

# **LAMDA Examinations Guide for Public Centres in the United Kingdom**

**Version 1 2019/2020  
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## Introduction

### About LAMDA Examinations

LAMDA began offering speech and drama examinations to the public in the 1880s. Since then, these examinations have been refined and developed by experts in education, performance and communication. In addition to being the UK's leading regulated speech and drama awarding body, LAMDA has a reputation for excellence worldwide.

Our mission is to:

- improve standards in communication through the spoken word
- foster an appreciation of literature, poetry and drama
- acknowledge levels of achievement
- support the creative, intellectual and social development of the individual as a whole, with the principal aim being to build self-confidence.

Our challenge is to recognise achievement in communication and performance and to support the development of self-esteem of children, young people and adults across the globe.

### About this Guide

This guide provides essential information for anyone entering Learners for examinations at a LAMDA Public Centre event in the United Kingdom, including teachers and parents / guardians of Learners. This guide will be updated on a regular basis; please make sure you are always referring to the most current version, which is available on our website.

### Publications and Materials

Documents relating to the preparation for and delivery of examinations and assessments are available from LAMDA. Most can be downloaded from our website at [www.lamda.ac.uk](http://www.lamda.ac.uk) or by contacting LAMDA directly.

LAMDA offers an extensive range of educational support materials for Centres and teachers who work with our examinations and assessments. Please refer to our online store at [www.lamda.ac.uk](http://www.lamda.ac.uk).

LAMDA also runs a variety of workshops and seminars for teachers on an annual basis. For further information, please contact us.

### How to Contact LAMDA

Please call us on 0208 834 0530, email us at [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk), or write to us at:

LAMDA  
Examinations Department  
155 Talgarth Road  
London  
W14 9DA

Telephone lines are open between 08:30 and 17:00 UK time, Monday to Friday, except on Public Holidays and during the Christmas period when the LAMDA offices are closed. Exact dates for this period will be posted on our website.

### Syllabus Specifications

LAMDA reserves the right to amend syllabus specifications if an erratum, typographical and/or content error is noted. The changes to the syllabus specifications will be version controlled and any version change will be communicated to all customers with the latest authorised syllabus specification version uploaded on the LAMDA website.

It is the responsibility of whoever is teaching and / or entering the Learner for their examination to ensure that they are always operating with the latest version of the syllabus specification.

### Position Statement on the Use of Languages

English is used and explicitly expressed in all syllabus specifications and assessment materials. Every assessment is conducted in English. The language used in all syllabus specifications, assessment materials and examinations is explicit, plain, free from bias and appropriate to the assessment.

Whilst LAMDA offers assessments in Wales, it does not offer assessments in the Welsh language (Cymraeg). There is no reasonable adjustment or special consideration that can be applied for Learners for whom English is not their first language. LAMDA's examinations are set in English and it is understood the Learners must have a command of the English language that supports the assessment at the level taken.

## Public and Private Centres

Learners can be entered for LAMDA examinations at either Public or Private Centres.

At a Private Centre, Examiners will come to your venue on a date of your choice. It does not cost anything to become a Private Centre; you just need to meet the minimum amount of examination fees depending on whether the event is within our peak or off-peak period. If you have an appropriate amount of Learners and feel that a Private Centre arrangement might work for you, please email LAMDA's Partnerships Manager at [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk) for an informal discussion.

If you do not have enough Learners to become a Private Centre and / or you do not have a suitable examination venue, Learners can be entered at one of our LAMDA Public Centres, which are open to anyone who wishes to take an examination. These are held on specific dates set by LAMDA and in different venues around the UK throughout the year.

Details of all fees for the 2019- 2020 academic year can be found in the current *LAMDA Exams UK Fees* document on our website.

## Booking Examinations at a Public Centre

### Public Centre Dates

Public Centre events are held in 32 locations across the UK several times a year. For dates and locations, please see the current *UK Public Examination Centres Date List* which can be found on our website. Please check this document regularly as LAMDA may change or add dates or add additional locations as appropriate.

London Public Centre examination events are named after Shakespearian characters in order to differentiate between each event date. They do not relate to different venue locations.

### Entering Learners

To apply to take an exam at a Public Centre, the appropriate entry form must be completed and returned to LAMDA along with full payment. Public Centre entry forms can be found on our website. Please ensure that you are using the most up-to-date versions as incorrect versions will be returned. There are three different forms:

- for Solo / Duologue / Combined format examinations
- for Group examinations
- for Certificate in Speech and Drama Performance Studies (PCertLAM) examinations.

Entry fees for each examination can be found in the current *LAMDA Exams UK Fees* which can be found on our website.

All correspondence from LAMDA will be directed to the named contact (The 'Correspondence Contact') on the form only. This includes confirmation of entries received, posting of results and certificates and any subsequent related queries. LAMDA will not liaise with, or take instruction from, any other person than the named contact.

All communications to LAMDA from the named contact regarding examination administration or responding to queries raised by LAMDA must always be supported in writing by submission of an appropriate form or by email to [exams@lamda.ac.uk](mailto:exams@lamda.ac.uk).

Learner entry submission is accepted as evidence that the named contact agrees to the regulations laid down in the syllabus specifications, this guide and any other LAMDA publications.

### Entry Form Guidelines

- Forms must be completed in full in BLOCK CAPITALS using black ink.
- A separate entry form must be used for each Learner and each examination (unless the examination is in Duologue, Combined or Group format)
- Completed entry forms, together with the full fee payment, must be received by LAMDA by the published closing date of the event at the very latest; exact closing dates for each event can be found in the current *UK Public Examination Centres Date List*.
- Entries received after the stated closing date will not be accepted and will be returned.
- Entry forms submitted that are incomplete, late, without fee payment or not the latest version from the website will be returned. Please check the website for the most current version.
- If a receipt for payment or acknowledgment of entry is required, please enclose a stamped self addressed envelope.

### Specific Requests when Booking

Most public centre events are held over two or more days. **Learners must therefore be prepared to attend on any date and at any time during the whole event.** Should there be a preferred day within the event, this should be stated on the entry form and LAMDA will endeavour to honour the request but cannot guarantee that it will be possible. If a Learner is not free to attend on any date or time, they should not be entered for that event and an alternative should be selected. Should the named contact reject the allocated day and time, no alternative will be offered and no refund will be given.

Entry forms for Learners who wish to be examined within a similar timeframe must be submitted at the same time and stapled together. LAMDA cannot guarantee individual entries will be grouped together if sent separately.

Examination slots at Public Centre events are very popular **and are allocated according to the date we receive the entry form.** Although the closing dates for receipt of entry forms for each event are stated in the current *UK Public Examination Centres Date List*, we strongly advise that forms are sent in as soon as possible, particularly where there is a specific timetabling request, to increase the likelihood of being successful.

### Reasonable Adjustments

If a Learner is entitled to a reasonable adjustment during their examination, applications and supporting documentation must also be submitted by the closing date of each event with the entry form. For further information please refer to the *Reasonable Adjustments for LAMDA Examinations Policy* which can be found on our website.

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Updated October 2019



## Similar Examinations

Please also note that Learners may not enter for more than one Solo, Duologue or Combined examination of the same subject and grade at the same examination event. For example, a Learner cannot be entered for both an Acting Grade One Solo and an Acting Grade One Duologue examination at the same event.

Learners may also not enter for more than one group examination of the same subject and grade at one examination event. Group sizes must be adhered to.

## Payment

All fees are payable at the same time as submitting the entry forms. Please see the current *LAMDA Exams UK Fees* document on our website which outlines fees plus any other charges. Stated fees for Duologue, Combined or Group examinations are for all Learners, not per Learner. LAMDA does not accept cash payments. If paying for more than one Learner, where possible please make one total payment.

Please note that future Learner entries will not be accepted from named contacts with outstanding fee payments.

## Payment by BACS, electronic or online banking

<b>Our bank details</b>	
Bank name	Barclays Bank PLC
Bank address	1 Churchill Place London E14 5HP United Kingdom
Account name	LAMDA Limited
Account number	63900738
Sort code	20-00-00
<b>Our VAT number</b>	
VAT number	GB 730 884 817
<b>Send your payment advice notes to</b>	
by e-mail	fees@lamda.ac.uk
<b>Reference to quote with your payment</b>	
If paying an invoice	Quote the LAMDA invoice number
If no invoice	Quote the Public Centre name / Correspondence Contact surname, e.g. Leeds / Smith

## Payment by Phone with a Debit or Credit Card

Please call 0208 834 0530 with all relevant details close to hand.

## Payment by Cheque

If paying by cheque, please make it payable to LAMDA Ltd and write the following details on the back of the cheque:

- Public Centre Name (see current *UK Public Examination Centres Date List*)
- Term and Year (Autumn, Spring or Summer), and
- Correspondence Contact Name as given on the entry form.

For example:

Leeds  
Summer 2020  
Smith

Or

London (Portia)  
Spring 2020  
Jones

If submitting more than one entry and payment is made by cheque, please make one cheque for the payment of the total entry fees. Please note that LAMDA cannot accept amended cheques, even if they have been counter-signed.

## Overpayment of Examination Fees

All refunds for overpayment will be made by Transfer Credit Vouchers (TCV). LAMDA will make refunds for overpayments within four (4) weeks of the event results being issued. The TCV must be redeemed before its expiry date and can only be used as payment for a future examination in a different event. TCV's are non-transferable and issued to the named contact only.

TCV's not yet received or pending cannot be retrospectively applied to credit entry fees or registrations payable.

## Receipt of Documentation

LAMDA dispatches Learner Examination Reports (LER) to the Correspondence Contact within two weeks of the first date of the event. Each LER will show the following information:

- The Learner's name, as it will appear on the certificate
- The examination the Learner is taking (subject, grade and format)
- The date and time of the examination
- The name and address of the venue

This information must be checked by the named contact immediately upon receipt. If there are any discrepancies, LAMDA must be contacted immediately in writing.

The date and time allocated cannot be altered. Should the Learner now not be able to make the allocated time, no changes can be made and no refund will be offered.



Please check the venue address carefully as the same venue is not always used for every event. For specific queries about the venue, please contact the relevant Public Centre Representative listed on the *UK Public Examination Centres 2019-2020* document on our website.

### Learner Authentication Requirements

As a regulated awarding organisation we require identity checks in the form of photographic identification for all Learners aged 16 and over. This is a requirement which has been put in place in many sectors following problems of some people passing themselves off as other Learners for examinations.

### Identification

To ensure Learner authenticity, the identity of all Learners aged 16 years and over on the date of their examination must be verified by either the Public Centre Representative or Head Steward on the day.

**Learners aged 16 and over whose identity cannot be verified by photographic ID before their examination time will not be allowed to take their examination. LAMDA will not reimburse the examination fees for Learners who fail to provide appropriate documentation nor reschedule the examination free of charge.**

Learners' identity must be authenticated for each and every examination, even if the Learner has been authenticated on a prior occasion.

Acceptable original documents for identification must be one of the following:

- current passport
- current driving licence
- current travel pass such as railcard or Zip Oyster
- NUS card
- PASS card
- School or college identity card
- HM Forces card
- Biometric residence permit

The original documents must be produced before the examination can proceed. Copies will not be accepted.

## The Examination Event

### Additional Personnel

For training or quality assurance purposes LAMDA may occasionally require an additional Examiner to sit in the examination room. We may also record some examinations for monitoring or standardisation purposes. This will be sign-posted on the day of the event.

### Before the Event

Anyone with a contagious illness such as chicken pox must not attend the examination event without notifying and receiving prior authorisation from LAMDA. This includes anyone accompanying the Learner on the day. LAMDA reserves the right not to examine a Learner if there is any possibility that they have a contagious illness. In these circumstances a full refund will be given.

### Learners on Arrival

Learners must arrive at the venue and register with the Public Centre Representative or Head Steward for their examination at least 20 minutes prior to their allotted slot.

Those with a reasonable adjustment requiring extra time must arrive 30 minutes prior to their examination start time. For further information on reasonable adjustments, please see our *Reasonable Adjustments for LAMDA Examinations Policy* which can be found on our website.

### Changes to the Scheduled Timetable on the Day

If it is discovered on the day that a Learner's name is spelt incorrectly on their Learner Examination Report (LER), the Head Steward or Public Centre Representative should be informed, but it will not be a confirmed amendment until reported in writing to LAMDA by the named contact.

If it becomes apparent that the Learner is registered for the wrong examination prior to the examination starting, the Public Centre Representative or Head Steward should be notified immediately upon arrival. It is at their discretion as to whether a change to the registered examination will be accepted, particularly where the new examination time length differs from the original's.

Should the change be accepted, they will provide a *Change of Registered Examination Form* to be completed prior to the examination starting which the Learner must then give to the Examiner.

Where a Learner changes their registered examination after the entry form has been submitted, the higher of the two fees will be applicable.

**Once the Learner has entered the examination room, changes of examination cannot be retrospectively applied and the Examiner will assess the Learner according to the assessment criteria the Learner was originally registered for.**

With the exception of the change of registered examination situation stated above, no other changes to the scheduled timetable will be accepted on the day. Any other changes made on the day are likely to be revoked by LAMDA.

## Absent Learners

If a Learner cannot attend their examination due to illness, injury or recent bereavement, LAMDA will consider refunding half the entry fee in the form of a Transfer Credit Voucher (TCV). In these circumstances documentation may be required. Please contact us for further information.

If a Learner does not turn up for their examination for any other reason, they will be marked as absent and no refund offered.

If a Learner is registered for a Duologue, Combined or Group examination but now cannot attend, please inform the Head Steward or Public Centre Representative. A 'reader' is permitted to take the absent Learner's place so the examination can proceed and the other Learner/s are not disadvantaged. This 'reader' will not be assessed and will not receive a result or certificate. The reader must not be the Learner's LAMDA teacher or parent / guardian; it can be another Learner, but if they are taking an examination of their own that day we recommend that this occurs first before they read in.

## Late Learners

LAMDA reserves the right not to examine Learners who arrive late and the Examiner is under no obligation to do so. Fees will not be returned for Learners who arrive late. It is strongly recommended that Learners plan ahead to arrive in plenty of time and that transport updates are regularly checked to ensure there are no delays or cancellations. Not all Public Centres have parking available so please check with the Public Centre Representative before travel.

## Special Considerations

If a Learner takes their examination but is perceived to be at a disadvantage due to a temporary illness, an injury or other adverse personal circumstances, they may be eligible for a Transfer Credit Voucher (TCV). Full information is detailed in the *Special Considerations for LAMDA Examinations Policy* which can be found on our website. This policy is also relevant to any Learners whose examination is disrupted by an external incident during the assessment such as a fire alarm. Please note that the TCV is issued to the named contact and not the Learner.

## Equipment in the Examination Room

The examination room will contain one small table and two chairs for use during the Learner's performance if required.

Please note that LAMDA does not provide any other items or facilities for the examination; this includes musical instruments, electrical devices and personnel to operate any equipment. For Musical Theatre exams, it is the responsibility of the Learner / named contact to provide sound or musical equipment as required to meet the syllabus requirements.

In instances where a Learner's performance requires a backing track, it is strongly advised that the person operating the sound equipment is not the Learner's LAMDA teacher or parent. Once the sound is no longer required the operator must leave the room.

## Entering the Examination Room

Learners must take their Learner Examination Report (LER) with them into the examination room and hand it to the Examiner.

The chosen pieces should be written on the LER in the order in which they are to be performed, as appropriate:

- Title/s
- Author/s
- Character name/s

Learners must confirm their full name and registered examination to the Examiner prior to the examination commencing.

Learners are required, where applicable, to bring in legible copies of all piece selections for the Examiner **to keep**. They must also bring in with them any items or equipment needed to fulfil the syllabus requirements of their examination.

No third party may observe the examination audibly or visually as it takes place between the Learner and the Examiner, and no unauthorised person is allowed to be in the examination room on the day unless prior authorisation has been granted by LAMDA for reasons such as for medical assistance for reasonable adjustment purposes. Please contact LAMDA if clarification is required.

#### After the Examination

LAMDA aim to dispatch completed Learner Examination Reports (LERs), certificates and medals (if relevant) within thirty (30) working days from the last examination date for each event at the latest, provided there are no outstanding queries.

On receipt of the results, it is the responsibility of the named contact to ensure that all LERs, certificates and medals awarded by LAMDA are accurate **before** disseminating the results to Learners. The named contact must contact LAMDA immediately if any there are any discrepancies.

LAMDA issues medals in materials other than precious metal; the words 'Bronze', 'Silver' and 'Gold' are used by LAMDA purely as an academic standard for the medal examinations. We reserve the right to change the style and presentation of all awards.

Notifications of name spelling corrections once certificates have been dispatched by LAMDA will incur a replacement certificate charge. It is therefore essential that all Learner details are correct upon submission.

If there is a query about the result itself or marks awarded, please follow the guidance in *Enquiries About Results (EAR) Policy and Procedure for LAMDA Examinations* which can be found on our website. Please note that any non-result related issues such as Examiner conduct must be reported to us within fifteen (15) working days of the incident; for further information please see *Complaints Policy and Procedure for LAMDA Examinations*

#### Replacement Certificates

LAMDA can only issue one original certificate. In all cases where the original certificate has been lost and a replacement is required, a certificate with the word 'duplicate' written on it will be issued and will incur a fee.

Replacement certificates can only be issued for current syllabus examinations. For award achieved for non-current examinations, a Letter of Attestation will be issued. Please contact LAMDA for further information.

## **LAMDA Policies and Procedures**

### Relevant LAMDA Policies and Procedures

Below is a list of LAMDA Examinations' Policies and Procedures. These are reviewed annually and can be found on our website [www.lamda.ac.uk](http://www.lamda.ac.uk). For any related queries, please contact LAMDA's Quality, Standards and Compliance Senior Officer at [www.lamda.ac.uk](http://www.lamda.ac.uk).

- *Complaints Policy and Procedure*
- *Enquiries About Results (EARs) Policy*
- *Appeals Policy and Procedure*
- *Reasonable Adjustments for LAMDA Examinations*
- *Special Considerations for LAMDA Examinations*
- *Malpractice and Maladministration Policy*
- *Equality and Diversity Policy*
- *LAMDA Child and Adult Safeguarding Policy*
- *Sanctions Policy*
- *Invoicing Policy*
- *Conflicts of Interest for LAMDA Examinations Policy*
- *Whistleblowing Policy*
- *Privacy Notice*
- *Data Retention Policy*