

Bulk Entry Timetable Form

- This form is for **PRIVATE CENTRES** only.
- Please complete in full and submit to LAMDA Examinations at least **six weeks** before the first date of your exam session.
- Do not submit this form without enclosing full entry fee payment. Please make cheques payable to LAMDA Ltd. Please write your name, address and centre code on the back of all cheques. If you require a receipt please enclose a stamped self-addressed envelope.
- Each private centre must generate a minimum amount of examination entry fees. Please contact LAMDA Examinations if your centre does not reach this minimum.
- Centre Coordinators are required to verify learner identity prior to the examination to ensure learner authenticity and to maintain a record of the identification provided for learners aged 16 years and over.
- Please complete this form in **BLOCK CAPITALS ONLY**.

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|--|-------------------|--|----------------|
| Centre Code: | | Session Dates: | |
| Venue Name | | Centre Coordinator Name | |
| Venue Address | | e-mail | |
| | | Tel: | Mobile: |
| | | Name of person to be recorded against learners' names (if Centre Coordinator leave blank) | |
| Venue Tel: | Venue Fax: | | |
| <p>I the above named Centre Coordinator hereby agree that I am responsible for all entries, fees, answering any queries relating to this private centre and its entry.</p> <p>I the above named 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.</p> <p>I the above Centre Coordinator hereby declare that I will verify learner identity to ensure learner authentication for all learners aged 16 years and over.</p> <p>Signature of Centre Coordinator _____ Date _____</p> | | | |

HOW TO COMPLETE THIS FORM

- Incomplete forms will be returned.
- The order in which learners are listed on the entry form will be the order in which they are scheduled. List your learners' as if you are creating a timetable running order.
- Dates and times of examinations cannot be altered once scheduling is complete.
- Use separate Bulk Entry Timetable forms for each room and or date.
- Please complete and return this form no later than the closing date for the examination session. Late entries will be returned.
- All correspondence from LAMDA Examinations will be directed to the Centre Coordinator.

- a. Unique Learner Number (ULN):** Please enter the learner's 10 digit Unique Learner Number (if known)
- b. LAMDA PIN No: Learner's Name:** Please enter the learner's 6 digit LAMDA Examinations Pin number (if known)
This is the learner's legal name and not nickname or abbreviated name. It will be printed on the Examination Report and Certificate
- d. Learner Given Name:** This is the learner's first name
- e. Learner Family Name:** This is the learner's surname
- f. Date of Birth:** Please complete in numbers, in the format DD/MM/YY
- g. Gender:** Please enter M or F
- h. Ethnicity Code:** Please enter a code from the list overleaf
- i. Subject:** Please enter the subject, for example, 'Speaking Verse and Prose'
- j. Grade:** Please enter the grade as a number, for example, '4'
- k. Fee:** Please enter the fee from the current Fee List
- l. Exam Time:** Please enter the time in minutes for the subject and grade. This is available from the Examination Timings Sheet or Guide for Centres and Teachers

Learners taking more than 1 exam:

For groups:

If you require individual learner certificates please mark X in the in check box on the right of the fee and add the appropriate fee (you can only request individual certificates for all members in a group)

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 Adjustments

Do any of the learners listed have special needs or circumstances of which LAMDA Examinations should be made aware? If yes, please write their name and 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.

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Examination Timetable and Times

- Examination sessions are scheduled for a maximum of 6.5 hours of examining per day per examiner (excluding breaks of 15 minutes for morning coffee and afternoon tea, lunch 60 minutes). A full day of 6.5 hours examining plus breaks starting at 09:00 will end at 17:00.
- List your learners entries in sequential order from your preferred start time through to your approximate finish time. This will be your timetable. The order in which learners are listed on the entry form will be the order in which they are scheduled.
- It is very important that you calculate the amount of examining time you require accurately. Please refer to the Guide for Centres and Teachers for details of the amount of time required for each examination. If you have more than 6.5 hours per examiner per day, please contact LAMDA Examinations immediately.

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|----------------------|--|-------------------------|--|
| Preferred Start Time | | With lunch at | |
| Afternoon re-start | | Approximate finish time | |

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