

This form may be used to enter for **Ensemble, Group Performance or Early Learning Group** exams.

### 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 emailed to the email below. Exam results & certificates will be posted to the address provided below.

**The booker for these entries is:**  the candidate  a teacher/school  the candidate's parent/guardian

**Booker name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Mobile:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

### 3. Presenter

The presenter will be listed on the certificate. This field is optional.

**The presenter for these entries is:**

a teacher  a school, academy or other institution

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_  
**Teacher code:** \_\_\_\_\_  
**Academic letters:** \_\_\_\_\_

### 4. Exam

**Subject:** \_\_\_\_\_ **Level:** \_\_\_\_\_

Please enter the candidates' names and other information overleaf

#### Session Dates

The practical exam session dates can be found on the website: [lcm.uwl.ac.uk/information/session-dates](http://lcm.uwl.ac.uk/information/session-dates)

#### Special Needs

LCME will make any reasonable adjustment to the exam procedure to accommodate and support candidates with special needs. Please include details and supporting documents with your application.

#### Timetabling requests & Transfers

The Centre Representative will schedule your exam date & time, please use the space below for scheduling requests or indicate dates to avoid. LCME will make all possible attempts to accommodate you but requests cannot be guaranteed. When you enter for an exam please be flexible & available for as many dates within your chosen exam session as possible. The fee to transfer an entry to an alternative centre is £20. Transfers are subject to availability.

## 5. Candidate Information

**DOB & Ethnicity** are collected for statistical purposes only. There is no obligation to provide information on candidate ethnicity but DOB is a mandatory field for all candidates (including adults). It is collected to ensure compliance with Ofqual regulation. Please contact LCME if you require further clarification.

**NCN & ULN** (UK entries only) if you would like to include either of these please enter here: \_\_\_\_\_

	First name	Surname	DOB (DD/MM/YYYY)	Gender (F/M)	Ethnicity	Special needs (Y/N)
1						
2						
3						
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### Exam Fees & paper-entry surcharge

UK and Ireland fees are available: [lcme.uwl.ac.uk/information/entry-fees](http://lcme.uwl.ac.uk/information/entry-fees). Please contact the LCME office for the fees which apply in other countries. There is £3/€3 per candidate surcharge for entering via a paper entry form in the UK & Ireland.

### Late Entries

Late entries are accepted up to 7 days post-closing date (paper entries) with an additional late fee (contact LCME for the fee in your region). Entries received later than this are accepted at the discretion of the centre representative, subject to availability and the fee for such entries is double the published fee.

Exam fee:

No. of members:

Candidate fees:

Paper entry surcharge:

Late fee:

Total paid:


Submission of this entry form confirms acceptance of the exam regulations and conditions as listed in the current syllabus. Entry fees cannot be refunded. LCME will use the personal data given above only for correspondence relating to this exam entry. LCME will not use your personal data for marketing purposes unless your consent has been given. If you would like to stay up to date with LCME news & syllabus updates please visit [lcme.uwl.ac.uk/stay-in-touch](http://lcme.uwl.ac.uk/stay-in-touch). You can find a copy of LCME's Privacy Notice on our website.

### Submitting this form

**UK & Ireland** – please post this form and the fees to the LCME office (see below).

**Overseas** - please enter through the local Centre Representative.