

## **Application Form for registration as a LAMDA Examinations Centre (UK and International)**

This application form is for use by centres wishing to become a registered centre for any LAMDA Examinations' qualification.

Please complete and return the form to the:

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

Alternatively Customer Services will accept scanned copies of completed application forms, which must be e-mailed to [exams@lamda.org.uk](mailto:exams@lamda.org.uk).

Once LAMDA Examinations has received an application form it will acknowledge receipt within 7 working days. Customer Services will consider your application and process the application in accordance with procedures within 14 working days. At this point the Customer Service Unit will provide formal notification of Centre Registration status together with any other relevant information. If the Customer Service Unit requires further information to support the application, they will notify the submitters in writing within 14 days of receipt of the original application submission.

All sections of this application form must be completed where applicable. Failure to do so may result in the application being returned.

For any centre registration application queries please telephone 0844 847 0520

<b>LAMDA Examinations Centre Registration Application Form</b>
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<b>National Centre Number</b> (if applicable):	
<b>Centre unique UK Register of Learning Providers (UKPRN) number:</b>	
<b>Centre Name:</b>	

**Part 1: Centre Information**

**1.1 Centre Details**

<b>Main Centre Address:</b>	     Postcode:  Country :		
<b>Main Centre e-mail address:</b>			
<b>Main Centre telephone number:</b>			
<b>Main Centre fax number:</b>			
<b>Web Address</b> (if applicable):			
<b>Additional addresses of venues where LAMDA Examinations will be held</b> (If applicable)	<b>Centre Name:</b>	<b>Centre name of contact :</b>	<b>Tel:</b>
			<b>Fax:</b>
			<b>E-mail:</b>
<b>Additional addresses of Venue details</b> (Continued)	<b>Centre Name:</b>	<b>Centre name of contact :</b>	<b>Tel:</b>
			<b>Fax:</b>

			<b>E-mail:</b>
<b>Additional addresses of Venue details</b> (Continued)	<b>Centre Name:</b>	<b>Centre name of contact :</b>	<b>Tel:</b>
			<b>Fax:</b>
			<b>E-mail:</b>

### 1.2 Contact Details

<b>Name of the Head of Centre:</b>	
<b>Designation of the individual detailed above:</b>	
<b>Name of the Centre Co-ordinator</b> (the individual who is the single named point for LAMDA Examinations enquiries and accountability):	
<b>Designation of the Centre Co-ordinator:</b>	
<b>Address for all LAMDA Examinations' correspondence</b> (if different from the main centre address)	Postcode: Country:
<b>Centre Co-ordinator telephone number: mobile number to be included</b> (if different from main centre telephone number):	
<b>Centre Co-ordinator e-mail address</b> (if different from main centre e-mail address):	

### 1.3 Centre Facilities

Please confirm the facilities you have available

<b>Number of Assessment room(s) for examination delivery</b>	
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<b>Waiting room for learners (Yes/No)</b>	
<b>Toilet facilities (Yes/No)</b>	
<b>Refreshment facilities (Yes/No)</b>	
<b>DVD Player (Yes/No)</b>	
<b>Cassette/audio player/ Piano (Please list current resources)</b>	
<b>Staff IT Facilities (Please list current resources)</b>	

#### 1.4 Centre Location

- UK  
 Overseas

#### 1.5 Type of Centre:

- Community, voluntary-aided or controlled primary  
 Community, voluntary-aided or controlled secondary comprehensive or middle School  
 Community, voluntary-aided or controlled secondary selective school  
 Community, voluntary-aided or controlled secondary modern school  
 Foundation secondary comprehensive or middle school  
 Foundation secondary selective school  
 Foundation secondary modern  
 Independent Preparatory School  
 Independent school  
 FE College/tertiary College  
 Sixth form College  
 Adult/community provider  
 University or other Higher Education Institute  
 Local authority  
 Private training provider  
 Voluntary organisation  
 Special needs school/college  
 Hospital/ Health Service  
 HM Prison/youth offenders institution  
 Armed forces  
 Other (please specify)

#### 1.6 Centre Profile

<b>Do you have centre registration/approval with other UK statutory awarding organisation(s)?</b>	If yes, please name the Awarding organisation(s).	
<b>Have you ever had a centre</b>	If yes, please name the	

<b>registration/approval application refused by a UK statutory awarding organisation(s)?</b>	awarding organisation(s) and give the reason and date of the refusal.	
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**1.7 Delivery of qualification(s)**

How will you deliver the qualifications once approved as a registered centre?

- As part of the school /wider curriculum
- At the institution during lunch time/after class/club
- Outside the school/FE/HE environment
- Other (please specify)

**1.8 Proposed timetables/Scheduling**

<b>Proposed date of first examination session in the calendar year:</b>	
<b>Proposed number of learner entries expected at the first session in the calendar year :</b>	
<b>Proposed number of sessions per calendar year:</b>	

**1.9 Other information**

How did you hear about LAMDA Examinations?

- Website
- Referral (please give details)

- Advertisement
- Other (please give details)

**Once you have completed Part 1 please complete Part 2: Centre Requirements on the following page.**

## **Part 2: Centre Requirements**

### **2.1 Policy and procedures: Quality assurance**

Please tick the box (es) below to confirm that the centre has read and understood LAMDA Examinations' policies and has in place its own documentation relating to the policies and procedures and requirements as set out below.

#### **LAMDA Examinations' Policies**

- Health and Safety requirements
- Equality and Diversity
- Data Protection Procedures
- Reasonable Adjustments and Special Considerations
- Malpractice
- Complaints
- Appeals

### **2.2 Centre Agreement: Code of Practice**

By registering as a LAMDA Examinations centre the centre agrees to comply with the following requirements under the Code of Practice.

The centre agrees to:

- Provide a Centre Co-ordinator as the single point of accountability for the quality assurance and management of LAMDA Examinations delivery at the centre.
- Supply to LAMDA Examinations relevant information as required.
- Ensure that LAMDA Examinations is kept up-to-date regarding centre information retained in Part 1 of this application form.
- Ensure that the centre is using the current and appropriate versions of all documentation including syllabuses and examination regulations and all other documentation including fees, minimum fees and closing dates.
- Ensure that LAMDA Examinations' documentation is disseminated and understood by the appropriate personnel in the centre.
- Adhere to the rules and regulations as outlined in the syllabuses and other guidance documents issued by LAMDA Examinations.
- Meet all the required closing dates and comply with all payment terms and conditions for the centre.
- Check the learner listing to ensure that all information is complete and accurate and inform LAMDA Examinations of any anomalies and changes required.
- Inform LAMDA Examinations six weeks before the first date of an examination session of any learners with special requirements.
- Provide a suitable quiet examining environment.
- Provide a suitable waiting space and at least one examination room. The examination room must be suitable and quiet, at a reasonable temperature and furnished with adequate seating for all participants.
- Prepare and present the examiner with a timetable for the entire session at the beginning of the first day of examining. Ensure that the timetable complies

with LAMDA Examinations' regulations as found in the Guide for Centres and Teachers.

- Verify learner identity prior to the examination to ensure learner authenticity. Centres must retain a record of the identification provided for learners' aged 16 years and over.
- Provide a steward/member of staff for the duration of the examination session to ensure that all learners are present and to provide any administrative support the examiner may require.
- Ensure effective stewarding of learners before and after their examination.
- Ensure the examiner has access to regular refreshments at appropriate points throughout the session(s).
- Ensure that no one else is present in the room apart from the learner and the accompanist/technician or other as relevant and as agreed by LAMDA Examinations (including LAMDA Examinations staff).
- Provide disabled access and assistance at all venues.
- Comply with the statutory regulations including Health and Safety, DDA and Data Protection.
- Ensure that learner records and details of achievements are accurate, kept up to date, and securely stored in line with local data protection acts.
- Cooperate where possible in providing exemplar video/DVD/taped recordings on request for standardisation and training purposes.
- Report any suspected malpractice to LAMDA Examinations.
- Ensure all relevant members of staff are aware of the Code of Practice and of LAMDA Examinations' policies and procedures and of their responsibility to adhere to them.
- Provide sufficient competent and qualified teachers and other personnel to meet the demand of learners for the examinations.
- Disseminate results, certificates and medal(s) as necessary.
- Notify LAMDA Examinations of any changes which may affect the centre's ability to meet the Code of Practice and/or meet LAMDA Examinations' requirements in its policies and procedures.
- Provide LAMDA Examinations with access to premises, people and records as required and comply with LAMDA Examinations monitoring requirements.

### **2.3 De-registration of a centre:**

A centre that does not enrol learners for 24 consecutive months will be de-registered. Centres that have been de-registered should contact LAMDA Examinations if they wish to be considered for re-registration.

LAMDA Examinations reserves the right to withdraw the registered centre status if, in the opinion of LAMDA Examinations, a centre fails to adhere to the Code of Practice, LAMDA Examinations' policies and procedures, or brings LAMDA Examinations into disrepute.

### **2.4 Centre Declaration**

#### **Centre agreement to the terms and conditions as set out**

I ..... (insert name of Centre Co-coordinator) declare that this centre agrees to adhere to the relevant policies and procedures including as detailed in the Code of Practice and all other documentation

owned by LAMDA Examinations in respect of this application and accepts that if the centre defaults on the commitments made in this application it may lead to the removal of its registered centre status.

I declare that I am authorised by the above centre to supply the information given and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge.

**Signature:**

**Position:**

**Date:**

I as the registered Head of Centre declare the above signee to be the nominated person to act as Centre Co-ordinator for the Centre in all aspects as described in the Centre Coordinator Roles and Responsibilities and as contained within the Centre Registration application form.

**Signature:**

**Date:**

**LAMDA Examinations Office use only**

**Registration agreed:**

**Name and Position:**

**Date:**

**Not approved/ returned for further information :**

**Date of referral :**

**Name of contact referral returned to :**