

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**

**2018**

Session	Closing date	Practical session	Theory exam day
Spring	01-Feb	10 Mar - 21 Apr	Wed 21-Mar
Summer (Ireland, Scotland & N. Ireland)	21-Apr	19 May - 23 Jun	Sat 16-Jun
Summer (England & Wales)	01-May	16 Jun - 21 Jul	
Winter	01-Oct	17 Nov - 15 Dec	Sat 24-Nov

#### Exam fees, paper-entry surcharge & late fees

Please consult the exam fee list. A £3 surcharge applies to each candidate's entry made using a paper entry form. The surcharge does not apply to entries made online. 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

Candidates should be prepared to sit their exam on any date within the public exam session. When making an entry, bookers should be aware that their exam may be scheduled at any time during the advertised session dates. 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

### 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