

**Certificate in Speech and Drama: Performance Studies (PCertLAM)
Entry Form for Public and Private Centres**

IMPORTANT

- 1 COMPLETE IN BLOCK CAPITALS ONLY**
- 2 READ THE INSTRUCTIONS ON THE BACK BEFORE COMPLETING THIS FORM**
- 3 Entries can only be accepted from learners who have already completed the PCertLAM registration with LAMDA Examinations**

1. Centre

Is the Learner being entered at 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

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. Public Centre Entry Correspondence Contact Details

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

4. Private Centre Details

d. Private Centre Code		Centre Coordinator Name	
For Private Centres	Include this learner in your <i>Bulk Entry Timetable Form</i> at the time you want them to take the examination and submit this entry form with your Bulk Entry Timetable Form.		

5. Learner Details

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 registered on and entering units for:

NQF Syllabus Effective from 1 September 2008

QCF Syllabus Effective from 1 January 2011

- For entries at UK Public and Private Centres completed entry forms together with the full fee payment must be received by LAMDA six weeks in advance of the first date of the centre's examination session.
- For entries at Overseas Centres entry forms and fees must normally be presented to the local representative at least ten weeks prior to the scheduled examination session. Check with the local representative.

7. Unit Detail

Please indicate which unit you wish to enter:

Unit 1* Please go to Section 8

Unit 2* Please go to Section 9

Unit 3 Please go to Section 10

- * For NQF syllabus effective from 1 September 2008 Units 1 and 2 must be entered for at the same time. Refer to page 9 of the *LAMDA Examinations PCertLAM Syllabus Specifications 1 September 2008*.
- For entries at UK Public and Private Centres, completed entry forms together with the full fee payment must be received by LAMDA six weeks in advance of the first date of the centre.
- For entries at Overseas Centres, Entry forms and fees must normally be presented to the local representative at least ten weeks prior to the scheduled examination session. Check with the local representative.

8. Unit 1

Submit two copies of your workbook with this form

- Ensure that the cover page states the Learner Name and LAMDA Examinations Pin Number.
- Ensure that all pages are numbered and have the Learner Name and LAMDA Examinations Pin Number.
- Ensure the learner submits a completed and signed *Assignment/Portfolio of Evidence Declaration Cover Sheet*.
- Workbooks are not returned after marking. Make a copy for your own records before submitting to LAMDA Examinations.

9. Unit 2

Please provide the theme and titles of your recital programme

- Recital theme
- Memorised verse
- Memorised prose
- Memorised drama
- Any additional titles

10. Unit 3

Please indicate which research period you wish to be assessed on.

List your chosen: _____

3 Key Poets

3 Authors

3 Playwrights

11. Special Needs or Reasonable Adjustments

Do any of the learners listed have special needs or circumstances of which LAMDA Examinations should be made aware? If yes, please write their name and 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 your name and address 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 Examinations without enclosing full payment. Current entry fees are available from the LAMDA office.

Remember

- Please complete and return this form to LAMDA Examinations 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. Current entry fees are available from the LAMDA Examinations office.
- We regret that for a Public Centre 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 Examinations 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 current Examination Syllabus Specification and Guide for Centres and Teachers.

**Signature of Correspondence Contact or
Private Centre Coordinator** _____

Date _____

HOW TO COMPLETE THIS FORM

1. Which type of LAMDA examination centre is the learner being entered at?
 2. Complete this for a LAMDA Examinations UK public centre entry
 - a. **Name of Public Centre** If you are entering at a UK Public Centre please enter the name of the UK Public Centre you wish to attend, for example, 'London (Romeo)'
 - b. **Session** Please check there have been no changes to the session dates by downloading from the LAMDA Examinations website (www.lamda.org.uk/exams) the latest UK Public Examinations Centre Date List, then please circle the appropriate session of the Public Centre you wish to attend
 - c. **Preferred date:** If attending a Public Centre please enter a preferred date if you have one
 3. Complete this only for a LAMDA public centre entry
 4. Complete this only for a LAMDA private centre entry
 - d. **Private Centre Code:** 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 Examinations 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 Examination Report 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
 11. Complete only if required
 12. Enter the entry fee. Please make cheques payable to LAMDA Ltd. Current entry fees are available from the LAMDA Examinations office.
- *. **Learner Identity** Learners aged 16 years and over must have their identity verified at the examination Centre prior to taking their examination. Acceptable 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

Entries can only be accepted for learners who have completed the PCertLAM registration with LAMDA Examinations

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