

UK Public Centre Entry Form

for Solo or Duologue or Combined Format Graded Examinations
LEO10OU V10



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. Learner(s) Details

e. Learner 1 Given Name					f. Learner 1 Family Name					g. <input type="checkbox"/>					
h. LAMDA PIN		i. ULN			j. Gender		k. Ethnic Code		l. Date of Birth						
					M	/	F	N	N	D	D	M	M	Y	Y
e. Learner 2 Given Name (for duologue/combined formats)					f. Learner 2 Family Name (for duologue/combined formats)					g. <input type="checkbox"/>					
h. LAMDA PIN		i. ULN			j. Gender		k. Ethnic Code		l. Date of Birth						
					M	/	F	N	N	D	D	M	M	Y	Y

3. Subject / Grade / Format and Entry Fee (note: one form per exam entry)

Solo Introductory and Communication Subjects		Performance Subjects		m. Format	
Subject	Grade	Subject	m. Solo	m. Duologue	m. Combined
Solo Introductory	Stage 1 2 3	Musical Theatre	E 1 2 3 4 5 6 7 8	E 1 2 3 4 5 6 7 8	n/a
Reading for Performance	E 1 2 3 4 5 6 7 8	Acting	E 1 2 3 4 5 6 7 8	E 1 2 3 4 5 6 7 8	1 2 3 4 5
Speaking Verse and Prose	E 1 2 3 4 5 6 7 8	Devising Drama	E 1 2 3 4 5 6 7 8	E 1 2 3 4 5 6 7 8	n/a
Speaking in Public	E 1 2 3 4 5 6 7 8	Miming	E 1 2 3 4 5 6 7 8	E 1 2 3 4 5 6 7 8	n/a
		Shakespeare	Level 1 2 3	Level 2 3	
Entry fee due to LAMDA Ltd	£	Paid by	Cheque Attached / BACs and Reference		

4. Learner(s) Special Needs or Reasonable Adjustments

Refer to the section *Reasonable Adjustments* in our *Guide for Centres and Teachers*.

Learner	Special Need	New application	Previously submitted to LAMDA and granted
Learner 1		<input type="checkbox"/>	<input type="checkbox"/>
Learner 2		<input type="checkbox"/>	<input type="checkbox"/>

5. Entered by and Correspondence Contact Details

Miss / Mrs / Ms / Mr / Dr / Other	Full Name					
Relationship to Learner(s) in 2.	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	
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BEFORE COMPLETING THIS FORM READ THESE NOTES

- Before completing this form read the *Instructions To Complete This Form* below and refer to the section *Entering Learners for Examination at UK Public Centres* in our *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
- A separate entry form is to be used for each examination a learner is being entered for. **Entry forms for family members or friends, who wish to be examined within a similar timeframe must be submitted at the same time and stapled together. Please note, LAMDA cannot guarantee, Learners' exam times will be grouped together.**
- 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*.
- If you require a receipt for payment or acknowledgment of entry enclose a stamped self addressed envelope.
- All correspondence from LAMDA will be directed to the correspondence contact.
- Learners must be prepared to attend on any date in the session. We regret we are unable to guarantee preferred examination date requests. Should a learner not be able to attend on any date or time in the session they should not be entered for that session.
- 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 Term the entry is for
- Preferred date:** If you have a preferred examination date write it here *
- If c. Preferred Date is not available, do not enter Learner for other dates in session and return entry form and fee:** If you do not want the Learner to be entered for a date in the examination session other than the preferred examination date requested in 1.c then circle yes * LAMDA will then return your entry form and fee if there is no available slot on the preferred date stated on the form.

Section 2. Learner(s) Details

- Learner Given Name:** Enter the learner's first name(s)
- Learner Family Name:** Enter the learner's surname
Use of Correct Learner Name: 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

Learner 1: Complete for all examinations

Learner 2: Complete for the learner partner when entering Duologue or Combined Format examinations

- Learners taking more than one exam:** Mark X in the check box on the right of the family name if learner is taking more than one examination in the same examination session
- LAMDA PIN:** Enter the learner's 6 digit LAMDA PIN. Must be given if learner has taken a previous LAMDA examination
- ULN:** Enter the learner's 10 digit Unique Learner Number (if known) *
- Gender:** Enter M or F
- Ethnicity Code:** Enter a code from the list below

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

- Date of Birth:** Complete in numbers, in the format DD MM YY

Section 3. Subject / Grade / Format and Entry Fee

Solo Introductory and Communication subjects: Circle the grade for the subject entered

- Performance subjects:** Circle the grade entered for the Subject and Format entered

Entry fee: Write the current entry fee amount for the Subject and Grade/Format entered and circle the payment method

Section 4. Learner(s) Special Needs or Reasonable Adjustments

Refer to the section *Reasonable Adjustments* in our *Guide for Centres and Teachers*

Section 5. Entered by and Correspondence Contact Details

Complete in full, sign and date