

This form is for *Ensemble* and *Group Performance* entries only.

1. Where & When

Exam Centre: _____ **Session:** Spring Summer Winter
(please circle)

2. Booker

The booker is the person with whom LCME will correspond. Notification of exam date & time will be sent to the email entered below. Report forms & certificates will be posted to the address below.

The booker for these entries is: a candidate a teacher/school a parent/guardian

Booker name: _____ Address: _____

Telephone: _____

Email: _____

3. Presenter

The presenter will be listed on the certificate.

The presenter for these entries is:

a teacher a school/institution not required

Teacher name: _____

Academic letters: _____

Code (if known): _____

4. Exam

Subject: _____ Level: _____

Please enter your candidate data overleaf

2018 Exam Sessions

Session	Closing date	Practical session
Spring	01-Feb	10 Mar - 21 Apr
Summer (Ireland, Scotland & N. Ireland)	21-Apr	19 May - 23 Jun
Summer (England & Wales)	01-May	16 Jun - 21 Jul
Winter	01-Oct	17 Nov - 15 Dec

Late fees

The late fee applies to entries made up to 7 days past the closing date. Entries may be made after this point subject to availability at the chosen centre and prior approval from the LCME office. The fee for such entries is double the standard fee.

Timetabling requests

Any timetabling requests (e.g. 'prefer mornings') must be made at the time of entry. Please attach a note to this form. LCME will consider all requests but can make no guarantee all wishes will be met. Bookers are advised to contact centre representatives before entering for an idea of when exams will run.

Transfers

The fee to transfer an entry to an alternative centre after you have made an entry is £20. Transfers are subject to availability.

3. Candidate Information

	First name	Surname	DOB (DD/MM/YY)	Gender (F/M)	Special needs (Y/N)	ULN	NCN	Ethnicity code
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20.								

Please continue on a separate sheet for groups with +20 members.

Candidate fees (£12/€18 per member) are due for groups/ensembles with +30 members.

Exam fee:	<input type="text"/>
No. of group members:	<input type="text"/>
Candidate fees:	<input type="text"/>
Total paid:	<input type="text"/>

Please make cheques payable to the University of West London

NCN & ULN (UK only)

Add the NCN of the school/college if the exam is to count towards Achievement and Attainment tables (UK only). Add ULN if the result is to be uploaded to the candidate's Personal Learner Record

DOB & Ethnicity

Data collected for statistical purposes only and information is not passed to the examiner. DOB is a mandatory field, ethnicity is not.

Special needs

If you/your candidate has any specific needs a letter giving details and requests for reasonable adjustments together with supporting documentation must be attached at the time of entry.

Ethnicity codes	
01 – White British	10 – Asian Bangladesh
02 – White Irish	11 – Other Asian
03 – Other white	12 – Black Caribbean
04 – White & Black Caribbean	13 – Black African
05 – White & Black African	14 – Other Black
06 – White & Asian	15 – Chinese
07 – Other mixed	16 – Other
08 – Asian Indian	17 – Prefer not to say
09 – Asian Pakistani	

Please send your completed entry form to the representative of your chosen exam centre