Requesting Dates for Face-to-Face Examinations at a UK Private Centre via ExamTrack

Introduction

This sets out the step-by-step process for UK Private Centres to request examination dates for Face-to-Face (F-2-F) assessment.

Important: UK and International Centres wishing to book Remote Online Assessment (ROA) must do so by emailing exams@lamda.ac.uk, detailing your centre code, estimated examination time and dates that you wish to book. ROAs cannot be booked via ExamTrack.

Definitions:

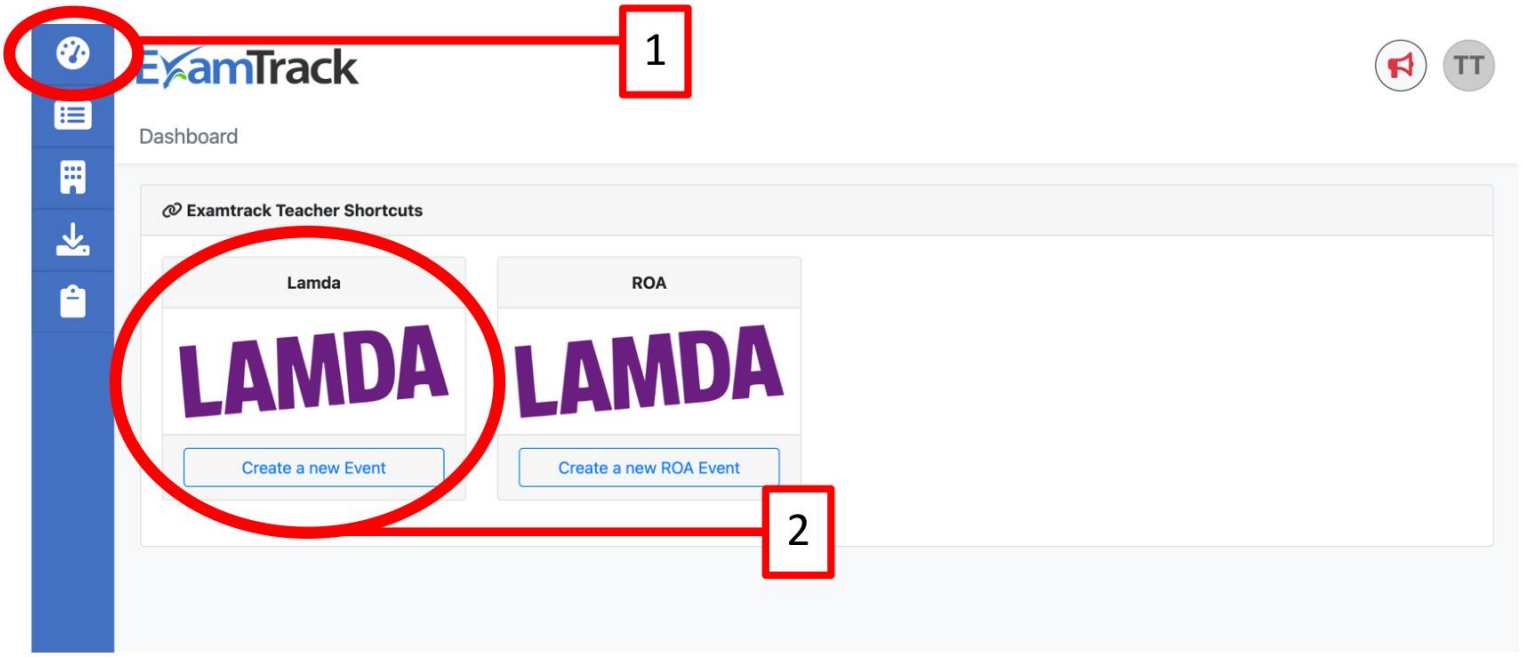
Event – A booking consisting of one or more sessions no more than 7 days apart.

Session - One Examiner scheduled for a maximum of 6.5 Hours (390 Minutes) of examination time (not including breaks). If you require more than one Examiner on the same day or across multiple days, you must enter more than one Session.

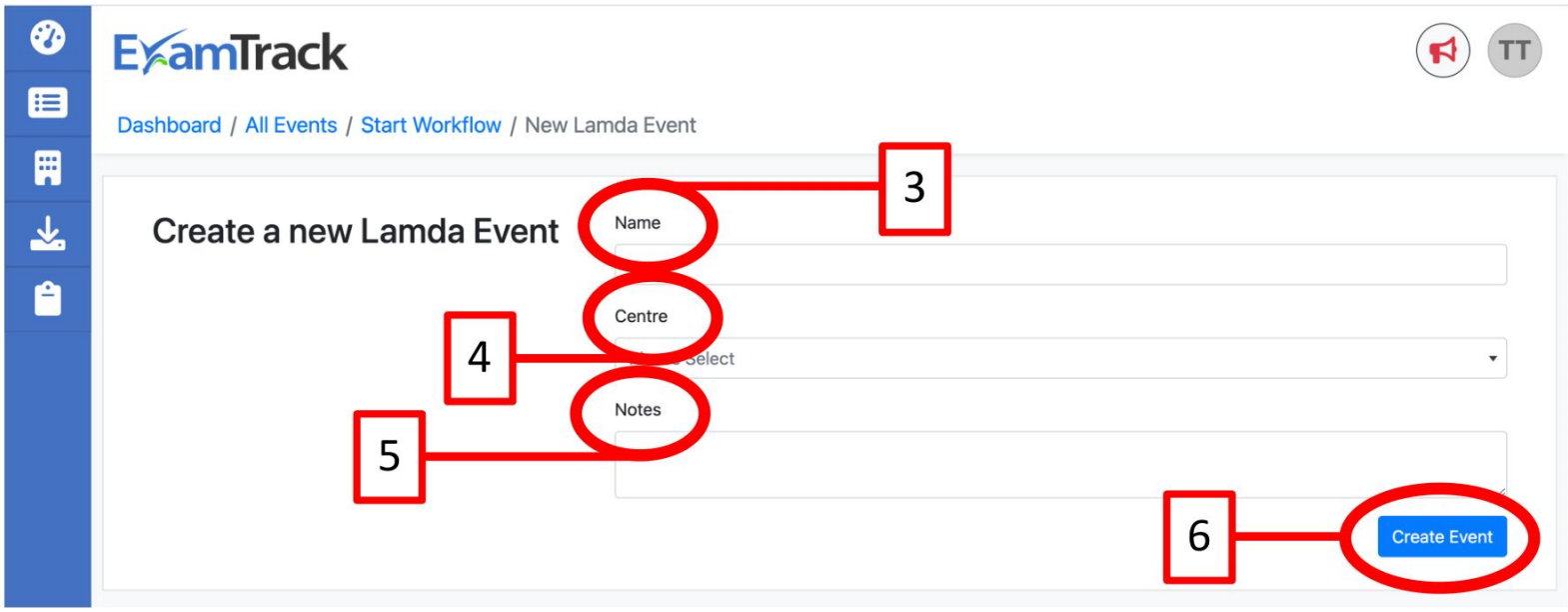
Requesting Dates via ExamTrack

1) Log into ExamTrack and go to the "Dashboard".

2) At the top of the page, in the box headed LAMDA, click "Create a new Event".



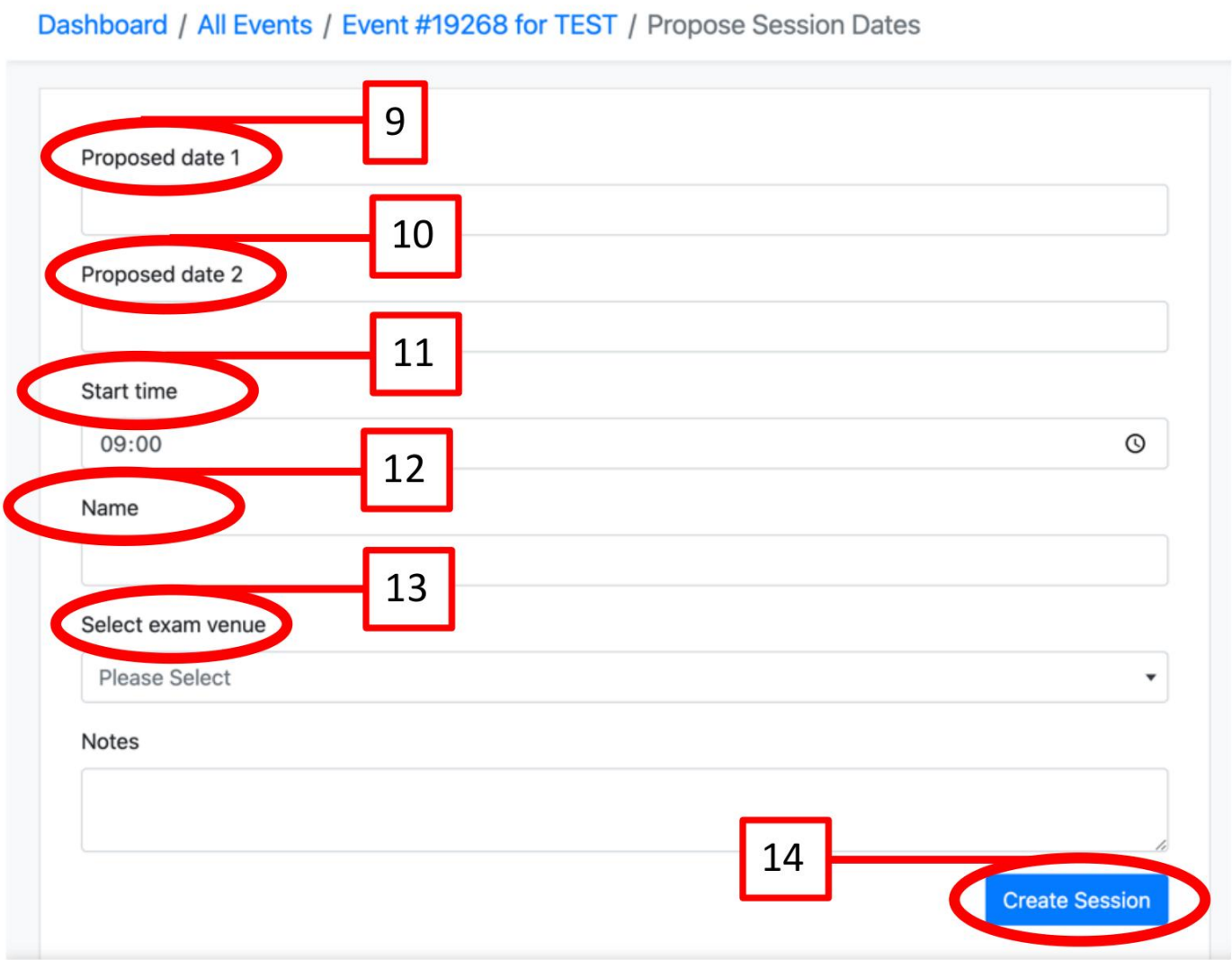
3) On the next page under “Name”, enter the term you are requesting for and the number event that this is for your centre during that term:
    a. LAMDA Examinations defines the terms as:
        i. Spring – January to April.
        ii. Summer – May to July.
        iii. Autumn – August to December.
    - Example:
        - If you are requesting dates for 13 September and this is the first event you are booking for the Autumn Term you would name the event “Autumn 1”.
        - If you have already had an event during the Autumn, you would name this event “Autumn 2”.
        - If you are booking dates that will cross into another Term (e.g. 31 July to 01 August) use the Term that your event starts in, in this case it would be Summer.
4) Under “Centre”, Select your centre from the drop down menu.
5) “Notes” can be left blank.
6) Click “Create Event”.



7) From the new page, you can now enter the date(s) that you wish to book.
8) On the right, select the green button labelled “Event Actions” and select “Create a New Session”.



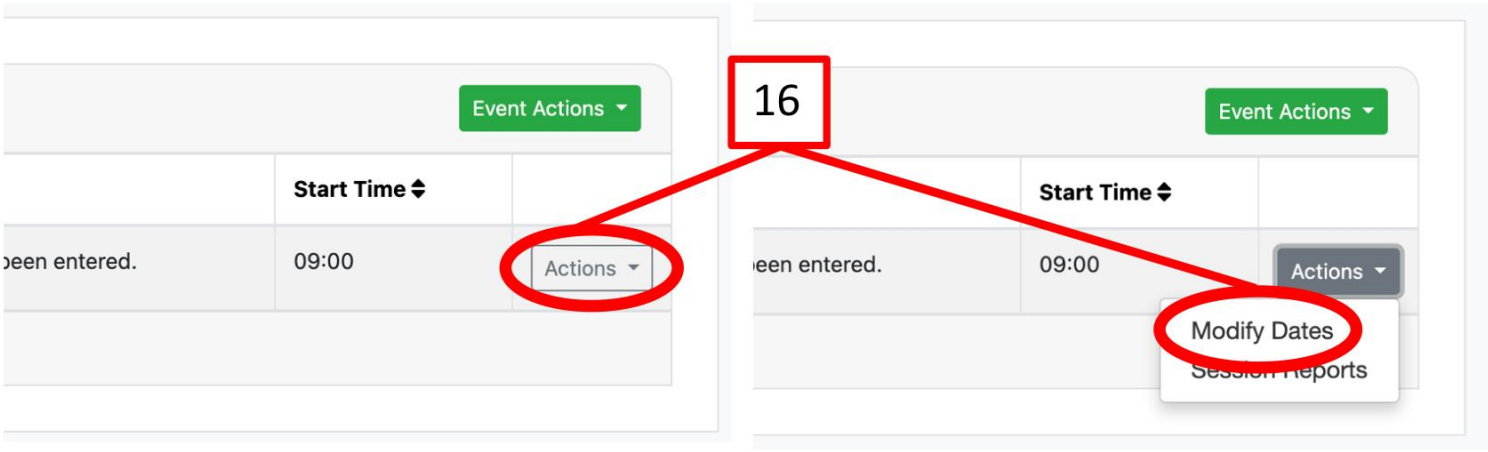
9) Under “Proposed Date 1” enter your first choice date.
10) Under “Proposed Date 2” enter your second choice date.
NB: You must enter a Second Choice date that is different to your First Choice Date. Please note there is no guarantee that your First Choice Date will be available. LAMDA recommends that you enter a suitable Second Choice Date.
11) Under “Start Time” select the start time.
NB: LAMDA does not start Examination Sessions earlier than 9am unless authorised by LAMDA Examinations.
12) Under “Name” enter the Room number.
    a. If you are booking multiple rooms on the same date, then these will be named “Room 1”, “Room 2” etc.
    b. If you are booking one session but multiple dates, then those will all be titled “Room 1”.
13) Under “Select Exam Venue” please ensure that the correct venue where your examinations are to be held is correct. If not, or the venue address is missing, please contact LAMDA immediately.
NB: This communication must come from the Registered Centre Coordinator or Head of Centre.
14) Once complete, click the “Create Session” button.



15) If you are booking multiple sessions on the same date or across multiple dates, repeat steps 8 thru 14.

NB: If you are booking dates that are 7 days or more apart, these must be booked as a new event. If so, complete the current booking and then repeat from Step 1.

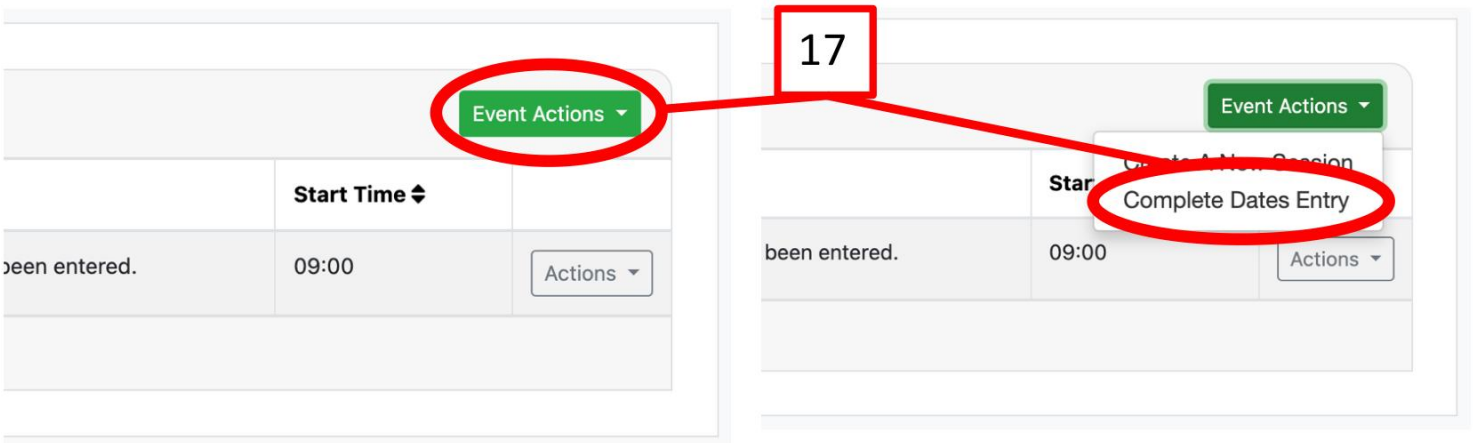
16) If you notice an error in dates that you have entered, prior to submitting them to LAMDA, you can make alterations by selecting “Actions” next to the date you wish to change and selecting “Modify Dates”.



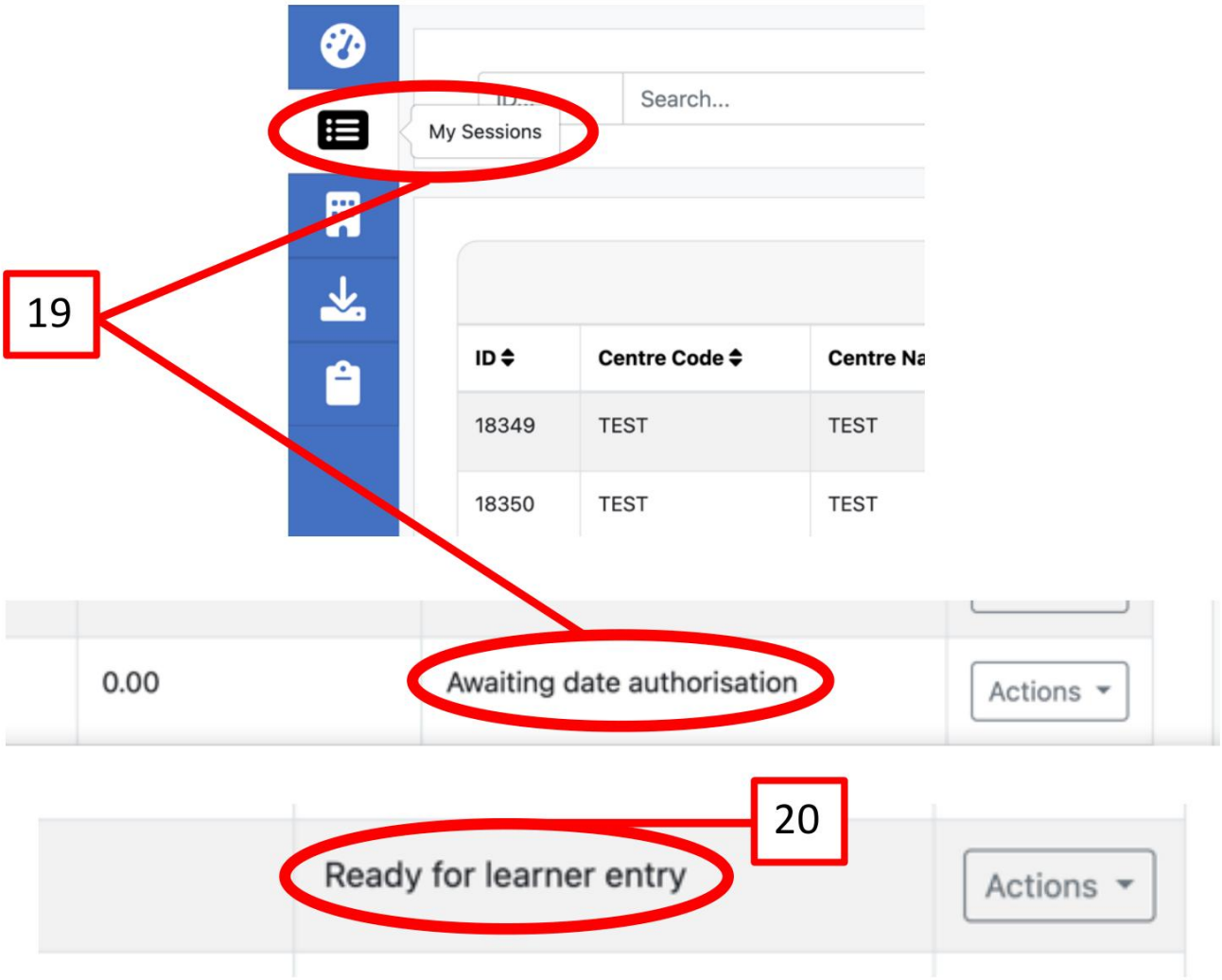
17) Once you have entered the required number of Sessions and checked that they are correct, click “Event Actions” and select “Complete Dates Entry”. If everything is correct, then click “OK” on the following page.

18) This will submit the dates you have requested to LAMDA for processing.

NB: If you do not click “Complete Dates Entry” LAMDA will be unable to process your booking request.



19) On the left-hand side toolbar, if you select “My Sessions”, this page will display your pending, booked and upcoming examination events. Events that are awaiting processing will display the status of “Awaiting Date Authorisation”.
20) When the event status displays “Ready for Learner Entry” you can commence with entering your learners.



IMPORTANT: Until you have received the Date Booking Confirmation from the Date Bookings Team, your event has not been confirmed. Completing this process is <u>not</u> a guarantee that your dates will be available or that your event has been booked.

Our Date Availability is incredibly fluid and is highly likely to change at any given point, especially during our Peak Periods (March, June, July, November, December). Some dates can be fully booked up to 8 months in advance. For details of available dates, please refer to our Notice Board: LAMDA Exams Notice board | London academy of music & dramatic art

If you encounter any issues or wish to check date availability prior starting this process, please contact exams@lamda.ac.uk

Version Control

Version Number	Date	Initial	Comments
V1	17/01/2023	JRC	New Document
V1.1	26/09/2023	JRC	Update to #10