

Public Centre Entry Form

Communication Subjects

Introductory
Speaking Verse and Prose
Reading for Performance
Using Spoken English
Speaking in Public



IMPORTANT 1 COMPLETE IN BLOCK CAPITALS ONLY
2 READ THE INSTRUCTIONS OVERLEAF BEFORE COMPLETING THIS FORM

Name of Public Centre:		Session (please circle)	Autumn Spring Summer
Correspondence Contact Name			
Miss / Mrs / Ms / Mr / Dr / Rev		Learner / Teacher / Parent / Guardian	
Correspondence Address			
Postcode	Telephone	e-mail	

Learner Details

Unique Learner Number (if known)	LAMDA Pin No: (if known)	Given Name		Family Name	
				<input type="checkbox"/>	
Date of Birth (DD/MM/YY)	Gender (M/F)	Ethnic Code	Subject		Grade

Requests

- We regret that 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.
- Please indicate your date request on this form in the section below and not in a separate letter.
- Entry forms for family members or friends, who wish to be examined within a similar timeframe, must be stapled together.

Preferred date	
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.	

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

I the above named correspondence contact 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 _____ **Date** _____

HOW TO COMPLETE THIS FORM

- a. Name of Public Centre** This form is for Public Centres only. Please enter the name of the Public Centre you wish to attend, for example, 'Bristol'
- b. Centre Session** 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
- c. Unique Learner Number (ULN):** Please enter the learner's 10 digit Unique Learner Number (if known)
- d. LAMDA Pin No:** Please enter the learner's 6 digit LAMDA Pin number (if known)
- e. 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
- f. Given Name:** This is the learner's first name
- g. Family Name:** This is the learner's surname
- h. Date of Birth:** Please complete in numbers, in the format DD/MM/YY
- i. Gender:** Please enter M or F
- j. Ethnicity Code:** Please enter a code from the list below
- k. Subject:** Please enter the subject, for example, 'Using Spoken English'
- l. Grade:** Please enter the grade as a number, for example, '4'
- m. Learners taking more than one exam:** Please mark X in the check box on the right of the family name

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 ADJUSTMENT

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.

REMEMBER

- Please complete and return this form to LAMDA no later than the closing date specified on the UK Public Examination Centres Date List.
- 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.
- Incomplete forms will be returned.
- Please make cheques payable to LAMDA Ltd.
- If you require a receipt for payment or acknowledgment of entry enclose a stamped addressed envelope.
- All correspondence from LAMDA will be directed to the correspondence contact. LAMDA will not enter into any correspondence with the learner.