

# Bulk Entry Timetable Form for PRIVATE CENTRES only

- Before completing please refer to the section *Entering Learners at UK Private Centres* in our *Guide for Centres and Teachers*.
- Complete this form in **BLOCK CAPITALS ONLY**.
- All correspondence from LAMDA Examinations will be directed to the Centre Coordinator.
- Complete in full and submit to LAMDA Examinations at least **six weeks** before the first date of your exam session. Any forms submitted that are incomplete, late or not current will be returned.
- Do not submit this form without enclosing full entry fee payment. For methods of payment 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.
- Each private centre must generate a minimum amount of examination entry fees. Please see the current Fee List which should be downloaded from [www.lamda.org.uk/downloads](http://www.lamda.org.uk/downloads). Please contact LAMDA Examinations if your centre does not reach this minimum.
- Centre Coordinators are required to verify learner identity prior to the examination to ensure learner authenticity and to maintain a record of the identification provided for learners aged 16 years and over.

<b>Centre Code:</b>	<b>Session Dates:</b>		
<b>Venue Name:</b>	<b>Centre Coordinator Name:</b>		
<b>Venue Address:</b>	<b>e-mail:</b>		
<b>Venue Tel:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Tel:</b></td> <td style="width: 50%; border: none;"><b>Mobile:</b></td> </tr> </table>	<b>Tel:</b>	<b>Mobile:</b>
<b>Tel:</b>	<b>Mobile:</b>		
	<b>Name of person to be recorded against learners' names:</b> (if Centre Coordinator leave blank)		

I the above named Centre Coordinator hereby agree that: I am responsible for all entries, fees, answering any queries relating to this private centre and its entries, all persons named on this form agree to abide by the regulations published in the current Examination Syllabus Specifications and *Guide for Centres and Teachers*, I will verify learner identity to ensure learner authenticity for all learners aged 16 years and over.

**Signature of Centre Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

## HOW TO COMPLETE THIS FORM

- Before listing your entries refer to the section *Completing a Bulk Entry Timetable Form Guidance* in our *Guide for Centres and Teachers*.
  - All fields are compulsory except for those marked \* below.
  - The order in which learners are listed and presented on this entry form will be the order in which they are scheduled on the timetable.
  - Dates or times of examinations cannot be altered or the addition of learners cannot be made once scheduling is complete.
  - Use separate Bulk Entry Timetable forms for each examination date and examination room.
- a. **Unique Learner Number (ULN):** \* Enter the learner's 10 digit Unique Learner Number (if known)
- b. **LAMDA PIN No:** Enter the learner's 6 digit LAMDA PIN. Must be given if learner has taken a previous LAMDA examination  
**Learner's Name:** 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
- c. **Learner Given Name:** Enter the learner's first name(s)
- d. **Learner Family Name:** Enter the learner's surname  
**Learners taking more than 1 exam:** Mark X in the check box  on the right of the family name (if applicable)
- e. **Date of Birth:** Complete in numbers, in the format DD/MM/YY
- f. **Gender:** Enter M or F
- g. **Ethnic Code:** Enter a code from the list overleaf
- h. **Subject:** Enter the subject, for example, 'Speaking Verse and Prose'
- i. **Grade:** Enter the grade:  
 Introductory Subject write the grade entered 'Introductory' or 'Preparatory' or 'Preliminary'  
 For PCertLAM units write the Unit Number 'Unit 1' or 'Unit 2' or 'Unit 3'  
 All other Subjects write the grade entered 'Entry' or '1' or '2' or '3' or '4' or '5' or '6' or '7' or '8'
- j. **Fee:** Enter the fee from the current Fee List
- k. **Exam Time:** Enter the time in minutes for the subject and grade. This is available from the *Examination Timings* section in our *Guide for Centres and Teachers*.
- For groups:** If you require individual learner certificates please mark X in the in check box  on the right of the fee and add the appropriate fee (you can only request individual certificates for all members in a group).

## 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

### Special Needs or Reasonable Adjustments

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

Learner Name	Special Need	New Application	Previously Submitted and Granted
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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

### Examination Timetable and Times

- Please refer to the section *Timetabling Guidance* in our *Guide for Centres and Teachers*.
- All learners are timetabled sequentially; there must be no gaps other than for scheduled examiner breaks. A timetable for a full day of 6.5 hours examining starting at 09:00 will typically be as follows:
  - 09:00 to 11:00 Examining
  - 11:00 to 11:15 Morning coffee break
  - 11:15 to 13:00 Examining
  - 13:00 to 14:00 Lunch break
  - 14:00 to 16:00 Examining
  - 16:00 to 16:15 Afternoon tea break
  - 16:15 to 17:00 Examining
- The exact timetabling of examinations is determined by the exam time for each subject and grade entered for a specific date/room and hence start and finish times for breaks will vary for each date/room.
- If you have more than 6.5 hours examining per examiner per day, please contact LAMDA Examinations immediately.
- Unless advised of a preferred start or lunch time the examination day will start at 09:00 with lunch at 13:00.

Preferred Start Time:		With lunch at:		Afternoon re-start:	
Notes:					



