

UK Public Centre Entry Form

for Group Examinations

LE011OU V09

LAMDA

Syllabus Update: LAMDA Examinations in Communication, Performance, Group and Introductory will have new syllabus specifications that come into effect for examinations taking place from 1 August 2019. For more details, please visit our website: lamda.ac.uk

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

1. Centre Details

| | | | | | | | | | | |
|--|--------|--------|--------|-------------------|---|---|---|---|---|----------|
| a. Public Centre Name | | | | | | | | | | |
| b. Session Term | Autumn | Spring | Summer | c. Preferred date | D | D | M | M | Y | Y |
| d. LAMDA cannot guarantee preferred dates or time. If Preferred Date (c) is not available, do not enter Learner. Please return entry form and fee. | | | | | | | | | | yes / no |

2. Group Subject and Entry Fee

| Subject | Grade (circle) | Subject | Grade (circle) |
|---------------------------------------|----------------|-----------------------------------|--------------------------------------|
| Group Introductory (size 3—10) | Stage 1 2 3 | Group Musical Theatre (size 3—15) | E 1 2 3 4 5 6 7 8 |
| Group Recital (size 3—no max) | E 1 2 3 | Group Acting (size 3—15) | E 1 2 3 4 5 6 7 8 |
| Group Choral Speaking (size 3—no max) | E 1 2 3 | Group Devising Drama (size 3—15) | E 1 2 3 4 5 6 7 8 |
| Entry fee due to LAMDA Ltd | £ | Paid by | Cheque Attached / BACs and Reference |

3. Entered by and Correspondence Contact Details

| | | | | | | |
|---|-----------|---------|--------|----------|---------------|------|
| Miss / Mrs / Ms / Mr / Dr / Other | Full Name | | | | | |
| Relationship to Learners in 4. | Learner | Teacher | Parent | Guardian | Administrator | |
| Address | | | | | | |
| | | | | | | |
| | | | | | Post Code | |
| Telephone number | | | | e-mail | | |
| I the above named Correspondence Contact hereby agree that I am responsible for the payment of all fees and answering any queries relating to this entry. I hereby declare that all persons named on this form agree to abide by the regulations and administration requirements published in the current Syllabus Specifications and Guide for Centres and Teachers. | | | | | | |
| Signature of Correspondence Contact | | | | | | Date |

Before Completing this Form Read these Notes

- Before completing this form read the *Instructions To Complete This Form* below and refer to the *Guide for Centres and Teachers*.
- Complete this form **IN BLOCK CAPITALS ONLY** using blue or black ink **NOT PENCIL**.
- Ensure this entry form is current. Current entry forms and fees are available from the LAMDA website www.lamda.ac.uk
- Completed entry forms together with the full fee payment must be received by LAMDA by the closing date of the Centre as stated in the current *UK Public Examination Centres Date List*. Entry forms submitted that are incomplete, late, without fee payment or not current will be returned. All fields are compulsory except for those marked * below in how to complete this form.
- For methods of payment please refer to the section *Payment of Fees and Services* in our *Guide for Centres and Teachers*.
- All correspondence from LAMDA will be directed to the correspondence contact.
- Learners must be prepared to attend on any date or time in the Event. Preferred dates cannot be guaranteed.
- Multiple Entries—please submit together at the same time. Note: LAMDA cannot guarantee entries will be grouped together.
- For Musical Theatre exams it is the responsibility of the learner and the person submitting the entry to provide sound or musical equipment, pianos/keyboards and an equipment operator, accompanist or page-turner necessary to support their performance.
- Learners aged 16 years or older on the date of their examination must have their identity verified to ensure learner authenticity. Please refer to the section *Learner Authenticity* in our *Guide for Centres and Teachers*.

Instructions to Complete this Form

Section 1. Centre Details

- Public centre name:** Enter the name of the Public Centre from the *UK Public Examination Centres Date List* you are entering the Learner at, for example, 'London (Romeo)'
- Session Term:** Check there have been no changes to the session dates by downloading from the LAMDA website the latest *UK Public Examination Centres Date List* and Circle the Session Number the entry is for
- Preferred date:** If you have a preferred examination date write it here * **Note: LAMDA cannot guarantee preferred dates will be granted. If c. Preferred Date is not available, do not enter Learner, return entry form and fee:** circle yes

Section 2. Group Subject and Entry Fee: tick the group subject you want Learners entered for. Complete one form per group entry.

Section 3. Entered by and Correspondence Contact Details

Section 4. Group and Learner Details Note: the learner name you provide must be the correct legal name of the learner, not a nickname or abbreviated name. This is to ensure that accurate learner records are maintained and transmitted by LAMDA.

4. Group and Learner Details Complete in BLOCK CAPITALS in black or blue pen.

| Group Name (if left blank, group name will be defined by LAMDA) | | | | | | | |
|--|-----------------------------|--------------------|---------------------|-----------------------|-------------------------|------------------------|---|
| Unique Learner Number (if known) | LAMDA PIN No: (if known) | Learner Given Name | Learner Family Name | Learner Date of Birth | Learner Gender (M/F) | Learner Ethnicity Code | Reasonable Adjustment (tick if previously granted) |
| 0123456789 | 012345 | k. John | i. Smith | 05/11/1982 | M | 10. | |
| | | | | | | | <input type="checkbox"/> |
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Ethnicity Codes

- 1. Unknown
- 2. White, UK heritage
- 3. White, European
- 4. White, other (known)
- 6. White, type not known
- 7. Black, Caribbean heritage
- 8. Black, African heritage
- 9. Black, other
- 10. Indian
- 11. Pakistani
- 12. Bangladeshi
- 13. Chinese
- 14. Mixed Race
- 15. Other (known)
- 16. Parent/pupil preferred not to say
- 17. Ethnic group information not sought

Learner(s) Special Needs or Reasonable Adjustments

If submitting a new application please complete the Reasonable Adjustment Application Form and submit with supporting documentation. For further detail please refer to the section *Reasonable Adjustments* in our *Guide for Centres and Teachers*