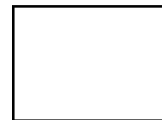


# Public Centre Entry Form

## 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**

<b>a. Name of Public Centre:</b>	<b>b. Session</b> <b>One</b> (please circle) <b>Two</b> <b>Three</b>
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### Correspondence Contact Details

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

### Learner Details

c. Unique Learner Number (if known)	d. LAMDA Pin No: (if known)	f. Given Name		g. Family Name	
				m. <input type="checkbox"/>	
h. Date of Birth * (DD/MM/YY)	i. Gender (M/F)	j. Ethnicity Code	k. Subject		l. 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.

<b>Preferred date</b>	
<b>Fee enclosed</b> £	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 a stamped addressed envelope.

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 from the LAMDA Examinations UK Public Centres Date List you wish to attend, for example, 'London (Romeo)'
- 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: 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
- 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
- \*. Learner Identity** Learners aged 16 years and over must have their identity verified at the Public Centre prior to taking their examination. Acceptable documents for identification are; Passport, Driving Licence, National Insurance Card, Certificate of Entitlement to Funding, Bank Credit/Debit Card, Armed Forces Services ID Card, Student Union Card and Travel Pass

### 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

### SPECIAL NEEDS or REASONABLE ADJUSTMENT

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.

### REMEMBER

- Please complete and return this form to LAMDA Examinations 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 without enclosing full payment. Current entry fees are available from the LAMDA Examinations 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 Examinations will be directed to the correspondence contact.

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#### LAMDA Examinations

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