

LAMDA Examinations Centre Registration Guidance notes for Centres and Teachers

A LAMDA Examinations Registered Centre is one that fulfils the criteria detailed in the LAMDA Examinations Code of Practice to offer its units and qualifications. Centre Registration signifies the commitment to LAMDA Examinations' administrative, regulatory and policy requirements and to delivering quality assurance for all. All new/re-registering centres will be required to seek registration as a registered centre prior to making entries for any of LAMDA Examinations' qualification or units. New/re-registering centres must complete and return the Centre Registration Application Form to Customer Services.

Roles and Responsibilities

Head of Centre

The Head of Centre is the person who has ultimate accountability for the Centre in all its interactions with LAMDA Examinations. The Head of Centre must nominate a Centre Co-ordinator who will be the person with primary accountability for providing, returning and receiving LAMDA Examinations' information.

The Head of Centre will be required to both verify the nominated person and provide assurance to LAMDA Examinations that the nominated Centre Co-ordinator has the ability to meet the demands of the Centre Co-ordinator role requirements by formally signing the Centre Registration application form. Heads of Centres include Principals, Heads of Departments, Directors/Owners and/or Company Secretaries or any such person identified with primary responsibility for the centre arrangements as a whole.

Centre Co-ordinator

Each LAMDA Examinations centre is required to identify a member of staff who will be the person with primary accountability for LAMDA Examinations' information. This person is known as the Centre Co-ordinator who is responsible for centre/LAMDA Examinations enquiries, management of the qualifications including entries, the examination scheduling, fee payments, result and certificate distribution and arrangements during the examination sessions. The Centre Coordinator is also responsible for delivering quality within the centre. The Centre Coordinator will be responsible for ensuring that the centre complies with the Code of Practice as stated in the Centre Registration Application form, with the Guide for Centres and Teachers and with all other regulations as cited in the latest versions of LAMDA Examinations' publications.

Making an application for registered centre status

It is the responsibility of the nominated Centre Co-ordinator alongside the Head of Centre to fill in and return the Centre Registration Application form.

The completed Centre Registration form should be sent to:

**Customer Services Unit
155 Talgarth Road
Barons Court
London
W14 9DA**

Alternatively the Customer Services Unit will accept scanned copies of completed application forms, which must be e-mailed to exams@lamda.org.uk.

Once LAMDA Examinations has received an application form it will acknowledge receipt within 7 working days. The Customer Services Unit will consider the application and process the application in accordance with procedures within 14 working days. At this point the Customer Services unit will provide formal notification of Centre Registration status together with any other relevant information. It will also provide a unique centre code which is the main centre identifier and this code must be quoted in all communications to LAMDA Examinations. Once a centre has been given registered status the centre is then permitted to register learners for LAMDA Examinations' qualifications or units.

All registered centres are provided with LAMDA Examinations' twice-yearly newsletter Voiceover. Information visits, workshops and training sessions will be made available to all centres to provide initial and ongoing advice and guidance. All registered centres through their nominated Centre Co-ordinator are required to notify the Operations team in writing or by e-mail immediately of any changes of circumstance from those detailed in the original application form. This includes any changes in contact details, venues, centre type, centre profile and any areas where compliance to LAMDA Examinations' centre requirements have changed.

Operations Team contact details:

**Operations Team
LAMDA Examinations
155 Talgarth Road
Barons Court
London
W14 9DA
exams@lamda.org.uk**

The registered centre must comply with the Code of Practice and other relevant LAMDA Examinations documents as summarised in the Centre Registration Application form. These documents summarise the quality assurance requirements undertaken by the awarding organisation and the centre.

LAMDA Examinations has the right to remove registered status from a centre which has been found not to comply with the Codes of Practice. Any act of non-compliance may be considered as Malpractice and LAMDA Examinations will adopt the procedures which are contained in the LAMDA Examinations' Malpractice and Maladministration policy.

If the centre is found to be responsible for acts of malpractice/maladministration LAMDA Examinations will remove registered centre status and the centre will not be able to enter learners for LAMDA Examinations qualifications or units. The centre has the right of appeal following LAMDA Examinations published appeals procedure.

A registered centre will retain registered centre status indefinitely, unless it is inactive for a period of 24 months at which time it will have registered status removed. From that time the deregistered centre will be unable to enter learners for any LAMDA Examinations qualifications or units.

If the deregistered centre wishes to gain Centre Registration status once again it must re-register by completing the Centre Registration Application form following the procedure as previously described for new/re-registered centres. Previous centre registered status will not automatically qualify a centre for registered status.