

Certificate in Speech and Drama: Performance Studies (PCertLAM)

(for syllabus effective from: 1 September 2008)

Entry Form for Public and Private Centres

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 PCertLAM registration with LAMDA examinations

1. Centre

Is the Learner being entered at Private or Public Centre?	Private / Public (please circle)
If public centre entry please complete sections 2 and 3 then 5 through to 12 If private centre entry please complete sections 4 to 12	

2. Public Centre Details

Public Centre Name			
Session	Autumn / Spring / Summer (please circle)	Preferred date	
For Public Centres Only	We regret that we are unable to guarantee date requests. <u>Learners must be prepared to attend on any date in the session.</u> Dates and times of examinations cannot be altered once a centre has been scheduled.		

3. Public Centre Entry Correspondence Contact Details

Name:				Title: Miss / Mrs / Ms / Mr / Dr / Rev
	Learner / Teacher / Parent / Guardian (please circle)			
Address:				
Postcode:		Tel No:		
e-mail:				

4. Private Centre Details

Private Centre Code		Centre Coordinator Name	
For Private Centres	Include this learner in your Bulk Entry Timetable at the time you want them to take the examination and submit this entry form with your Bulk Entry Timetable.		

5. Learner Details

Unique Learner Number (if known)	LAMDA Pin No: (if known)	Given Name		Family Name
Date of Birth (DD/MM/YY)	Gender (M/F)	Ethnic Code	Learner Title	
			Miss / Mrs / Ms / Mr / Dr / Rev	

6. Unit Details

Please indicate which unit you wish to enter:

- | | | | |
|--------------------------|----------|--|------------------------|
| <input type="checkbox"/> | Unit 1 * | Performance Theory (Workbook) | Please go to Section 7 |
| <input type="checkbox"/> | Unit 2 * | Performance Practice (Performance Recital) | Please go to Section 8 |
| <input type="checkbox"/> | Unit 3 | Performance Theory (Oral Examination) | Please go to Section 9 |

- * Units 1 and 2 must be entered for at the same time. Refer to page 9 of the *LAMDA Examinations PCertLAM Syllabus Specifications*.
- For entries at UK Public and Private Centres completed entry forms together with the full fee payment must be received by LAMDA six weeks in advance of the first date of the centre.
- For entries at Overseas Centres Entry forms and fees must normally be presented to the local representative at least ten weeks prior to the scheduled examination session. Check with the local representative.

7. Unit 1 Performance Theory (Workbook)

Submit two copies of your workbook with this form

- Workbooks must be presented to LAMDA on plain A4 paper with only a single staple located at the top left-hand corner.
- Workbooks must not be bound or placed in a folder such as ring binder, document wallet, presentation folder.
- Ensure that the cover page states the Learner Name and LAMDA Pin Number.
- Ensure that all pages are numbered and have the Learner Name and LAMDA Pin Number.
- Workbooks are not returned after marking. Make a copy for your own records before submitting to LAMDA.

8. Unit 2 Performance Practice (Performance Recital)

Please provide the theme and titles of your recital programme

- Recital theme
- Memorised verse
- Memorised prose
- Memorised drama
- Any additional titles

9. Unit 3 Performance Theory (Oral Examination)

Please indicate which research period you wish to be assessed on (refer to page 18 of the *current LAMDA Examinations PCertLAM Syllabus Specifications*).

List your chosen:

3 Key Poets

3 Authors

3 Playwrights

10. Special Needs or Reasonable Adjustments

Does the learner 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.

11. 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

12. Fees

Fee enclosed

£

- 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 an SAE.
- Do not submit this form to LAMDA without enclosing full payment. Current entry fees are available from the LAMDA office.

Remember

- Please complete and return this form to LAMDA no later than the closing date specified for the Centre.
- Late entries will be returned.
- Incomplete forms will be returned.
- Please make cheques payable to LAMDA Ltd. Current entry fees are available from the LAMDA office.
- We regret that for a Public Centre we are unable to guarantee date requests. Learners must be prepared to attend on **any date** in the session.
- Dates and times of examinations cannot be altered once a centre has been scheduled.
- For Public Centres, entry forms for family members or friends, who wish to be examined within a similar timeframe, must be stapled together.
- All correspondence from LAMDA will be directed to the correspondence contact or private centre administrator. LAMDA will not enter into any correspondence with the learner.

I the named correspondence contact or private centre coordinator hereby agree that I am responsible for all entry fees and answering any queries relating to this entry.

I the named correspondence contact or private 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 Correspondence Contact or
Private Centre Coordinator** _____

Date _____

HOW TO COMPLETE THIS FORM

1. Which type of LAMDA examination centre is the learner being entered at?
2. Complete this for a LAMDA public centre entry
- a. **Name of Public Centre** If you are entering at a Public Centre please enter the name of the Public Centre you wish to attend, for example, 'Bristol'
- b. **Session** If you are entering at a Public Centre please circle the appropriate session of the Public Centre you wish to attend. This can be obtained from the UK Public Examinations Centre Date List available from the LAMDA website or the LAMDA office.
- c. **Preferred date:** If attending a Public Centre please enter a preferred date if you have one
3. Complete this only for a LAMDA public centre entry
4. Complete this only for a LAMDA private centre entry
- d. **Private Centre Code:** If you are entering at a Private Centre enter the Centre Code
5. 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 Pin number (if known)
- g. **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 **11.** the list on page 3
6. Select the unit(s) being entered
7. Complete only for a unit 1 entry
8. Complete only for a unit 2 entry
9. Complete only for a unit 3 entry
10. Complete only if required
12. Enter the entry fee. Please make cheques payable to LAMDA Ltd. Current entry fees are available from the LAMDA office.

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