

Bulk Entry Timetable Form

- This form is for **PRIVATE** Centres only.
- Please complete in full and submit to LAMDA at least **six weeks** before the first date of your exam session.
- Do not submit this form to LAMDA without enclosing full payment. Please make cheques payable to LAMDA Ltd. Please write your name, address and centre code on the back of all cheques. If you require a receipt please enclose a stamped self-addressed envelope.
- Each private centre must generate a minimum amount of examination fees. Please contact LAMDA if your centre does not reach this minimum.

COMPLETE IN BLOCK CAPITALS ONLY

Centre Code:		Session Dates:	
Venue Name		Centre Coordinator Name	
Address		e-mail	
		Tel:	Mobile:
		Name of person to be recorded against learners' names (if Centre Coordinator leave blank)	
Tel:	Fax:		

HOW TO COMPLETE THIS FORM

- Incomplete forms will be returned.
- The order in which learners are listed on the entry form will be the order in which they are scheduled.
- Dates and times of examinations cannot be altered once scheduling is complete.
- Use separate Bulk Entry Timetable forms for each room and or date.
- Please complete and return this form no later than the closing date for the examination session. Late entries will be returned.
- Do not submit this form to LAMDA without enclosing full payment. Current entry fees are available from the LAMDA office.
- All correspondence from LAMDA will be directed to the Centre Administrator.

- a. Unique Learner Number (ULN):** Please enter the learner's 10 digit Unique Learner Number (if known)
- b. LAMDA PIN No:** Please enter the learner's 6 digit LAMDA Pin number (if known)
- c. Learner's Name:** This is the learner's legal name and not nickname or abbreviated name. It will be printed on the Examination Report and Certificate
- d. Given Name:** This is the learner's first name
- e. Family Name:** This is the learner's surname
- f. Date of Birth:** Please complete in numbers, in the format DD/MM/YY
- g. Gender:** Please enter M or F
- e. Ethnicity Code:** Please enter a code from the list overleaf
- f. Subject:** Please enter the subject, for example, 'Speaking Verse and Prose'
- g. Grade:** Please enter the grade as a number, for example, '4'
- h. Fee:** Please enter the fee from the current Fee List
- i. Exam Time:** Please enter the time in minutes for the subject and grade. This is available from the Examination Timings Sheet or Guide for Centres and Teachers
- j. Learners taking more than 1 exam:** Please mark X in the check box on the right of the family name
- k. 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)

I the above named Centre Coordinator hereby agree that I am responsible for all entries, fees and answering any queries relating to this entry.

I the above named Centre Coordinator hereby declare that all persons named on this form agree to abide by the regulations published in the current Examination Syllabus Specification and Guide for Centres and Teachers.

Signature of Centre Coordinator _____ **Date** _____

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

Do any of the learners listed have special circumstances or needs of which LAMDA should be made aware?
If yes, please write their name in the box below.

To apply for a Reasonable Adjustment complete and attach an Application for Reasonable Adjustment Form with the appropriate supporting documentation.

Examination Timetable and Times

- Examination sessions are scheduled for 6.5 hours of examining per day per examiner (excluding breaks)
- List your entries in sequential order from your preferred start time through to your approximate finish time. This will be your timetable. The order in which learners are listed on the entry form will be the order in which they are scheduled.
- It is very important that you calculate the amount of examining time you require accurately. Please refer to the Guide for Centres and Teachers for details of the amount of time required for each examination. If you have more than 6.5 hours per examiner per day, please contact LAMDA immediately.

Preferred Start Time		With lunch at	
Afternoon re-start		Approximate finish time	

LAMDA Examinations

155 Talgarth Road
London
W14 9DA

Tel: +44 (0) 844 847 0520
Fax: +44 (0) 844 847 0521
e-mail: exams@lamda.org.uk
Web: www.lamda.org.uk

