

This form may be used for all Grade, Leisure Play, Recital Grade, pre-Grade 1, Early Learning, Theory, Duet & Duologue exams in Music, Drama or Communication subjects. This form may not be used for Ensemble, Group, Performance Awards or Diploma entries.

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: the candidate a teacher/school the candidate's 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): _____

Please enter your candidate data overleaf

Exam fees & paper-entry surcharge

Please consult the fee list for your country for the applicable exam fee. A small, per-candidate surcharge applies to each candidate entry made using a paper entry form.

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.

4. Candidate Information

Please group candidates entering for the same exams together.

Mandatory Information						Optional information				Fee
First name(s)	Surname	Subject	Level	DOB (DD/MM/YY)	Gender F/M	Special needs (Y/N)	Ethnicity code	NCN	ULN	

I agree to abide by LCME regulations as detailed in the current syllabus.

Total fees:

Late fees:

Total paid:

Signature:

Date:

Please make cheques payable to the University of West London

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 LCME office