

Diploma in Communication, Speech and Drama Education (LSDE) (QCF) (Syllabus effective from 1 January 2011)

Unit Entry Form

IMPORTANT

- 1 COMPLETE IN BLOCK CAPITALS ONLY**
- 2 READ THE INSTRUCTIONS ON THE BACK BEFORE COMPLETING THIS FORM**
- 3 Entries can only be accepted from learners who have already completed the LSDE (QCF) registration with LAMDA Examinations**

1. Learner Details

e. Unique Learner Number (if known)	f. LAMDA Pin No:	h. Given Name		i. Family Name
j. Date of Birth * (DD/MM/YY)	k. Gender (M/F)	l. Ethnicity Code	Learner Title	
			Miss / Mrs / Ms / Mr / Dr / Other	

2. Learner Contact Details

Address:			
Postcode:		Tel No: (preferably a mobile)	
e-mail:			

3. Unit Detail

Please indicate which units you wish to enter:

- Unit 1 Please go to Section 4
- Unit 2 Please go to Section 5
- Unit 3* (Assessed External Observation) Please go to Section 6 (This form must be submitted at least six weeks in advance of the first date requested)

- * For entries outside the United Kingdom, Entry forms and fees must normally be presented to the local Overseas Representative at least ten weeks prior to the scheduled examination session. Check with the local Overseas Representative

4. Unit 1

Submit two copies of your Portfolio of Evidence with this form

Please indicate your selected area of study for the specialised case study component

- Learning Language
- Oral Communication Skills
- LAMDA Graded Examinations

- Ensure the learner submits a completed and signed *Assignment/Portfolio of Evidence Declaration Cover Sheet*
- Ensure that the cover page states the Learner Name and LAMDA Examinations Pin Number
- Ensure that all pages are numbered and have the Learner Name and LAMDA Examinations Pin Number
- Portfolios of Evidence are not returned after marking. Make a copy for your own records before submitting to LAMDA Examinations

5. Unit 2

Submit two copies of your Portfolio of Evidence with this form

Please indicate your selected area of research for the specialised case study component

- New trends in writing poetry and fiction for the child, adolescent or adult
- Devising drama or mime
- Equality and inclusion within communication, speech and drama education
- The prevention of physical and vocal injury in learners

- Ensure the learner submits a completed and signed *Assignment/Portfolio of Evidence Declaration Cover Sheet*
- Ensure that the cover page states the Learner Name and LAMDA Examinations Pin Number
- Ensure that all pages are numbered and have the Learner Name and LAMDA Examinations Pin Number
- Portfolios of Evidence are not returned after marking. Make a copy for your own records before submitting to LAMDA Examinations

6. Unit 3

Assessed External Observation Venue Name:			
Assessed External Observation Venue Address:			
Postcode:		Tel No:	
Assessed External Observation Dates, please supply a choice of three dates with start times			
First Date Preference		Starting Time	
Second Date Preference		Starting Time	
Third date preference		Starting Time	
<ul style="list-style-type: none"> • Learners aged 16 years and over must have their identity verified at the examination venue prior to taking their examination. See the back of this form for acceptable documents for proof of identity • Assessed External Teaching Observation Dates are subject to written confirmation by LAMDA Examinations 			
Unit 3 Supporting Documents x 3			
<ol style="list-style-type: none"> 1. The completed <i>Scheme of Work</i> component of Unit 3 must be submitted to LAMDA Examinations a minimum of four weeks before the date of the Assessed External Teaching Observation with a completed and signed <i>Assignment/Portfolio of Evidence Declaration Cover Sheet</i> 2. The completed <i>Log Book</i> component of Unit 3 must be handed to the examiner on their arrival for the Assessed External Teaching Observation 3. The <i>Internal Teaching Observation Supervising Teacher Report Form</i> must be completed prior to the Assessed External Teaching Observation component of Unit 3 and must be handed to the examiner on their arrival for the Assessed External Teaching Observation 			

7. Special Needs or Reasonable Adjustments

Does the learner have special needs or circumstances of which LAMDA Examinations should be made aware? If yes, please write the learners special need/circumstances in the box below.

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

8. Fees

Fee enclosed **£**

- Please make cheques payable to LAMDA Ltd
- Please write your name and address on the back of all cheques.
- If you require a receipt (for proof of payment and acknowledgement of entry form) you must enclose a stamped addressed envelope.
- Do not submit this form to LAMDA Examinations without enclosing full payment. Current entry fees are available from the LAMDA office.

9. 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

Remember

- Incomplete forms will be returned
- Ensure the learner submits a completed and signed *Assignment/Portfolio of Evidence Declaration Cover Sheet* for each submitted Portfolio of Evidence
- All correspondence from LAMDA Examinations will be directed to the Learner Contact Details

I the named Learner hereby agree that I am responsible for all entry fees and answering any queries relating to this entry.

I the named Learner hereby declare that I agree to abide by the regulations published in the current Examination Syllabus Specification and Guide for Centres and Teachers.

Signature of Learner _____

Date _____

HOW TO COMPLETE THIS FORM

- 1.** Provide the full details of the Learner
- e. Unique Learner Number (ULN):** Please enter the learner's 10 digit Unique Learner Number (if known)
- f. LAMDA Pin No:** Please enter the learner's 6 digit LAMDA Examinations Pin number
- 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
- h. Given Name:** This is the learner's first name
- i. Family Name:** This is the learner's surname
- j. Date of Birth*:** Please complete in numbers, in the format DD/MM/YY
- k. Gender:** Please enter M or F
- l. Ethnicity Code:** Please enter a code from the list **9.** on page 3
- 2.** Please enter the Learner Contact Details
- 3.** Select the unit(s) being entered
- 4.** Complete only for a unit 1 entry
- 5.** Complete only for a unit 2 entry
- 6.** Complete only for a unit 3 entry
- 7.** Complete only if required
- 8.** Enter the entry fee. Please make cheques payable to LAMDA Ltd. Current entry fees are available from the LAMDA Examinations office.
- *. Learner Identity** Learners aged 16 years and over must have their identity verified at the examination venue prior to taking their examination. Acceptable documents for identification are; Passport, Driving Licence, National Insurance Card, Certificate of Entitlement to Funding, Bank Credit/Debit Card, Armed Forces Services ID Card, Student Union Card and Travel Pass

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