetabling Guidelines

- Add a contingency break (pre-set at 5 minutes) in front of each Learner
- Insert a 30-minute break every 2-hours (2 x 15-minute Tea breaks)
- Group siblings and any Learners entered for the same exam together, for Musical Theatre, order the Learners in grade order e.g., Grade 1 followed by Grade 2
- If you have learners taking more than one exam, please ensure there is at least a 20 minute gap between their exams
- Set the start time for your session (**Note:** this will be defaulted to 09:00 local time)(I don't think teachers have access to this)
- Check the venue is correct – if Learners are taking their exam at home, please select the default ROA. (NB. If the venue is not listed, please get in touch with us) (I don't think they can change this either)

Note: Learners authorised a Reasonable Adjustment granting extra time for the Sight-Reading element of an examination (Speaking Verse and Prose - Grades 4 to 8, Reading for Performance – Grades 6 to 8 and PCertLAM: Unit 2) will now have this extra time added to the exam time itself and will be overseen by the Examiner

Example Timetable

09.00 - 09.05 Learner 1 Contingency Time
09.05 - 09.15 Learner 1 Exam
09.15 - 09.20 Learner 2 Contingency Time
09.20 - 09.30 Learner 2 Exam
09.30 - 09.35 Learner 3 Contingency Time
09.35 - 09.45 Learner 3 Exam

Entry Deadlines

You will need to finalise and complete your entries on ExamTrack no less than 6 weeks before the first exam date in your event. You can find the closing date on the email confirming your booking. When submitting your entries please check:

Entries – make sure you have entered every Learner and that they are entered for the right subject and grade. **Note:** changes can be made up to 2 weeks before the exam date. Changes will not be permitted on the day.

Exam Fees - fees are payable at the point of entry submission. LAMDA reserves the right to cancel an event where full fee payment has not been received; any unrecoverable costs incurred by LAMDA will be made payable by the Centre.

Submission Declaration – please ensure you have read and understood our syllabus, this guide and our policies and procedures. Please ensure your Learners and their parents/ guardians understand the exam regulations and our Online Safeguarding Policy before the exam date.

Changes to your Original Submission

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As Centre Coordinator, you can request in writing, changes to your original submission. LAMDA must receive requests in writing a minimum of 14 days prior to the first date in the examination event. It is at the discretion of LAMDA whether the request is accepted. Please note that LAMDA cannot guarantee that all requests will be accepted. A mandatory administrative charge will be applied for each item authorised. Changes with less than 14 days' notice will not be accepted.

Changes include:

- Withdrawals – full exam fee still applies. A full or partial refund may be accepted under our TCV Policy.
- A Late Learner Fee will be applied per Learner added after the entry submission closing date.
- Change of registered Subject, Grade or Format - the higher of the two published exam fees will be applied
- Changing a Learner's examination date or time or room – a Timetable Change Fee will be applied per change requested

Note: we may not be able to accept changes for customers scheduled as part of a slotted day. This is because the changes may impact on the timing of the day. In these instances, Centres may need to book another event.

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Before your Exam Date

Ordinarily, Learners bring in a copy of their pieces and have their Learner Examination Report (LER) filled in with what they will be performing for their exam. As this is not possible with ROAs, we will send you a spreadsheet to fill in with your Learners' piece(s) and request you to upload a copies of any Own Choice pieces.

Remote Online Assessment (ROA) Examination Paperwork

We will send you a SharePoint link with the following folders:

a) Own Choice Piece(s) – sent 2 weeks before the Event
b) Customer Examination Paperwork – sent 1 week before the Event

When you click on the SharePoint link to access these folders, a new web page will open where you will be prompted for an authentication code. You will receive a separate email in your inbox with this code, if the code is not in your inbox, please check your junk mail. Please be sure to only click on the link once, as each time you click on it, a new authentication code will be sent to your inbox and only the latest code will be accepted.

Please copy and paste in into the code field. We recommend you check the box "Keep me signed in" / "Keep me logged in" when logging in with the authentication code. Please note that only yourself and LAMDA Examinations administrators have access to these folders, they cannot be shared with other individuals (including Parents/ Guardians).

A) Own Choice Pieces

In this folder you will need to:

1. Complete the spreadsheet enclosed with details of each Learners' Set Choices and Own Choice Piece(s) character name, title and author or composer/ lyricist (see last 3 columns of spreadsheet).

   For Speaking in Public, please provide details of the Learner's Prepared Speech titles and where applicable, Conversation Titles (Entry Level to Grade – 3), Topic Choices, Visual Aid(s) (Grades 2 to8) and Imagined Audience(s) (Grades 4 and 5) (only if known ahead of the Event).

   For Devising Drama, please provide details of the Learner's Devised Scene Title(s) (only if known ahead of the Event).

2. Upload copies of the Own Choice pieces and label them as Title, Author and Learner name(s) e.g., *Waiting for Anya* by Michael Morpurgo - Jane Doe

2) Customer Examination Paperwork

Pre-Checks

Before we send the final examination paperwork, please check the provisional timetable for the following:

- Learner details are correct – names, exams entered and timetable order
- Venue is correct – ROA for Learners' home and a set venue if Learners are taking their exams at a Centre (some centres have mix of home or venue)
- Pieces – you have completed the spreadsheet and uploaded copies of all Learner Own Choice pieces

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- Availability – you <u>must</u> be available throughout each exam session to liaise with the LAMDA ROA Steward(s) - if not, please specify which date(s) you are not free and provide contact details for your proxy

In the Customer Examination Paperwork folder, you will find a copy of the:

- Private Centre Guide for Remote Online Assessments
- Event Timetable (for International Sessions this will include the local and UK examining times)
- Candidate List
- Invoice
- Learner Examination Report(s) (LERs)- to review
- Zoom Link(s) - containing URL and Meeting ID and Password details (Learners can join the meeting by either clicking on the link or entering the meeting details on the Zoom app)

Important: you will need to send the relevant Zoom link and exam time details to each Learner's Parent/ Guardian (we recommend you send this per Parent/ Guardian or by blind copying [Bcc] them in a standard template email). Please ensure you send the right link as this may cause delays on the day of the exam (Examiners will not swap Learners across rooms).

Parents/ Guardians should be advised to relabel their Zoom participant name as the Learner's name before the exam day.

Other Exam Specific Requirements

Introductory

Important: Solo Introductory – Stages 1 to 3 examinations will start with the Conversation rather than the Poem element of the examination. This is to allow the learner the opportunity to speak to and familiarise themselves with the Examiner, thereby helping to put them at ease, before they perform.

Sight-Readings

From the 01 August 2020, Learners entered for Speaking Verse and Prose – Grades 4 to 8, Reading for Performance – Grades 6 to 8 and PCertLAM (Unit 2) **must**:

- Bring in a copy of the book from which their choice of Prose has been selected. If a Learner entered for Reading for Performance and/ or PCertLAM (Unit 2), has selected two prose pieces for their performance, they may bring in either book.
- The book cannot be any LAMDA Anthology.

Learners may bring in either a physical copy of the book <u>or</u> an electronic copy of the book (e-book) on an electronic device (i.e. a Kindle, iPad, tablet, or phone). If a Learner is using an electronic copy of their book (e-book), they must please ensure their electronic device:

- Is on Airplane mode/ Wi-Fi has been disconnected.
- All apps and internet browsers are closed except the e-book itself.
- All notifications are switched off.

We recommend that Learners familiarise themselves with the use of the electronic device and opening the e-book ahead of their examination. It is important that the Learner knows how to switch the device on and off and how to access the e-book as unauthorised third persons (i.e. Parent/ Guardian/ Teacher) will not be permitted to re-enter the examination room once the examination has started.

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The e-book should ideally be downloaded rather than on an internet browser to avoid any connectivity issues.

At the start of the examination, the Examiner will check with the Learner that they have everything they need including a copy of the book from which their prose selection has been selected.

Important: Please note that if the Learner does not have a copy of their book, they will not be permitted to take their examination. LAMDA will notify the Centre Coordinator and organise for the examination to be rescheduled.

If a Learner opts to use an e-book, they must complete the Sight-Reading element of their examination first. This is so that their electronic device can be switched off for the remainder of the examination.

To enable Learners to take Speaking Verse and Prose- Grades 4 to 8, Reading for Performance – Grades 6 to 8 and PCertLAM: Unit 2 at both registered Centre venues and from the comfort of their own home, we have adapted the Sight-Reading element of the examination for ROAs. This is in line with the Extraordinary Regulatory Framework (ERF).

- The Learner will read at sight text selected from the book from which their prose piece has been selected. All books must be written in the English language.
- The Examiner will ask the Learner to turn to a selected chapter or page in their book and ask them to find the start of the first paragraph on the page.
- The Learner will then be given one-minute to read through and study the text prior to the reading.
- The Examiner will indicate to the Learner when their preparation time is over.
- The Examiner will then ask the Learner to read the selected text for approximately one minute, stopping them at an appropriate point (i.e., end of a sentence or paragraph).

Speaking in Public

Visual Aids

Important: Please note that Learners cannot share PowerPoints (or similar) on the Zoom meeting link. To assess a Learner, they must be the largest image on screen. When sharing a screen, the Learner becomes a small thumbnail and therefore too small to see for the Examiner to assess them accurately.

If a Learner wishes to use PowerPoint (or similar) for their visual aid, they will need to use a secondary electronic device. The Learner can provide a copy of the PowerPoint Presentation for the Examiner with the other uploaded Own Choice Pieces, ahead of the examination event starting.

Conversation Topics (Grades 4 and 5)

For Speaking in Public – Grades 4 and 5, Learners are strongly advised to bring in a pen and a blank piece(s) of paper to write down their choice of Conversation Topic.

Impromptu Topics (Grades 6, 7 and 8)

Learners **must** bring in a pen and blank piece(s) of paper to write down their choice of Impromptu Topic and any notes.

Learners must be sat in full view of the Examiner throughout their Impromptu Speech preparation time.

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Joining the Exam

LAMDA will organise an Event specific to the Centre and send a link to the Centre Coordinator at least one (1) week prior to the examinations. It is the responsibility of the Centre Coordinator to then disseminate this information and the Learner's examination time to the Learner's Parent/ Guardian.

Each email will contain the following information:

1. **Website link** (URL) – copy and paste this into your browser, or right-click on the link and select 'open hyperlink.' You will be brought to the Zoom meeting page and will be prompted for two pieces of information

    a. **Meeting ID** – copy and paste the Meeting ID from the email sent
    b. **Meeting Password** – copy and paste the Meeting Password from the email sent

Please note, as part of our security measures, each Meeting ID and Password is personalised for each exam session being held. This means that no one can accidentally join the meeting unless they have been given the specific meeting details.

In addition to this, the Steward and Examiner act as co-hosts in the meeting. The Steward will monitor the virtual waiting room and will not permit anyone into the meeting whose identity cannot be verified.

Exam Process

1. LAMDA will send all exam materials to the Centre Coordinator/ Correspondence Contact on the Learner's entry form 1 week prior to the exam date. This will include the Zoom meeting details. The Correspondence must forward these details onto the Learner's parent/ guardian

2. Prior to the exam date, the Centre Coordinator/ Correspondence Contact must ensure that the following are correct/ submitted:

    a. Exams registered
    b. Name spellings
    c. Reasonable Adjustments – those applied for have been authorised (Learners who have been authorised a RA will have an Asterix (*) next to their name on the timetable)
    d. Learner ages (Learners over the age of 16 should have an exclamation mark (!) next to their name on the timetable)
    e. Copies of the Learner's pieces
    f. Self-tape of Learner's performance (for Musical Theatre exams only)

If any information is incorrect, please contact us on exams@lamda.ac.uk

3. The Steward and Examiner will sign into the meeting fifteen (15) minutes prior to the Session start time. Steward will be set as the Host and the Examiner as Co-Host)

4. Centre Coordinator/ Correspondence Contact to liaise with the:

- Learner's Parents/ Guardians to ensure that both they and the Learner are ready, know how the ROA exam process works, and are familiar with Online Safeguarding ahead of the exam,
- Steward throughout the Session to ensure the smooth running of the day.

4. The Steward will monitor the Zoom 'waiting room' and liaise with the Centre Coordinator/ Correspondence Contact if the next Learner in the timetable has not logged in yet.

5. The Steward will invite the Learner into the meeting when indicated by the Examiner.

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6. The Learner should sign into the meeting a minimum of five (5) minutes prior to their exam start time.

7. If a Learner requires assistance from a parent/ guardian they will:

- Assist the Learner with signing into the meeting
- Introduce the Learner to the LAMDA Steward
- Ensure the exam equipment is set up for the Learner
- Leave the exam room prior to the start of the exam and not re-enter until the end of the exam or if the Examiner invites them into the room

8. The Examiner will:

- Confirm the Learner's name and exam entered for
- Ask the Learner to confirm that:
    - o no one else is in the room
    - o there are no notes or annotation on the learner's copies of pieces (ie. copies of pieces must be clean)
    - o there are no notes on the wall or anywhere not visible on screen
- Ask the Learner to confirm and demonstrate that the camera and microphone work to enable the Examiner to assess the Learner
- Ask the Learner (or the parent/ guardian) to adjust the camera angle so that they have the best shot of the Learner

9. The Learner will:

- Answer the Examiner's pre-check questions truthfully and adhere to LAMDA's exam regulations and Online Safeguarding Policy
- If entered for Speaking in Public - Grade 4 or 5, the Learner will have a pen and paper to hand, for the Conversation Topic element of the exam
- If entered for Speaking in Public - Grade 6 to 8, the Learner will have a pen and paper to hand, for the Impromptu Topic Preparation element of the exam
- If entered for Speaking Verse and Prose – Grades 4 to8, Reading for Performance – Grades 6 to8 or PCertLAM: Unit 2, they will bring a copy of the book from which their prose selection has been taken (For Reading for Performance and PCerLAM, if the Learner has selected two pieces of prose, they may choose to bring in either book).

10. **Recording** – this is not permitted under any circumstances. There is a ribbon at the top of the page that will notify all users if the meeting is being recorded. The LAMDA Steward is responsible in ensuring that this is not activated.

11. **Learners Aged 16 or Over** – The LAMDA Steward will verify the Learner's identity prior to their exam and will note the type of photographic evidence presented by the Learner on the *Learners Aged 16 or Over Verification Report*.

Note: If a Learner does not have ID, the LAMDA Steward will explain to the Learner that they cannot be examined and update the Centre Coordinator.

Important: If LAMDA has reason to suspect that a Learner has not met the examination regulations set out in this document and in the Syllabi, LAMDA may revoke the Learner's result

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Exam Regulations for ROAs

1. Learner registration is accepted as evidence that the customer agrees to the regulations laid down in the syllabus specifications, this Guide, Online Safeguarding Policy and any other LAMDA publications.

2. Learners may not enter for more than one Solo, Duologue or Combined examination of the same subject and grade at one examination event.

3. The Centre must confirm which pieces are being performed by the Learner(s) and provide copies of these pieces **2 weeks** prior to the examination event via the Microsoft SharePoint link emailed to them in advance of the Event.

4. The Centre must share the exam details (Zoom link and password) with the Learner's Parent/ Guardian ahead of the exam date.

5. Centre Coordinators must be available throughout the exam day, via phone and email, to answer any queries and provide updates. This helps to ensure the smooth running of the day.

6. Learners must log in at least 5 minutes prior to the stated time of their examination. LAMDA reserves the right to not assess Learners who arrive late to their examination. Examiners are under no obligation to assess late Learners. Fees will not be returned.

7. A Parent/ Guardian may assist the Learner logging into the exam and with anything technical prior to the start of the exam. They must then leave the room when asked to do so by the Examiner and must not re-enter unless requested by the Examiner (via the Learner) or when the exam has finished. If a Learner is confident using technology, they may complete the technical set up themselves, without assistance.

8. Only the Learner(s), Examiner, Steward and authorised third person must be present in the exam room during the exam. Authorised third persons include: an accompanist / music technician or a person pre-authorised by LAMDA as part of a Reasonable Adjustment application. If there is any indication that an unauthorised person is in the exam room during the assessment, the Learner's exam will be referred to LAMDA and the Learner's exam may become invalid as it is a breach of LAMDA's Exam Regulations.

9. Learners aged 16 or over at the time of their examination **must** have their proof of identity with them for their exam. The LAMDA Steward will check and verify the Learner's ID prior to the start of the assessment. A list of approved photographic ID is listed in this guide. Photocopies will **not** be accepted.

10. All attendees (Examiners, Stewards and Learners) and members of the household, including the Learner, should be aware that the exam is taking place, these regulations and must throughout the exam:

    a. use appropriate language and behaviour
    b. ensure they are appropriately dressed

11. All exams will be hosted by a LAMDA steward to ensure Learner safeguarding. Exams will not be recorded.

12. Changes cannot be made to the event once it is made live and finalised timetable has been dispatched without prior authorisation. Examiners cannot authorise any changes to the timetable.

13. If a Learner is absent or withdraws for any reason, their examination slot cannot be taken by another Learner.

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14. Should a Learner be prevented from attending an examination after their entry has been processed, customers can apply for a Transfer Credit Voucher (TCV), details of which can be found on our website www.lamda.ac.uk. TCVs will be issued alongside the results for the event.

15. The total time allowance for an examination / unit is defined as the maximum time allocated for the examination and includes Learner set up, the performance and any verbal or written Examiner assessment requirements. The total examination time does not include the technical set up time required for ROA, a 5-minute contingency time has been added to the start of each exam to allow for this.

For subject specific Examination Regulations, please refer to the relevant LAMDA syllabus specification. All Examinations Regulations, Examinations Requirements and Assessment Criteria must be met by the Learner.

Learner Authentication

LAMDA requires all Learners who are aged 16 or over at the time of their exam and registered for a LAMDA examination, to have their identity verified prior to taking their exam. The Learner must have their photographic ID with them at the start of the exam, they will be asked to present this to the LAMDA Steward, who will then verify their identity.

LAMDA will retain a record of the type of identification provided by Learners aged 16 years and over for all ROA exams.

Learners who must provide ID before their exam will have an exclamation mark '!' against their name on the Centre's timetable. If there is an error on the timetable, Centres must contact us before the exam and verify the Learner's date of birth.

Important: If a Learner's identity cannot be verified, they will not be allowed to take their examination. LAMDA cannot post-verify ID. LAMDA will not reimburse the examination fees for Learners who fail to provide appropriate documentation.

Acceptable original documents for identification **must** be one **of** the following:

Valid Photographic ID documents (Originals Only)	
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 / National Identity Card
IMPORTANT: Original Acceptable Documents for Identification must be presented. Photocopies, faxes or scanned and emailed documents are not acceptable	

GDPR

LAMDA will not collect any personal data relating to Learners except for recording the type of ID presented by the Learner to verify their ID (if aged 16 or over at the time of their exam).

LAMDA will liaise with the Centre Coordinator on the day of the exam and will not use or collect personal contact details belonging to a Learner and/ or their parent/ guardian. All communication from LAMDA will be directed to the Centre Coordinator.

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Examinations will not be recorded, and self-tape performances submitted for Musical Theatre exams will be destroyed within 12 months of the exam date.

Reasonable Adjustments (RA)

Customers can apply for Reasonable Adjustments for each Learner entered. Customers must make sure they complete the *Reasonable Adjustment Application Form* and submit all appropriate supporting documentation to LAMDA six (6) weeks prior to the first date in the Event. Application forms are available on our website and on ExamTrack.

RAs for Sight-Readings

Please note Learners who have an existing Reasonable Adjustment granting extra time for the Sight-Reading element of an examination, will now have this extra time added to the examination time itself.

The Learner's Sight-Reading preparation will now be overseen by the Examiner in the examination room. The Learner needs to be seated in full view of the Examiner the entire time. The Examiner will give the Learner time checks at an appropriate point.

Learners who have an existing Reasonable Adjustment for Dyslexia or a visual impairment may use any reading materials and settings that they would normally use. Most e-reader apps provide the option to enlarge-font and add a coloured overlay to make the text easier to read.

Please note that unauthorised third persons cannot enter the examination room during the Learner's Sight-Reading preparation, and they are not permitted to assist the Learner.

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Examination Room Guidelines

These guidelines explain LAMDA's minimum requirements for Centres and examination rooms so that Learners may perform in the most suitable environment.

1. **Devices**: Learners will need to use an electronic device for their exam (computer, laptop/ tablet or android phone/ iPhone).

   IMPORTANT: Android phones/ iPhones are not suitable for Level 3 exams. Android phones/ iPhones/ tablets and iPads are not suitable for all Combined and Duologue exams due to the limited width of performance space they are able to capture. If the Examiner is unable to clearly see the learner and assess them, the Learner will need to be rescheduled.

   Please ensure the following:

   - The Learner is familiar with the device before use
   - All apps/ system updates are installed prior to the exam
   - The device is placed on a level and stable surface
   - Microphone is enabled and can pick up the user's voice when speaking or singing
   - Camera is enabled
   - The device is fully charged or plugged in to a mains supply
   - No other applications or windows are open on the device other than Zoom
   - All Notifications are turned off on the device
   - The Learner has earphones/ headphones in case they are needed for the Knowledge section.

2. **WiFi**: the exam will take place live on Zoom (online platform). There should be good WiFi connection (recommended 10mb or plug-in ethernet) and internet access. We recommend no other household members use the WiFi during the exam

3. **Size of the Examination Room:** The size of the examination room should be appropriate for the examination(s) being undertaken. LAMDA recommends:

   - Level Entry, 1 and 2 exams - minimum 1.83 metres x 1.83 metres (6ft x 6ft)
   - Level 3 exams - minimum of 2 metres x 2 metres (6.5ft x 6.5ft)
   - Room size excludes the area required for any pre-authorised third person (e.g., a musical accompanist/ technician)
   - No obstructions to the Examiner's sight line (e.g., pillars or furniture)

4. **Visibility of Learner:** the learner must be in full view at all times during the exam. They should rehearse the stage area in front of the camera before their exam.

   - Learners **must** be fully visible (from head to feet) for the following examinations:
     - Reading for Performance – Grades 1, 2 and 3
     - Acting Solo/ Duologue - Grades 6, 7 and 8
     - Devising Drama Solo/ Duologue – Grades 6, 7 and 8
     - Musical Theatre Solo/ Duologue – Entry Level to Grade 8
     - Shakespeare Solo – Level 2 and Level 3
     - PCertLAM - Unit 2

   - Learners **must** be fully visible from at least the knees up for the following examinations:
     - Acting Solo/ Combined/ Duologue – Grades 4 and 5
     - Devising Drama Solo / Duologue – Grades 4 and 5
     - Speaking Verse –Grades 6, 7 and 8
     - Speaking in Public – Level 3 Grades 6, 7 and 8

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5. **Examination Room Use:** The room must be for the **sole** use of the examination. Please remind others in the house/ venue that exams are in progress and not to disturb the Learner during their exam.

6. **Reflective Surfaces/ Glare:** mirrors must be covered so that Learner and Examiner are not distracted. Ideally, Learners should not stand with windows behind them unless they are covered with a curtain so that the Learner is visible without glare. Consider lighting carefully to ensure the Learner's facial expression is clear at all times.

7. **External and Internal Noise:** The venue and examination room must be as quiet as possible, so as not to distract the Learner and ensure audibility. The Learner must not be prompted or spoken to during their exam by anyone other than the Examiner.

8. **Exam Pieces and Notes**: Learners are permitted to have a copy of their pieces with them in the exam, but these must have no notes or annotations on them. There must also be no notes anywhere else in the room.

9. **Distracting Items:** The walls of the room should be as plain as possible. Unnecessary items, such as furniture not being used in the performance, should be removed or moved to the outskirts of the room. Items that could identify the Learner (e.g. school logo) should also be removed.

10. **Music Accompanist or Equipment Operator:** Musical instruments and/or music playback devices should be situated so that the accompanist or equipment operator is within shot (ideally behind the Learner). They should not obscure the sight line of the Examiner or distract the Learner.

11. **Power:** working power points must be present in the room for the exam and music playback devices.

12. **Table and Chair**: ensure there is a comfortable chair/ seat for the Learner to sit on during the Knowledge section. A table should also be provided for the Learner.

Exam Equipment

Equipment	Learner
Electronic device with internet browser (e.g. Google Chrome/Safari) or Zoom app enabled	One of the following: • iPad • Tablet • Laptop • MacBook • iPhone • Android phone
Wi-Fi Connection (10mb minimum or plug-in ethernet connection) and internet access	Required
Device to hold equipment steady (tripod, stand, table)	Recommended
Earphones (headphones acceptable as a last resort)	Only for Knowledge section of exam
Learner's own choice pieces – to be emailed to LAMDA prior to the exam Event	Required
All other examination materials	As relevant

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Set and Own Choice Pieces

Below is a breakdown of what copies and details are required for a Learner ahead of their examination according to Subject/ Grade/ Discipline. Please check the relevant syllabus for full details of the examination requirements.

Acting Solo/ Duologue

Grade	Details required in advance of the session	Copies required in advance of the session
Entry Level	1 x Own Choice Scene	1 x Own Choice Scene
(Level 1) Grade 1, Grade 2, Grade 3	1 x Set Scene 1 x Own Choice Scene	1 x Own Choice Scene
(Level 2) Grade 4, Grade 5	1 x Set Scene 1 x Own Choice Scene	1 x Own Choice Scene
(Level 3) Grade 6	2 x Own Choice Scenes	2 x Own Choice Scenes
(Level 3) Grade 7, Grade 8	3 x Own Choice Scenes	3 x Own Choice Scenes

Devising Drama Solo/ Duologue

Grade	Details required in advance of the session	Copies required in advance of the session
Entry Level	1 x Devised Scene Title	N/A
(Level 1) Grade 1, Grade 2, Grade 3	2 x Devised Scene Titles	N/A
(Level 2) Grade 4, Grade 5	2 x Devised Scene Titles	N/A
(Level 3) Grade 6, Grade 7, Grade 8	2 x Devised Scene Titles	N/A

Speaking Verse and Prose

Grade	Details required in advance of the session	Copies required in advance of the session
Entry Level	1 x Set Piece, 1 x Own Choice Piece	1 x Own Choice Piece
(Level 1) Grade 1, Grade 2, Grade 3	1 x Set Piece, 1 x Own Choice Piece	1 x Own Choice Piece
(Level 2) Grade 4, Grade 5	1 x Set Piece, 1 x Own Choice Piece	1 x Own Choice Piece
(Level 3) Grade 6	1 x Set Piece, 1 x Own Choice Piece	1x Own Choice Piece
(Level 3) Grade 7	1 x Set Piece, 1 x Own Choice Piece 1 x Own Choice Sonnet (not by William Shakespeare)	1 x Own Choice Piece 1 x Own Choice Sonnet (not by William Shakespeare)
(Level 3) Grade 8	1 x Set Piece, 1 x Own Choice Piece 1 x Own Choice Sonnet by William Shakespeare	1 x Own Choice Piece 1 x Own Choice Sonnet by William Shakespeare

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Reading for Performance

Grade	Details required in advance of the session	Copies required in advance of the session
Entry Level	2 x Own Choice Pieces	2 x Own Choice Pieces
(Level 1) Grade 1, Grade 2, Grade 3	2 x Own Choice Pieces	2 x Own Choice Pieces
(Level 2) Grade 4, Grade 5	3 x Own Choice Pieces	3 x Own Choice Pieces
(Level 3) Grade 6, Grade 7, Grade 8	3 x Own Choice Pieces	3 x Own Choice Pieces
Note: we do not require a copy of the Learner's introduction, linking statement(s) and conclusion ahead of the session.		

Speaking in Public

Grade	Details required in advance of the session	Copies required in advance of the session
Entry Level	1 x Prepared Speech Title 2 x Conversation Topics (if known)	N/A
(Level 1) Grade 1	1 x Prepared Speech Title 2 x Conversation Topics (if known)	N/A
(Level 1) Grade 2, Grade 3	1 x Prepared Speech Title 2 x Conversation Topics (if known) 1 x Visual Aid(s)	N/A
(Level 2) Grade 4, Grade 5	2 x Prepared Speech Title and Imagined Audience 1 x Visual Aid(s)	N/A
(Level 3) Grade 6, Grade 7, Grade 8	2 x Prepared Speech Title and Imagined Audience 1 x Visual Aid(s)	N/A

Shakespeare Solo/ Duologue

Level	Details required in advance of the session	Copies required in advance of the session
Level 1 (Solo)	1 x Set Speech	N/A
Level 2	1 x LIST A Own Choice Scene 1 x LIST B Own Choice Scene	1 x LIST A Own Choice Scene 1 x LIST B Own Choice Scene
Level 3	1 x LIST A or B Own Choice Scene 1 x LIST C Own Choice Scene 1 x Own Choice Sonnet by William Shakespeare	1 x LIST A or B Own Choice Scene 1 x LIST C Own Choice Scene 1 x Own Choice Sonnet by William Shakespeare

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Musical Theatre Solo/ Duologue

Grade	Details required in advance of the session	Copies required in advance of the session
Entry Level	1 x Own Choice Song	1 x Own Choice Song
(Level 1) Grade 1, Grade 2, Grade 3	2 x Own Choice Songs	2 x Own Choice Songs
(Level 2) Grade 4, Grade 5	2 x Own Choice Songs 1 x Own Choice Spoken Monologue	2 x Own Choice Songs 1 x Own Choice Spoken Monologue
(Level 3) Grade 6, Grade 7, Grade 8	3 x Own Choice Songs	3 x Own Choice Songs

PCertLAM (Unit 2)

Unit	Details required in advance of the session	Learner copies required in advance of the session
Unit 2	4 x Own Choice Pieces	4 x Own Choice Pieces
Note: we do not require a copy of the Learner's introduction, linking statement(s) and conclusion ahead of the session.		

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Examination Fees

There is no minimum fee requirement for ROA Events. Customers can pay for Events by the following methods:

Please be aware that a Minimum Balance Fee may be applied automatically by ExamTrack. If this happens, please contact LAMDA and we will update your balance.

- Credit/ Debit Card (Payment Gateway in ExamTrack)
- BACS (Reference: Centre Code and Event ID)
- Transfer Credit Voucher (please quote TCV number(s))

IMPORTANT: we are currently unable to accept payment by cheques and do not accept cash payment

LAMDA BACs Details

Our bank details	
Bank name	Barclays Bank PLC
Bank address	1 Churchill Place London E14 5HP United Kingdom
Account name	LAMDA Limited
Account number	63900738
Sort code	20-00-00
International IBAN number	GB23BARC20000063900738
International SWIFT/BIC	BARCGB22
Our VAT number	
VAT number	GB 730 884 817
Send your payment advice notes to	
by e-mail	fees@lamda.ac.uk
Reference to quote with your payment	
If paying an invoice	Always quote the LAMDA invoice number
Private Centre payments with no invoice	For UK and Overseas Private Centres • Your LAMDA 5 or 6 digit alphanumeric Centre Number • The event ID (refer to ExamTrack)

If you have any questions, please email us at exams@lamda.ac.uk for advice before making your payment.

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Appendix A – Time Zones

The table below shows the time zone difference between a Centre's local time* and the assessing Examiner (who will be based in the United Kingdom). Centres should factor this when booking their event.

***Note:** This provides time zone conversions - this does not take into account Daylight Savings and local time zones.

Country	Time Difference between local time and UK (BST)	Suggested start time in Country according to local time	When Examiner will be assessing in the UK (BST)	Maximum exam time per Session
Australia	+9 hrs	16.00	07.00	3.5 hrs
Bahrain	+2 hrs	10.00	08.00	6.0 hrs
Belgium	+1 hr	09.00	08.00	6.0 hrs
China	+7 hrs	16.00	09.00	3.5 hrs
Cyprus	+2 hrs	10.00	08.00	6.0 hrs
France	+1 hr	09.00	08.00	6.0 hrs
Greece	+2 hrs	10.00	08.00	6.0 hrs
Hong Kong	+7 hrs	15.00	08.00	3.5 hrs
India	+4 hrs 30 mins	12.30	08.00	5 hrs
Ireland	N/A	09.00	09.00	6.0 hrs
Italy	+1 hr	09.00	08.00	6.0 hrs
Japan	+8 hrs	16.00	08.00	3.5 hrs
Kenya	+2 hrs	10.00	08.00	6.0 hrs
Kuwait	+2 hrs	10.00	08.00	6.0 hrs
Luxembourg	+1 hr	09.00	08.00	6.0 hrs
Malaysia	+7 hrs	15.00	08.00	3.5 hrs
Malta	+1 hr	09.00	08.00	6.0 hrs
Monaco	+1 hr	09.00	08.00	6.0 hrs
New Zealand	+11 hrs	08.00	21.00	3.5 hrs
Nigeria	N/A	09.00	09.00	6.0 hrs
North Korea	+8 hrs	16.00	08.00	3.5 hrs
Poland	+1 hr	09.00	08.00	6.0 hrs
Qatar	+2 hrs	10.00	08.00	6.0 hrs
Russia	varies	09.00	TBC	varies
Singapore	+7 hrs	15.00	08.00	3.5 hrs
South Africa	+1 hr	09.00	08.00	6.0 hrs
South Korea	+8 hrs	16.00	08.00	3.5 hrs
Spain	+1 hr	09.00	08.00	6.0 hrs
Switzerland	+1 hr	09.00	08.00	6.0 hrs
Tanzania	+2 hrs	10.00	08.00	6.0 hrs
Thailand	+6 hrs	14.00	08.00	3.5 hrs
UAE	+3 hrs	12.00	09.00	5 hrs
Uganda	+2 hrs	10.00	08.00	6 hrs
USA	varies	09.00	TBC	varies
Vietnam	+6 hrs	14.00	08.00	3.5 hrs

Important: Please note that Centres may need to factor in additional sessions to accommodate for time zone differences. For example, if the maximum hours of examining per session is 3.5 hours but the Centre has a total of six (6) hours of examining, they will need to book two sessions. These can either be held on the same day or across multiple days.

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