

Public Centre Entry Form for Communication and Performance Syllabus



Before completing this form read the **Instructions** overleaf and please refer to the section **Entering Learners for Examination at UK Public Centres in our Guide for Centres and Teachers**.

1. Public Centre Details

a. Public Centre Name										
b. Session Number	One	Two	Three	c. Preferred Date	D	D	M	M	Y	Y

2. Learner(s) Details

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

3. Special Needs or Reasonable Adjustments

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

Learner Name	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"/>

4. Subject/Grade Entered and Entry Fee

Communication Subjects		Performance Subjects		m. Format		
Subject	l. Grade	Subject	l. Grade	Solo	Duologue	Combined
Introductory		Musical Theatre		<input type="checkbox"/>	<input type="checkbox"/>	
Speaking Verse and Prose		Acting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading for Performance		Devising Drama		<input type="checkbox"/>	<input type="checkbox"/>	
Using Spoken English		Miming		<input type="checkbox"/>	<input type="checkbox"/>	
Speaking in Public				n. Entry Fee £		

5. Public Centre Entry Correspondence Contact Details

Miss / Mrs / Ms / Mr / Dr / Other	Full Name				
Relationship to Learner(s)	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 all entry fees and answering any queries relating to this entry and that all persons named on this form agree to abide by the regulations published in the current Examination Syllabus Specifications and <i>Guide for Centres and Teachers</i> .					
Signature of Correspondence Contact				Date	

BEFORE COMPLETING THIS FORM READ THESE NOTES

Before completing this form 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**.

Ensure this entry form is current. Entry forms and fees are available from the LAMDA Examinations website www.lamda.org.uk/exams/downloads.

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.

Completed entry forms together with the full fee payment must be received by LAMDA Examinations by the closing date of the centre as stated in the current UK Public Examination Centres Date List. Any forms submitted that are incomplete, late 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 Examinations 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*.

HOW TO COMPLETE THIS FORM

1. Public Centre Details

- a. **Name of Public Centre:** This form is for Public Centres only. Enter the name of the Public Centre from the LAMDA examinations UK Public Centres Date List you are entering the Learner at, for example, 'London (Romeo)'
- b. **Centre Session:** Circle the appropriate Session Number. Check there have been no changes to the session dates by downloading from the LAMDA Examinations website the latest UK Public Examinations Centre Date List
- c. **Preferred date:** If you have a preferred examination date write it here *

2. Learner(s) Details

- d. **Learner Given Name:** Enter the learner's first name(s)
- e. **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 by LAMDA Examinations
Learner 1: Complete for all examinations
Learner 2: Complete for the Learner partner when entering Duologue or Combined format examinations
- f. **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
- g. **LAMDA PIN:** Enter the learner's 6 digit LAMDA PIN. Must be given if learner has taken a previous LAMDA examination
- h. **ULN:** Enter the learner's 10 digit Unique Learner Number (if known) *
- i. **Gender:** Enter M or F
- j. **Ethnicity Code:** Enter a code from the list below

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

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

3. Special Needs or Reasonable Adjustments

Refer to the section *Reasonable Adjustments* in our *Guide for Centres and Teachers*. To apply for a new Reasonable Adjustment complete this section and attach an Application for Reasonable Adjustment form with the appropriate supporting documentation to this entry

4. Subject/Grade and Entry Fee

- l. **Grade:** For the appropriate subject:
 Introductory Subject write the grade entered 'Intro' for Introductory or 'Prep' for Preparatory or 'Prel' for Preliminary
 For all other Subjects write the grade entered 'Entry' or '1' or '2' or '3' or '4' or '5' or '6' or '7' or '8'
- m. **Format:** If entering for a Performance Subject tick the appropriate Format Box for the subject entered
- n. **Entry Fee:** Write the current Entry Fee amount for the Subject and Grade entered

5. Public Centre Entry Correspondence Contact Details

Complete in full, sign and date