

Report forms guide for LCME representatives

Why we need digital copies

Report forms are a vital part of the LCME assessment process. They contain the examiner's written feedback and the official marks awarded to each candidate. These forms are held by you (the representative/booker) until LCME verifies and releases the exam results in ERIC (our exam booking system).

LCME requires digital copies of all report forms to be submitted by representatives. These copies serve as a secure backup in case the original forms are delayed or lost in the post, and they help us respond quickly to any queries regarding results.

The process

To ensure timely and accurate processing of exam results, please follow these steps:

1. **Before the exam day:** When you prepare the report forms for the examiner, provide them with an envelope. LCME will supply envelopes for this purpose.
2. **At the end of the exam day:** The examiner will hand you a sealed envelope containing the report forms.
3. **Wait for our email:** Once the examiner has inputted the exam results into ERIC, you will receive a *Finalised Result Notification* email from the LCME office.

Important: Only open the sealed envelope after you receive the *Finalised Result Notification* email.

4. **Scan the report forms:** Follow the scanning instructions on the next page (see Option 1: Using a printer/scanner or Option 2: Using your smartphone).
5. **Upload to LCME:** Complete [this upload form](#) and upload your scanned report forms as a single PDF file. Try to keep them in timetable order where possible.
6. **Send reports to candidates:** Where possible, wait for the certificates to arrive and send the report forms together with the certificate to the candidate or parent.
7. **Post the originals:** Send the original report forms to the relevant booker by post.

How to scan the report forms

Choose the method that works best for you. Most modern smartphones work brilliantly for this, so do not worry if you do not have a scanner.

Option 1: Using a printer/scanner

1. Put the report forms in the scanner.
2. On the printer screen, choose **Scan** or **Scan to Email**.
3. Select **Email to Myself** (or type in your email address).
4. Press **Start**.
5. Open your email inbox and find the email from the printer with your scanned report forms.
6. Download the file to your computer and save as a PDF.
7. Rename the PDF using this format: YearMonthDay_CentreName
(e.g. 20251007_Portadown)

Option 2: Using your smartphone

Most modern smartphones have build-in scanning features (check your Notes app or Preview app on iPhone, or your Camera app or Google Drive on Android).

Alternatively, you can download a free scanning app:

- [Adobe Scan](#) (iPhone/Android)
- [Genius Scan](#) (iPhone/Android)

1. Place the report forms on a flat surface in good light.
2. Open the app and choose **Scan** or **Camera**.
3. Take a photo of each page. The app should automatically crop and straighten the image.
4. Tap **Save as PDF** or **Export as PDF**.
5. Rename the PDF using this format: YearMonthDay_CentreName
(e.g. 20251007_Portadown)

Need help?

If you have any questions or difficulties with this process, please contact us:

Email: lcm.exams@uwl.ac.uk

Phone: +44 20 8231 2364 (office hours: Monday to Friday, 09:00 – 17:00 GMT)

Thank you for helping us keep candidates' reports secure and accessible.