

Application for Examination History Transcript Form

LAMDA

Before completing this form read the *Instructions* overleaf and see the section *Enquiries after Results Service* in our *Guide for Centres and Teachers*.

1. Learner Details

Learner a. Given Name										Learner b. Family Name										
c. LAMDA PIN					d. ULN					e. Gender			f. Ethnic Code			g. Date of Birth				
										M	/	F	N	N	D	D	M	M	Y	Y

2. Examination(s) Details

Year Taken	Month Taken	Subject and Grade	Centre Name	Centre Postcode

3. Person Requesting Examination History

Miss / Mrs / Ms / Mr / Dr / Other	Full Name						
Relationship to Learner	Learner	Teacher	Parent	Guardian	Administrator		
Address							
					Post Code		
Telephone Number			e-mail				
Signature						Date	

4. Parent or Legal Guardian Consent (for learners aged under 16 years)

Miss / Mrs / Ms / Mr / Dr / Other	Full Name						
I the parent or legal guardian of the learner named in section 1. give my consent to LAMDA Examinations to provide examination history information to the person requesting the examination history in section 3.							
Signature						Date	

5. Learner Consent (for learners aged 16 years and over)

I the above named learner in section 1. give my consent to LAMDA Examinations to provide examination history information to the person requesting the examination history in section 3.				
Signature of Learner			Date	

6. Fees

Fee Payable	Payment Method		
	Cheque Enclosed	BACS	Completed credit card form attached

BEFORE COMPLETING THIS FORM READ THESE NOTES

LAMDA

- Before completing this form refer to the section *Enquiries after Results Service* in our *Guide for Centres and Teachers*.
- Complete this form **IN BLOCK CAPITALS ONLY**.
- **Note:** Examination History Transcripts are not evidence of a qualification. If evidence of a qualification is required then a replacement certificate or letter of attestation must be applied for using a *Certificate or Medal or Letter of Attestation Form* available from the LAMDA Examinations website www.lamda.org.uk/downloads.
- A separate *Application for Examination History Transcript Form* is to be used for each individual learner.

HOW TO COMPLETE THIS FORM

1. Learner(s) Details

- a. **Learner Given Name:** Enter the learner's first name(s)
- b. **Learner Family Name:** Enter the learner's surname at the time the examinations were taken
- c. **LAMDA PIN:** Enter the learner's 6 digit LAMDA PIN. (if known)
- d. **ULN:** Enter the learner's 10 digit Unique Learner Number (if known)
- e. **Gender:** Enter M or F
- f. **Ethnicity Code:** Enter a code from the list below

10	White, UK heritage	40	Pakistani
11	White, European	50	Bangladeshi
12	White, other (known)	60	Chinese
19	White, type not known	80	Mixed Race
20	Black, Caribbean heritage	90	Other (known)
21	Black, African heritage	98	Parent/pupil preferred not to say
22	Black, other	99	Ethnic group information not sought
30	Indian		
- g. **Date of Birth:** Complete in numbers, in the format DD | MM | YY

2. Examination Details

- Enter as much information as known, this assists in searching learner records and identifying specific learners.

3. Person Requesting Examination History

- Complete in full, sign and date.
- LAMDA Examinations will keep a record of the person requesting an Examination History Transcript for security and data protection.
- The results of our examination history search will be sent to this address.

4. Parent or Legal Guardian Consent

- If the learner is aged under 16 years and the application is made by someone other than the learner's parent or legal guardian in section 3. the parent or legal guardian must complete and sign section 4.

5. Learner Consent

- If the learner is aged 16 years or over and the application is made by someone other than the learner in section 3. the learner must complete section 5.

6. Fees

- The current fee is given in the *Examination Fees Sheet* available from the LAMDA Examinations website www.lamda.org.uk/downloads.
- For methods of payment please refer to the section *Payment of Fees and Services* in our current *Guide for Centres and Teachers*.
- Make cheques payable to LAMDA Ltd.