

## **LAMDA Examinations Centre Registration**

### **Guidance notes for Centres and Teachers**

A LAMDA Examinations Registered Centre is one that fulfils the criteria detailed in the LAMDA Examinations Code of Practice to offer its units and qualifications. Centre Registration signifies the commitment to LAMDA Examinations' administrative, regulatory and policy requirements and to delivering quality assurance for all.

All new/re-registering centres will be required to seek registration as a registered centre prior to making entries for any of LAMDA Examinations' qualification or units.

New/re-registering centres must complete and return the Centre Registration Application Form to Customer Services.

### **Roles and Responsibilities**

#### **Head of Centre**

The Head of Centre is the person who has ultimate accountability for the Centre in all its interactions with LAMDA Examinations. The Head of Centre must nominate a Centre Co-ordinator who will be the person with primary accountability for providing, returning and receiving LAMDA Examinations' information.

The Head of Centre will be required to both verify the nominated person and provide assurance to LAMDA Examinations that the nominated Centre Co-ordinator has the ability to meet the demands of the Centre Co-ordinator role requirements by formally signing the Centre Registration application form.

Heads of Centres include Principals, Heads of Departments, Directors/Owners and/or Company Secretaries or any such person identified with primary responsibility for the centre arrangements as a whole.

#### **Centre Co-ordinator**

Each LAMDA Examinations centre is required to identify a member of staff who will be the person with primary accountability for LAMDA Examinations' information. This person is known as the Centre Co-ordinator who is responsible for centre/LAMDA Examinations enquiries, management of the qualifications including entries, the examination scheduling, fee payments, result and certificate distribution and arrangements during the examination sessions. The Centre Coordinator is also responsible for delivering quality within the centre.

The Centre Coordinator will be responsible for ensuring that the centre complies with the Code of Practice as stated in the Centre Registration Application form, with the Guide for Centres and Teachers and with all other regulations as cited in the latest versions of LAMDA Examinations' publications.

## **Making an application for registered centre status**

It is the responsibility of the nominated Centre Co-ordinator alongside the Head of Centre to fill in and return the Centre Registration Application form.

The completed Centre Registration form should be sent to:

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

Alternatively the Customer Services Unit 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. The Customer Services Unit will consider the application and process the application in accordance with procedures within 14 working days. At this point the Customer Services unit will provide formal notification of Centre Registration status together with any other relevant information. It will also provide a unique centre code which is the main centre identifier and this code must be quoted in all communications to LAMDA Examinations. Once a centre has been given registered status the centre is then permitted to register learners for LAMDA Examinations' qualifications or units.

All registered centres are provided with LAMDA Examinations' twice-yearly newsletter Voiceover. Information visits, workshops and training sessions will be made available to all centres to provide initial and ongoing advice and guidance.

All registered centres through their nominated Centre Co-ordinator are required to notify the Operations team in writing or by e-mail immediately of any changes of circumstance from those detailed in the original application form. This includes any changes in contact details, venues, centre type, centre profile and any areas where compliance to LAMDA Examinations' centre requirements have changed.

### **Operations Team contact details:**

**Operations Team**  
**LAMDA Examinations**  
**155 Talgarth Road**  
**Barons Court**  
**London**  
**W14 9DA**

**[exams@lamda.org.uk](mailto:exams@lamda.org.uk)**

The registered centre must comply with the Code of Practice and other relevant LAMDA Examinations documents as summarised in the Centre Registration Application form. These documents summarise the quality assurance requirements undertaken by the awarding organisation and the centre.

LAMDA Examinations has the right to remove registered status from a centre which has been found not to comply with the Codes of Practice. Any act of non-compliance

may be considered as Malpractice and LAMDA Examinations will adopt the procedures which are contained in the LAMDA Examinations' Malpractice policy.

If the centre is found to be responsible for acts of malpractice LAMDA Examinations will remove registered centre status and the centre will not be able to enter learners for LAMDA Examinations qualifications or units. The centre has the right of appeal following LAMDA Examinations published appeals procedure.

A registered centre will retain registered centre status indefinitely, unless it is inactive for a period of 24 months at which time it will have registered status removed. From that time the deregistered centre will be unable to enter learners for any LAMDA Examinations qualifications or units.

If the deregistered centre wishes to gain Centre Registration status once again it must re-register by completing the Centre Registration Application form following the procedure as previously described for new/re-registered centres. Previous centre registered status will not automatically qualify a centre for registered status.

### **Further Guidance for Centres on completing Part 2 .1 Policy and Procedures: Quality assurance.**

This guidance relates to Part 2: Centre Requirements in the Application form for registration as a LAMDA Examinations Centre and specifically to 2.1 Policy and Procedures: Quality Assurance.

This guidance provides clarification on LAMDA Examinations requirements for each policy stated within the quality assurance section of the Application form for registration as a LAMDA Examinations Centre.

### **Health and Safety Policy**

LAMDA Examinations registered centres must have in place procedures that adhere to current existing health and safety regulations. For the majority of providers that are government aided and under the auspices of a local authority you will already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces should also be following strict guidelines based upon legislative Health and Safety requirements in the workplace and should also have in place documented procedures. If any centre does not have any documented procedures to support the requirements for Health and Safety, helpful information can be obtained from your Local Authority or through the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk). Centres wishing to register as a centre with LAMDA Examinations must confirm they have procedures in place before being granted Centre Registered status.

### **Equality and Diversity Policy**

LAMDA Examinations registered centres must have in place procedures that adhere to current existing equality and diversity legislation. For the majority of providers that are government aided and under the auspices of a local authority you will already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces should also be following legislative guideline relating to Equality and Diversity and should also have in place documented procedures. If any centre

does not have any documented procedures to support the requirements for Equality and Diversity helpful information can be obtained from LAMDA Examinations Equality and Diversity policy which is available for download on the LAMDA website at [www.lamda.org.uk](http://www.lamda.org.uk). Further support can be obtained by accessing the Equality and Diversity legislative acts including the Equality Act 2006, the Disability Discrimination Act 2005 and the Race Relations Act 2000. Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented statement and procedure regarding Equality and Diversity in place before being granted Centre Registered status.

### **Data Protection Act**

The Data Protection Act is mandatory in the UK. All organisations that hold or process personal data must comply. The Data Protection Act requires anyone who handles personal information to comply with a number of important principles. It also gives individuals rights over their personal information. For the majority of providers that are government aided and under the auspices of a local authority you will already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces will also be following strict guidelines based upon legislative requirements for Data Protection. If any centre does not have any documented procedures to support the requirements for Data Protection it is advisable they obtain information from the published Data Protection Act 1998 [www.dataprotectionact.org](http://www.dataprotectionact.org) which will provide guidance to ensure all legislative duties are met. Centres wishing to register as a centre with LAMDA Examinations must confirm they have documented procedures regarding Data Protection in place before being granted Centre Registered status.

### **Reasonable Adjustments and Special Considerations Policy**

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. A special consideration is when a learner is placed in an extenuating circumstance which stops them being able to complete an assessment. It is a requirement of LAMDA Examinations as an awarding organisation to have a policy reflecting the requirements of reasonable adjustments and special consideration. As a registered centre it is a requirement by LAMDA Examinations that you will have read and understood LAMDA Examinations Reasonable adjustments and Special considerations policy and that you will adhere where required to the details stated within. Further information on LAMDA Examinations Reasonable adjustments and Special considerations Policy can be found in downloadable format on the LAMDA website at [www.lamda.org.uk](http://www.lamda.org.uk).

### **Malpractice Policy**

The Statutory Regulation of External Qualifications 2004 requires Awarding Organisations to publish procedures to learners/parents, teachers and registered centres for dealing with malpractice on the part of a learner, teacher, centre coordinator, examiner or others involved in the conduct of LAMDA Examinations qualifications/units and to take appropriate action to maintain the integrity of the qualification/unit or assessment. For the majority of providers that are government aided and under the auspices of a local authority you will already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces

should also be following strict guidelines on Malpractice and should have in place documented procedures. If any centre does not have any documented procedures to support the requirements for Malpractice information can be obtained from LAMDA Examinations Malpractice policy which is available for download on the LAMDA website at [www.lamda.org.uk](http://www.lamda.org.uk). Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented statement and procedure regarding Malpractice in place before being granted Centre Registered status.

### **Complaints and Appeals Policy**

The Statutory Regulation of External Qualifications 2004 requires Awarding Organisations to publish procedures for complaints and appeals relating to its services. As a registered centre it is a requirement by LAMDA Examinations that you will have read and understood LAMDA Examinations Complaints, Enquiries and Appeals policy and that you will adhere where required to the details stated within. For the majority of providers that are government aided and under the auspices of a local authority you should already have in place procedures that support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces should have procedures in the event of complaints and appeals regarding their services. If any centre does not have any documented procedures to support these requirements information can be obtained from LAMDA Examinations Complaints, Enquires and Appeals policy which is available for download on the LAMDA website at [www.lamda.org.uk](http://www.lamda.org.uk). Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented statement and procedure regarding Complaints, Enquiries and Appeals in place before being granted Centre Registered status. Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented procedure regarding Complaints and Appeals in place before being granted Centre Registered status.