

Certificate in Speech and Drama: Performance Studies (PCertLAM) Entry Form for Public and Private examination centres LEO13OU V04

Before completing this form read the *Instructions* on page 4 and refer to our current *Guide for Centres and Teachers*.

1. Centre (not required for Unit 1 written assignment Portfolio of Evidence)

Is the Learner being entered at a Private Centre or Public Centre?	Private / Public (please circle)
If public centre entry please complete sections 2 and 3 then 5 through to 13 If private centre entry please complete sections 4 to 13	

2. Public Centre Details (not required for Unit 1 written assignment Portfolio of Evidence)

a. Public Centre Name			
b. Session	One / Two / Three (please circle)	c. Preferred date	
For Public Centres Only	We regret that we are unable to guarantee date requests. <u>Learners must be prepared to attend on any date in the session.</u> Dates and times of examinations cannot be altered once a centre has been scheduled.		

3. Correspondence Contact Details (required for all units)

Name:	Miss / Mrs / Ms Mr / Dr / Other		
	Learner / Teacher / Parent / Guardian / Administrator (please circle)		
Address:			
Postcode:		Tel No:	
e-mail:			

4. Private Centre Details (not required for Unit 1 written assignment Portfolio of Evidence)

d. Private Centre Code		Centre Coordinator Name	
For Private Centres	Include this learner in your <i>Online Entry System (OES) submission or Bulk Entry Timetable Form</i> at the time you want them to take the examination and submit this entry form at the same time as your OES submission or Bulk Entry Timetable Form.		

5. Learner Details (required for all units)

e. Unique Learner Number (if known)	f. LAMDA Pin No: (if known)	h. Given Name	i. Family Name
j. Date of Birth * (DD/MM/YY)	k. Gender (M/F)	l. Ethnicity Code	Learner Title
			Miss / Mrs / Ms / Mr / Dr / Other

6. Syllabus Details

Please indicate which syllabus you are entering units for:

- QCF Syllabus Effective from 1 January 2011 expires 31 December 2015 (for learners previously registered on this syllabus). All unit and qualification certification must be achieved by 31 December 2016.
- QCF Syllabus Effective from 1 January 2016.

- For entries in the United Kingdom at UK Public and Private Centres completed entry forms together with the full entry fee payment must be received by LAMDA six weeks in advance of the first date of the Centre's examination session.
- For entries outside the United Kingdom at International Public and Private Centres completed entry forms together with the full entry fee payment must be received by LAMDA 10 weeks in advance of the first date of the Centre's examination session.

7. Unit Detail

Please indicate which unit you wish to enter:

- Unit 1* go to Section 8
- Unit 2 go to Section 9
- Unit 3 (QCF Syllabus Effective from 1 January 2011 only) go to Section 10

- * Unit 1 written assignment (Portfolio of Evidence) can be submitted at anytime, there is no requirement to book an examination date.

8. Unit 1

- Submit two copies of your written assignment (Portfolio of Evidence) with this form.
- Ensure that the cover page states the Learner Name and LAMDA Pin Number.
- Ensure that all pages are numbered and have the Learner Name and LAMDA Pin Number.
- Ensure the learner submits a completed and signed *Assignment/Portfolio of Evidence Declaration Cover Sheet*.
- Portfolios of Evidence are not returned after marking. Make a copy for your own records before submitting to LAMDA.

Enclosed with this entry form are:

- 2x copies of written assignment (Portfolio of Evidence)
- 1x completed and signed by the learner *Assignment/Portfolio of Evidence Declaration Cover Sheet*.

9. Unit 2 (provide the theme and titles of your recital programme)

- QCF Syllabus Effective from 1 January 2011
 - Recital theme
 - Memorised verse
 - Memorised prose
 - Memorised drama
 - Any additional titles

- QCF Syllabus Effective from 1 January 2016
 - Recital theme
 - Verse selection
 - Prose selection
 - Scene selection from a play
 - Piece of the learner's own choice

10. Unit 3 (QCF Syllabus Effective from 1 January 2011 expires 31 December 2015 only)

Please indicate which research period you wish to be assessed on here:

List your chosen:

- 3 Key Poets
- 3 Authors
- 3 Playwrights

11. Special Needs or Reasonable Adjustments

Does the Learner have special needs or circumstances of which LAMDA should be made aware?
If yes, please write their special need/circumstances in the box below.

To apply for a Reasonable Adjustment complete and attach an Application for Reasonable Adjustment Form with the appropriate supporting documentation to this entry form.

12. Ethnicity Codes

10	White, UK heritage
11	White, European
12	White, other (known)
19	White, type not known
20	Black, Caribbean heritage
21	Black, African heritage
22	Black, other
30	Indian
40	Pakistani
50	Bangladeshi
60	Chinese
80	Mixed Race
90	Other (known)
98	Parent/pupil preferred not to say
99	Ethnic group information not sought

13. Fees

Fee enclosed

£

- Please write the Private Centre code or Public Centre Name and learner name on the back of all cheques.
- If you require a receipt (for proof of payment and acknowledgement of entry form) you must enclose a stamped addressed envelope.
- Do not submit this form to LAMDA without enclosing full payment. Current entry fees for entries in the United Kingdom are available from the LAMDA website. Outside the United Kingdom by contacting the local county representative or LAMDA.

Remember

- Please complete and return this form to LAMDA no later than the closing date specified for the Centre.
- Late entries will be returned.
- Incomplete forms will be returned.
- Please make cheques payable to LAMDA Ltd.
- For Unit 2 and Unit 3 entries we regret that for a Public Centre entry we are unable to guarantee date requests. Learners must be prepared to attend on any date in the session.
- Dates and times of examinations cannot be altered once a centre has been scheduled.
- For Public Centres; entry forms for family members or friends, who wish to be examined within a similar timeframe, must be stapled together.
- All correspondence from LAMDA will be directed to the Correspondence Contact or Private Centre Coordinator.

I the named correspondence contact or private centre coordinator hereby agree that I am responsible for all entry fees and answering any queries relating to this entry.

I the named correspondence contact or private centre coordinator hereby declare that all persons named on this form agree to abide by the regulations published in the Syllabus Specification and Guide for Centres and Teachers.

Signature of Correspondence Contact or
Private Centre Coordinator

Date

HOW TO COMPLETE THIS FORM

1. For unit 2 or 3; which type of LAMDA examination centre is the learner being entered at?
 2. For unit 2 or 3; complete this for entry at a LAMDA public centre
 - a. **Name of Public Centre** If you are entering at a Public Centre please enter the name of the Public Centre you wish to attend, for example, 'London (Romeo)' or 'Paris France'
 - b. **Session** For unit 2 or 3; please check there have been no changes to the examination session dates. For the United Kingdom by downloading from the LAMDA website the latest UK Public Examination Centres Date List or outside the United Kingdom by contacting the local country representative. Then please circle the appropriate session of the Public Centre you wish to attend
 - c. **Preferred date:** For unit 2 or 3; if attending a Public Centre please enter a preferred examination date if you have one
 3. Complete this for all units
 4. For unit 2 or 3; complete if you are entering at a Private Centre
 - d. **Private Centre Code:** For unit 2 or 3; if you are entering at a Private Centre enter the Centre Code
 5. Provide the full details of the Learner
 - e. **Unique Learner Number (ULN):** Please enter the learner's 10 digit Unique Learner Number (if known)
 - f. **LAMDA Pin No:** Please enter the learner's 6 digit LAMDA Pin number (if known)
 - Learner's Name:** This is the learner's legal name and not nickname or abbreviated name. It will be printed on the Learner Examination Report, Results and Certificate
 - h. **Given Name:** This is the learner's first name
 - i. **Family Name:** This is the learner's surname
 - j. **Date of Birth:** Please complete in numbers, in the format DD/MM/YY
 - k. **Gender:** Please enter M or F
 - l. **Ethnicity Code:** Please enter a code from the list 12 on page 3
 6. Please select which syllabus you are registered on and entering units for
 7. Select the unit(s) being entered
 8. Complete only for a unit 1 entry
 9. Complete only for a unit 2 entry
 10. Complete only for a unit 3 entry (QCF Syllabus Effective from 1 January 2011 only)
 11. Complete only if required
 12. Enter the entry fee payable. Please make cheques payable to LAMDA Ltd. Current UK entry fees are available from the LAMDA website. Outside the United Kingdom by contacting the local county representative or LAMDA
- * Learner Identity** Learners aged 16 years and over must have their identity verified at the examination Centre prior to taking their examination. Acceptable original documents for identification are; Passport, Driving Licence, National Insurance Card, Certificate of Entitlement to Funding, Bank Credit/Debit Card, Armed Forces Services ID Card, Student Union Card and Travel Pass. Outside the United Kingdom also National Identity Card.
- Unit entries for QCF Syllabus Effective from 1 January 2011 expires 31 December 2015**
Unit entries can only be accepted for learners who have completed prior QCF Syllabus Effective from 1 January 2011 syllabus registration requirements with LAMDA.
- Unit entries for QCF Syllabus Effective from 1 January 2016**
Unit entries do not require prior separate syllabus registration with LAMDA before the entering of units.