

# **ERIC User Guide**

## Private Exam Centre Representatives

Valid from 2025 Updated 01.07.2025

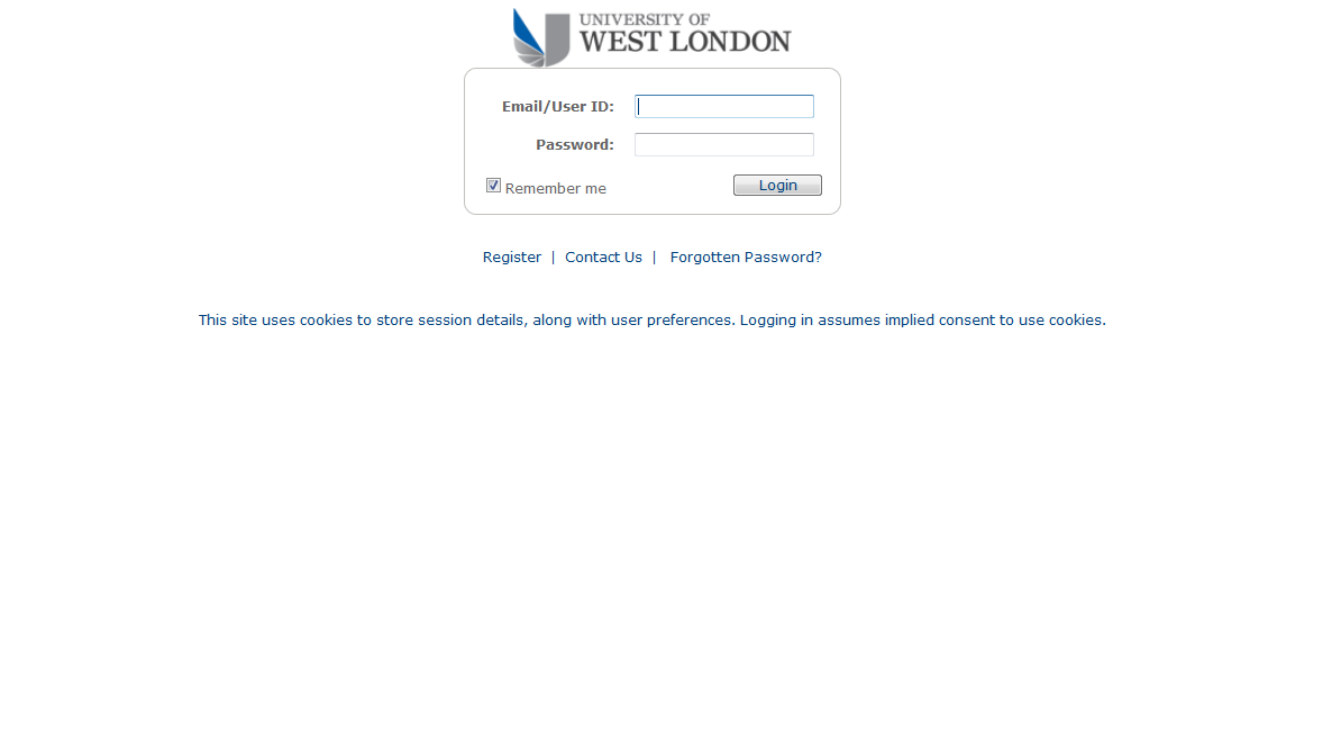
---

- 3| Access & Logging In
- 4| ERIC Pages
- 5| Entering Candidates
- 8| View Bookings page
- 10| Exam Venues
- 11| Exam Calendar
- 11| Requesting Exam Dates
- 13| Timetabling an Exam Day
- 16| Confirmation of Exam Dates
- 17| Sending Attendance Notices
- 18| Document Generator
- 21| Exam Categories
- 22| Processing a Theory Session
- 23| Centre Income page
- 24| Reports

The URL for ERIC is [ERIC.uwl.ac.uk](http://ERIC.uwl.ac.uk) click this link or type this into your browser's address bar (do not add www.)

You will then be taken to the ERIC landing page where you will need to enter your username (usually your email address) and password.

Contact the [LCME office](#) if you do not have these details.



UNIVERSITY OF  
WEST LONDON

Email/User ID:

Password:

Remember me

[Register](#) | [Contact Us](#) | [Forgotten Password?](#)

This site uses cookies to store session details, along with user preferences. Logging in assumes implied consent to use cookies.

### Exam Booking Dates

You can find the LCME Exam Session Booking Dates on our website under the Information section: [\[Link\]](#).

Please note the following when booking exams:

- **For exams within the main exam sessions** (e.g. Spring, Summer, Winter):  
Centres must complete entries by the official closing date.
- **For exams outside of the main exam sessions:**  
Centre owners must give at least 6 weeks' notice to LCME.

Following these timelines helps us ensure examiner availability and a smooth exam process. Thank you for your support!

## ERIC home page:

UNIVERSITY OF WEST LONDON  
London College of Music

London College of Music Examinations

**:: Holding an Exam Session**

Please be aware that in order for your centre to be eligible to run exams this session, you will need to have a minimum of 5 hours of examining.

If you have any questions please contact the LCM Exams Team on 020 8231 2364

**:: Messages**

Message Search  
No messages....

## What you can do where

### My Account

Change your password and update your contact details.

### My Company

This area is not configured to work with LCME

### Reports

Generate reports on entry data at your centre

### View Bookings

View past and current bookings at your centre(s)

Access contact details for the teachers and candidates

### Booking Form

Book exams online

### Centre Income

Access data on centre income for current and past sessions

### Document Generator

Produce timetables and attendance notices

### Exam Calendar

Request exam dates and create exam timetables

### Venue Management

Create new or edit existing exam venues

Open the Booking Form:

The screenshot shows the 'LCM Examinations Booking Form' interface. On the left is a navigation menu with buttons for 'My Account', 'My Company', 'Reports', 'View Bookings', 'Booking Form', 'Centre Income', 'Document Generator', 'Exam Calendar', and 'Venue Management'. The main content area is titled 'LCM Examinations Booking Form' and contains a 'Registration Details' section. Under 'Booker', it lists 'Booker: Christine Marchant' and 'Booker email: lcm.londonrep@gmail.com' with an 'Edit Email' button. Under 'Teacher', it lists 'Christine Marchant' and 'West Hampstead' with a 'Clear Teacher' button. The 'Exam Location' section has a 'Country' dropdown menu set to '< Please select a country... >'. At the bottom, there is a checkbox for 'Please confirm that you agree to abide by the LCM Examinations regulations:' and a 'Proceed To Payment' button.

When you open the booking form, the default setting is for you to be listed as the booker.

The booker is the person to whom the attendance notices will be emailed.

You can either leave yourself as the booker or change this to be the candidate, the parent or the teacher.

You will also, by default, be listed as the teacher. If this is not accurate you can delete this by clicking **Clear Teacher**. You can then add a new teacher or leave the teacher blank.

This screenshot shows the same 'LCM Examinations Booking Form' but with the 'Teacher' section active. The 'Booker' information remains the same. The 'Teacher' section now has input fields for 'Surname:' and 'Unique Code:', with a 'Verify Teacher' button below them. The 'Exam Location' section and the bottom confirmation checkbox are also visible.

To add a teacher you will need to add their surname and their teacher code and then click **Verify Teacher**.

To find out a teacher's code please refer to a previous Report Form, or log in to the [teacher's](#) account and the code can be found under My Account, or contact the [LCME office](#).

Choose the country, session and centre from the drop-down menus.

Next choose the exam subject and level.

Then click **Add Entry**.

When the subject/level combination you have chosen is displayed, click **Select Candidate(s)** to enter one or more candidates for this exam.

The **User Selection** window will open. The company drop-down menu will default to **All Companies**. The companies visible to you will be your centre(s) and a company names after you.

You can search for existing candidates in all companies.

If you want to create a new candidate, choose the company they will be saved in and then click **New User**.

**:: User Selection** [Print] [Close]

Company: Brentwood Show Advanced

Last Name: User ID: 

| Name   | UserID  |
|--|---------|
| <input type="checkbox"/> Ambrose, Hannah           | haambr  |
| <input type="checkbox"/> Baglin, Brinkley          | brbagl  |
| <input type="checkbox"/> Bates, Jared              | jabate  |
| <input type="checkbox"/> Bruce, Pheobie            | phbruc  |
| <input type="checkbox"/> Denny, Megan              | medenn  |
| <input type="checkbox"/> Halkes, Ciara             | cihalk  |
| <input type="checkbox"/> Ireson, Charlotte         | chires  |
| <input type="checkbox"/> Jones, Tara               | tajone  |
| <input type="checkbox"/> Jupp, Annabelle           | anjupp  |
| <input type="checkbox"/> Marchant, Christine       | chmarc3 |
| <input type="checkbox"/> Mayo, Hugo                | humayo  |
| <input type="checkbox"/> Mayo, Louis               | lomayo  |
| <input type="checkbox"/> McAuliffe, Megan          | memcau  |
| <input type="checkbox"/> Munday, Gretel            | grmund  |
| <input type="checkbox"/> Ng, Eleanor Grace Li-Hong | elng    |
| <input type="checkbox"/> Panko, Katya              | kapank  |
| <input type="checkbox"/> Rickenbach, Eleanor       | elrick  |
| <input type="checkbox"/> Schauerte, Katja          | kascha  |
| <input type="checkbox"/> Sumption, Fleur           | flsump  |

Import Users New User OK Cancel

To display the users (candidates) in a company, select the company and then click the green arrow. The candidates will then be displayed.

To enter a candidate for the subject level combination, tick the box next to their name and then click **OK**.

**UNIVERSITY OF WEST LONDON** London College of Music Examinations

teacher's surname and unique code and verify them.  
Note that this is not mandatory, and if you cannot successfully verify the appropriate teacher you may leave these fields blank.

Surname: Unique Code:

Exam Location  
Country: England Session: Summer 2018 Centre: Birmingham

Subject  
Select the subject and level you would like to book before clicking **Add Entry** to add it to your registration form. Certain subjects or levels may not be available based on the centre/session you have chosen.  
Subject: Pianoforte Level: Grade 1 (£44)

**:: Entries**

**Pianoforte - Grade 1**  
Candidates Selected: 2

| NCN Number  | Booking Information                            |
|---|--|
| Optional  | Special requirements and/or timetable requests |
| Brinkley Baglin <input type="checkbox"/> Optional | <input type="text"/> Optional                  |
| Hugo Mayo <input type="checkbox"/> Optional       | <input type="text"/> Optional                  |

Select Candidate(s) Entry Fee: £88

The candidates will then be displayed beneath the exam for which they are entered.

To delete just one candidate click the cross next to their name.

To delete all candidates entered for the subject/level click the red cross next to the subject and level.

The total fee due for this booking displayed.

At this point you can return to the subject and level selection and repeat the steps above to enter more candidates for different exams.

When you are ready to complete the booking you need to tick the box to agree by the regulations and then click **Proceed to Payment**. You will then be directed to the payment page where you can choose either to pay by credit or debit card, or select **Invoice** if you want to pay by BACS or Flywire.

The View Bookings page displays the candidates entered at your centre(s). You can filter this page by session and, if you represent more than one centre, you can also filter by centre.

## Status Filters

The filters at the top of the page allow you to filter the data to display only certain types of entry. You can filter on:

- Paid or unpaid entries
- Entries you have/have not yet timetabled
- Entries where the attendance notices have/have not been sent

## Summary Table

Provides a breakdown of the number of entries and the duration of exams by exam category with the totals displayed at the bottom.

**London College of Music Examinations**

**:: Filter Options**

**Status:**  Not Paid  Paid  Not Timetabled  Timetabled  AN Not Sent  AN Sent  
 Has Prerequisites

**Session:** Spring 2018 ▾

**Country:** England ▾

**Region:** All... ▾

**Centre:** All... ▾

**My Bookings:**  Show bookings that I have made with other centres.

**Search:**

[Apply Filters](#)

| Category                             | Bookings   | Duration(hh:mm) |
|--------------------------------------|------------|-----------------|
| MG                                   | 263        | 78:40           |
| ITG                                  | 42         | 10:20           |
| MTG                                  | 313        | 90:45           |
| PDG                                  | 3          | 01:25           |
| SG                                   | 1          | 00:25           |
| MTD1                                 | 6          | 04:30           |
| MD1                                  | 3          | 01:45           |
| SD2                                  | 2          | 01:40           |
| MD2                                  | 1          | 01:00           |
| T1                                   | 42         | 07:00           |
| EL-M                                 | 1          | 00:10           |
| MTD2                                 | 2          | 02:10           |
| <b>Total Bookings &amp; Duration</b> | <b>679</b> | <b>199:50</b>   |

## Detail Table

Displays all bookings made at your centre(s). You can see candidate/group name, booker's name, teacher's name (if there is one), centre, session and the subject and level of exam.

| <input type="checkbox"/> | Candidate(s)/Group  | Booker                                    | Teacher Name    | Centre                      | Session     | Subject             | Level   | Exam | Results | PR |   |
|--------------------------|---------------------|---|-----------------|-----------------------------|-------------|---------------------|---------|------|---------|----|---|
| <input type="checkbox"/> | Elizabeth Bennett   | Edward Ferrars<br>04/04/2018<br>14:52:50  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte          | Grade 1 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Jane Bennett        | Edward Ferrars<br>04/04/2018<br>14:52:55  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte          | Grade 3 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Marianne Dashwood   | Edward Ferrars<br>04/04/2018<br>14:52:58  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte          | Grade 4 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Elinor Dashwood     | Edward Ferrars<br>04/04/2018<br>14:52:59  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte          | Grade 4 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Catherine de Bourgh | Charles Brandon<br>04/04/2018<br>14:53:01 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre       | Grade 4 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | William Darcy       | Charles Brandon<br>04/04/2018<br>14:53:04 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre       | Grade 5 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Georgianna Darcy    | Charles Brandon<br>04/04/2018<br>14:53:05 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre       | Grade 6 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Charles Bingley     | Charles Brandon<br>04/04/2018<br>14:53:07 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre       | Grade 6 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Caroline Bingley    | Charles Brandon<br>04/04/2018<br>14:53:08 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre       | Grade 3 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | William Collins     | Charles Brandon<br>04/04/2018<br>14:53:10 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre       | Grade 3 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | George Wickham      | Lucy Steele<br>04/04/2018<br>14:53:12     | Lucy Steele     | London (North & North-East) | Summer 2018 | Cello               | Grade 2 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Henry Crawford      | Lucy Steele<br>04/04/2018<br>14:53:14     | Lucy Steele     | London (North & North-East) | Summer 2018 | Cello               | Grade 2 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Thomas Bertram      | Lucy Steele<br>04/04/2018<br>14:53:16     | Lucy Steele     | London (North & North-East) | Summer 2018 | Cello               | Grade 2 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Edmund Bertram      | Lucy Steele<br>04/04/2018<br>14:53:18     | Lucy Steele     | London (North & North-East) | Summer 2018 | Electronic Keyboard | Grade 4 | -    | N/A     |    | ✕ |
| <input type="checkbox"/> | Anne Elliot         | Lucy Steele<br>04/04/2018<br>14:53:19     | Lucy Steele     | London (North & North-East) | Summer 2018 | Electronic Keyboard | Grade 5 | -    | N/A     |    | ✕ |

When you have completed the timetable and sent the attendance notices, the exam date and time will be displayed in the **Exam** column on the View Bookings page.

The results, when the examiner has uploaded them and they have been processed, will be displayed in the **Results** column.

Bookers, teachers and candidates will also be able to view their results on the View Bookings page.

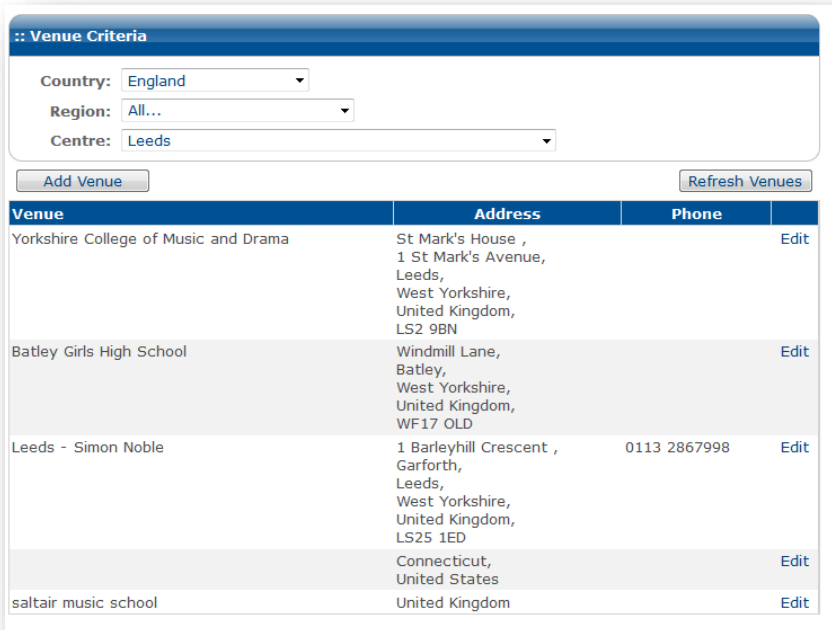
The **PR** column tells you if the exam has a prerequisite and gives an indication on the candidate is in the process:

| Code | Definition   |
|------|--|
| N/A  | Not applicable – there are no prerequisites for this entry                                   |
| R-NS | Required not seen – there is a prerequisite for this exam but LCME has not seen the evidence |
| R-D  | Required document – the booker/candidate has uploaded a document to ERIC                     |
| R-S  | Required seen – LCME has seen the necessary evidence   |

Once a prerequisite document has been uploaded to ERIC, the LCME office will approve it.

Certificates cannot be issued for candidates who have not submitted evidence of their prerequisite qualification.

Venue Management is the page where you can manage the venues linked to your exam centre(s). ERIC will store multiple exam venues. All the venues used by your centres can be found in Venue Management.

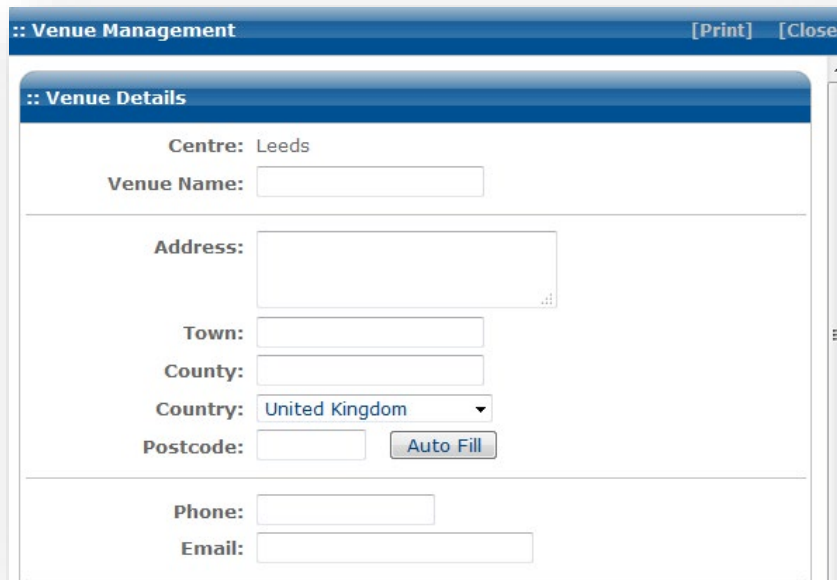


You can edit a venue by clicking **Edit**.

Please note: you cannot delete a venue but you can edit it and replace it with a new venue's details.

You can add a new venue by clicking **Add Venue**.

When you click **Add Venue** a new window will open:



Complete the relevant details and click **Update** to save.

**IMPORTANT:** the venue name and address entered on this window will be what appears on the attendance notice.

Please use full addresses so candidates can find your venue on the exam day.

The **Exam Calendar** is the place where you can request exam dates and timetable the days.

## Setting the View in Exam Calendar

There are 4 views for using this calendar: day, week, month and timeline. You can select the view here

The screenshot shows the top section of the Exam Calendar interface. It includes several dropdown menus for filtering: Session (Summer 2018), Country (All...), Region (All...), Centre (Cambridge), and Venue (All...). There is a 'Manage Venues' link. Below the filters is a navigation bar with a date range '04/04/2018 - 17/04/2018' and four view options: Day, Week, Month, and Timeline. The 'Timeline' view is currently selected. An 'Advanced Options' link is located in the top right corner. Blue arrows point from the text 'You can select the view here' to the Day, Week, Month, and Timeline view buttons.

The clearest way to use the Exam Calendar is in the **Timeline** view. The system will not default to this view so to set it, follow these steps:

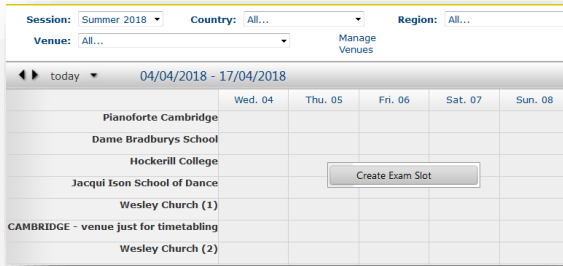
1. Click **Timeline**
2. Click **Advanced Options** (top right)
3. Select vertical, day and 14 from the window below and click **Apply Options** and then **Save Options**

The screenshot shows the 'Advanced Options' dialog box. It contains three settings: 'Timeline Grouping Direction' set to 'Vertical', 'Timeline Slot To Represent' set to 'Day', and 'Timeline Number Of Slot' set to '14'. At the bottom of the dialog are three buttons: 'Clear Options', 'Save Options', and 'Apply Options'.

## Requesting Exam Dates

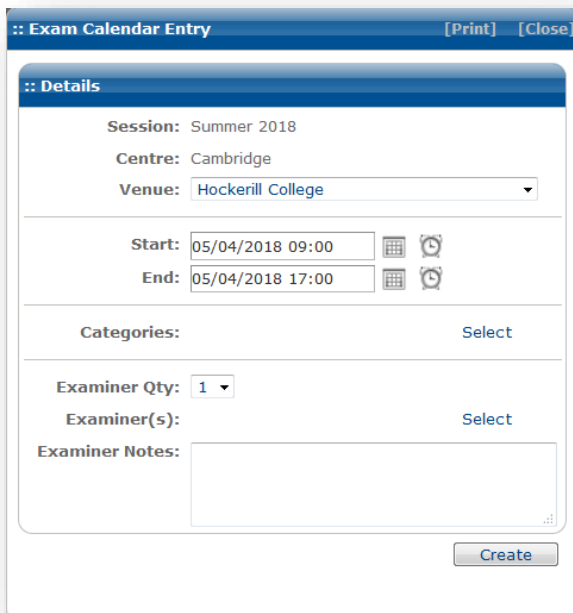
Exam days are created in the calendar as slots. To create a new exam slot, right-mouse click on the exam calendar beside the the venue and below the date on which you would like to hold exams. For example if you wanted to request Thursday 5<sup>th</sup> at Hockerill College, you would need to right-mouse click in this box.

The screenshot shows the Exam Calendar interface for 'London College of Music Examinations'. It features the same filter menus as the previous screenshot. The date range is '04/04/2018 - 17/04/2018'. The calendar grid shows days from Wednesday 04 to Saturday 14. A blue arrow points to the empty cell at the intersection of 'Hockerill College' and 'Thu. 05', indicating where a right-click should be performed to request an exam slot.



Click **Create Exam Slot**

A pop-up window will open where you can complete the details of the exam day.



You can edit the start and finish times or the date by clicking on the either the clock or the calendar icons.

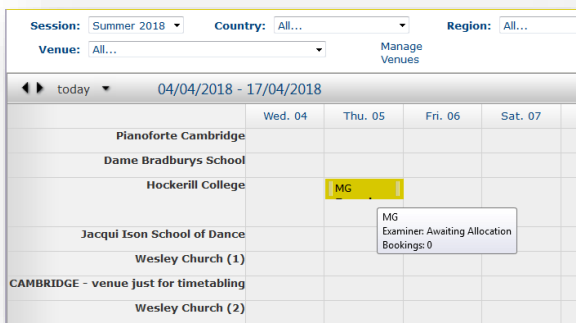
Alternatively you can change this data by high-lighting the text and replacing it.

Choose your categories (see page 21), alternatively you can find the Category from Eric - View Bookings - Category Table.

Always leave the number of examiners as 1.

Once you are happy with the settings, click **Create** at the bottom of the window.

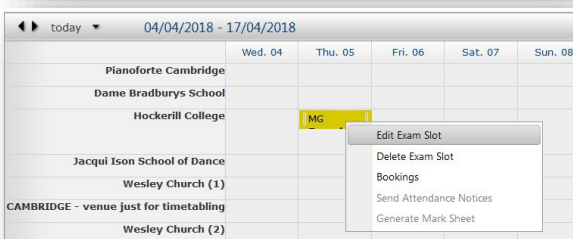
Your exam slot will now display on the Exam Calendar as a yellow slot. The categories selected are visible



If you hover over the exam slot, a message will be displayed telling you that a) no examiner has been allocated and b) no candidates have been added to the timetable for this day.

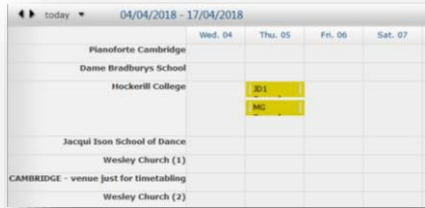
The colour of the slot is also an indication that this date is still a **requested date** and not a confirmed exam day.

All new slots are yellow. Whilst the slot is yellow you can make changes to the times and the date.



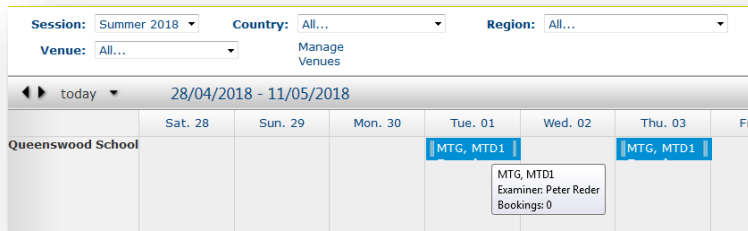
If you need to make changes to a slot, right-mouse click on it and click **Edit Exam Slot** or click **Delete Exam Slot**.

You can also drag a yellow slot to another box on the calendar thereby changing either the date, the venue or both.



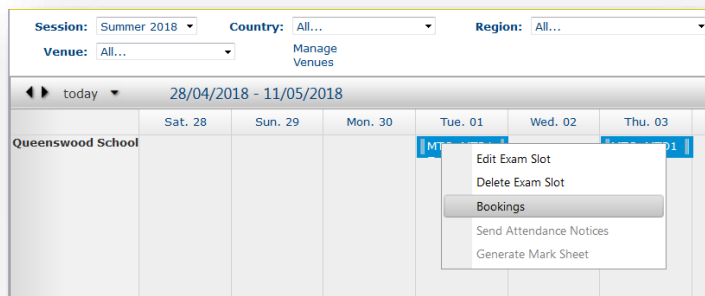
If you are planning to run more than one exam room on the same day you will need to create two exam slots, each with one examiner, on the same day rather than one slot with two examiners.

Once an examiner has been assigned to the exam slot, your date is confirmed, and the slot turns blue:



If you hover over the slot you will see a message telling you who the examiner is. The bookings still say 0 as the timetable has not been completed.

## Timetabling an Exam Day



Open the Exam Calendar, select the session and the centre. Use the arrows to navigate to the relevant date.

Right-mouse click on the exam slot you are going to timetable and click **Bookings** to open the timetable.

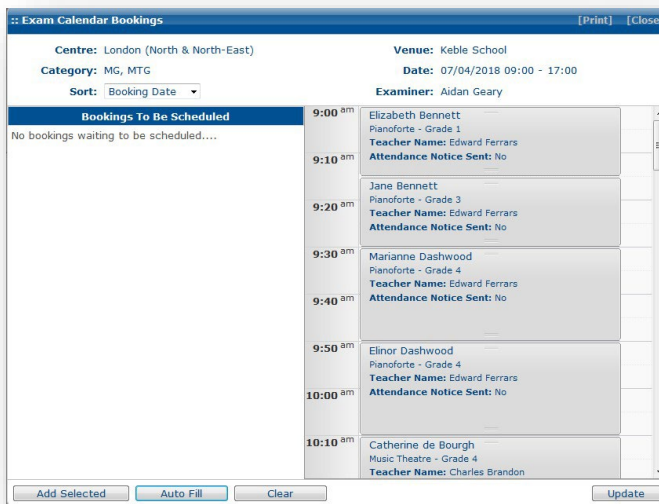


When you open the timetable, the categories which have been applied to the slot will be shown at the top.

The un-timetable candidates (from these categories) will be listed on the left hand side.

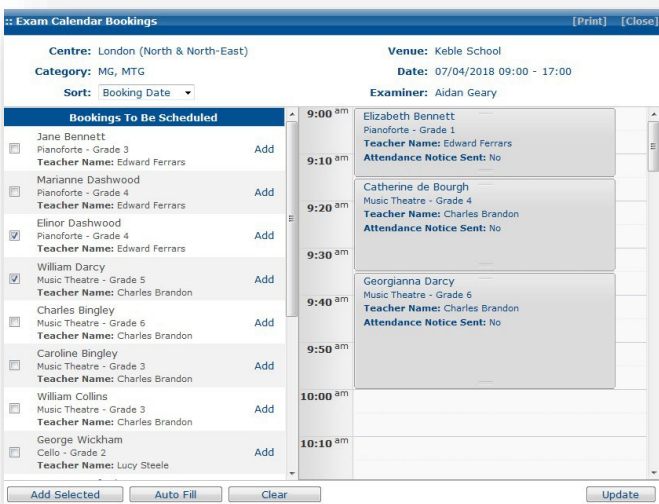
The right hand side is the timetable for the day broken down into 5 min slots.

You can sort the candidates by booking date, teacher name or candidate name.



To complete the timetable you need to move the candidates from the left to the right-hand side.

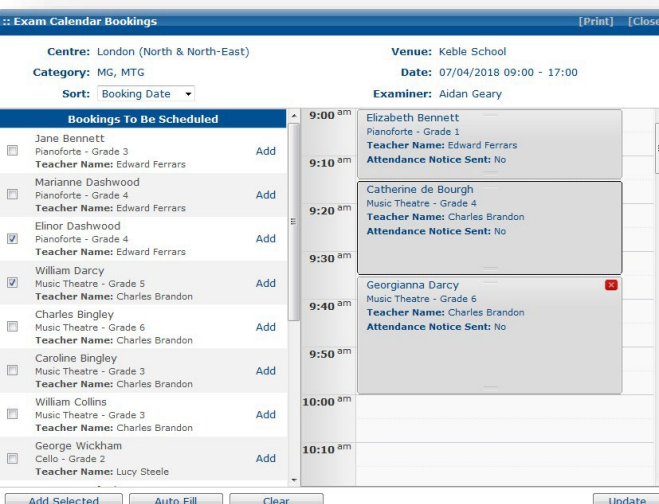
There are a few ways to do this.



To move the candidates in batches, select them individually by ticking the box adjacent to their name, and then click **Add Selected** at the bottom of the page.

To move candidates one-by-one, click **Add** (to the right of the candidates' name).

Either of these methods will move the ticked or selected candidates to the right hand side and into the timetable.



Candidates will be added to the first available space. They appear on the timetable in a grey box: one per candidate, duet or group.

You can delete a candidate from the timetable by clicking the red cross on their grey box.

You can move a candidate to another time within the day by dragging the grey box to another position on the timetable.

You must include an hour for lunch break and two 15 min breaks in the morning and afternoon for each exam day.

To do this, right-mouse click on the timetable and click **Insert Break**.

Label the break 'lunch' or 'break' and click **ok**.

The default setting is for the break to be 5 mins so you will need to extend this by dragging the bottom of the break down so that it occupies the correct amount of time.

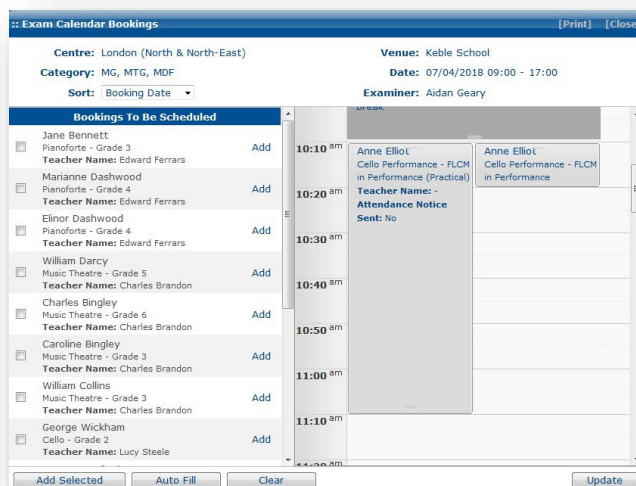
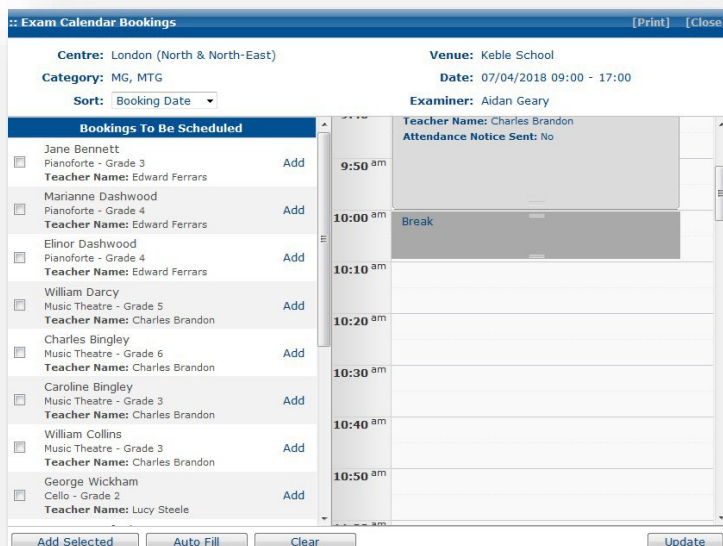
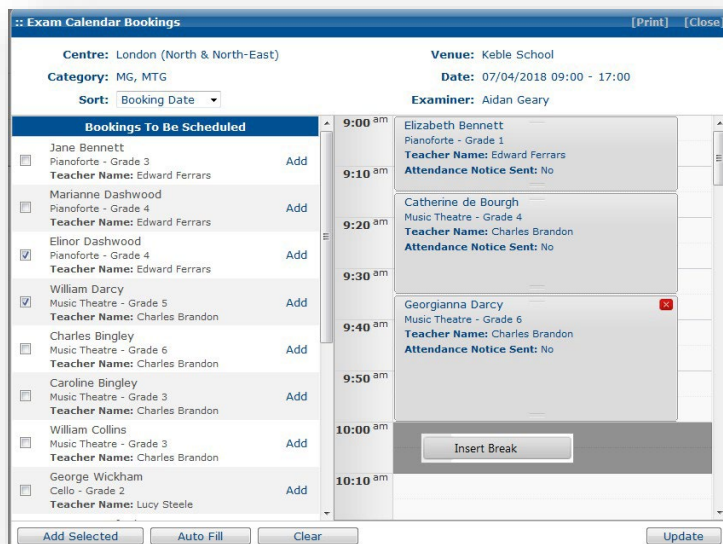
Examiners require an hour for lunch and each day must have two 15 mins breaks.

You can move breaks in the same way that you move candidates: drag the grey box to the new time.

**IMPORTANT:** make sure you click **Update** after making changes otherwise your work will not be saved.

## Timetabling FLCM candidates

Because FLCM Music exams have two parts (practical and programme notes), you need to schedule both parts at the same time as in the example on the right.



When an examiner has been confirmed for your centre an **Exam Confirmation** will be emailed to you and the examiner.

**EXAMINATION CONFIRMATION**

Summer 2018

Office use only  
c-SS   
A-SS

**Examiner:** Peter Reder

**Centre:** Queenswood School

**Representative/Contact:** Rhian Paris

**Telephone Number:** 01707 602520

**Email:** rhian.paris@queenswood.org

**Venue:** Queenswood School  
Shepherd's Way  
Brookmans Park  
Herts  
AL9 6NS  
United Kingdom  
01707 602520

**Date & Time:** 01-May-18  
10:00 - 17:00

**Co-examiner:**

**Notes:**

03-May-18  
10:00 - 13:00

Queenswood School  
Shepherd's Way  
Brookmans Park  
Herts  
AL9 6NS  
United Kingdom  
01707 602520

Your exam dates have now been confirmed.

The next step is to send out the attendance notices.

The exam slot turns blue when the date is confirmed. From this point you can no longer move the slot to another day, make changes to the start and finish times or add/remove categories. If you need to make changes to a confirmed slot you will need contact the [LCME office](#).

You can continue to make changes to the timetable.

London College of Music Examinations

Session: Summer 2018 Country: All... Region: All...  
Venue: All... Manage Venues

today 28/04/2018 - 11/05/2018

|                   | Sat. 28 | Sun. 29 | Mon. 30 | Tue. 01   | Wed. 02 | Thu. 03   | Fri. 04 |
|-------------------|---------|---------|---------|-----------|---------|-----------|---------|
| Queenswood School |         |         |         | MTG, MTD1 |         | MTG, MTD1 |         |

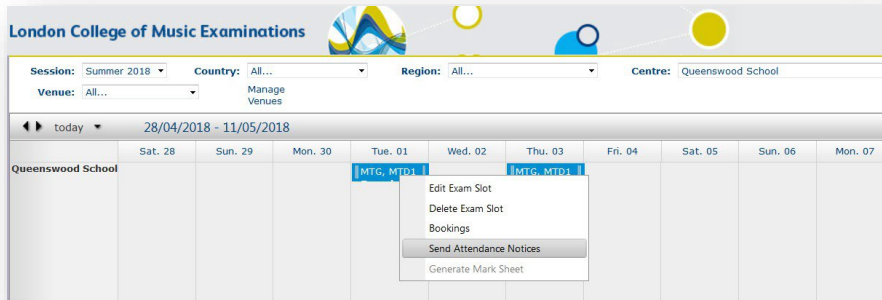
MTG, MTD1  
Examiner: Peter Reder  
Bookings: 20  
All AN's Sent: No (20 Outstanding)

If you hover over the slot now the message will tell you the examiner name and how many candidates have been scheduled.

The message also tells you that no attendance notices (ANs) have been sent.

## Sending Attendance Notices

The attendance notice is the document which tells the candidate where and when the exam will be held. It pulls data from the following pages: View Bookings, Venue Management and Exam Calendar.



To send the ANs for a confirmed exam date, right-mouse click the exam slot in Exam Calendar and select **Send Attendance Notices**.

You will be asked to confirm and then the ANs will be emailed to the named booker.

The attendance notices cannot be sent until the exam slot has an allocated and confirmed examiner.

When the ANs have been sent, the **Exam** column on the View Bookings page is populated with the location, date and time of each candidate's exam:

| <input type="checkbox"/> | Candidate(s)/Group  | Booker                                    | Teacher Name    | Centre                      | Session     | Subject       | Level   | Exam  | Results | PR  |   |
|--------------------------|---------------------|---|-----------------|-----------------------------|-------------|---------------|---------|---|---------|-----|---|
| <input type="checkbox"/> | Elizabeth Bennett   | Edward Ferrars<br>04/04/2018<br>14:52:50  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte    | Grade 1 | Keble School<br>07/04/2018<br>09:00 - 09:15 | -       | N/A | ✕ |
| <input type="checkbox"/> | Jane Bennett        | Edward Ferrars<br>04/04/2018<br>14:52:55  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte    | Grade 3 | Keble School<br>07/04/2018<br>10:10 - 10:25 | -       | N/A | ✕ |
| <input type="checkbox"/> | Marianne Dashwood   | Edward Ferrars<br>04/04/2018<br>14:52:58  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte    | Grade 4 | Keble School<br>07/04/2018<br>10:25 - 10:45 | -       | N/A | ✕ |
| <input type="checkbox"/> | Elinor Dashwood     | Edward Ferrars<br>04/04/2018<br>14:52:59  | Edward Ferrars  | London (North & North-East) | Summer 2018 | Pianoforte    | Grade 4 | Keble School<br>07/04/2018<br>10:45 - 11:05 | -       | N/A | ✕ |
| <input type="checkbox"/> | Catherine de Bourgh | Charles Brandon<br>04/04/2018<br>14:53:01 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre | Grade 4 | Keble School<br>07/04/2018<br>09:15 - 09:35 | -       | N/A | ✕ |
| <input type="checkbox"/> | William Darcy       | Charles Brandon<br>04/04/2018<br>14:53:04 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre | Grade 5 | Keble School<br>07/04/2018<br>11:05 - 11:25 | -       | N/A | ✕ |
| <input type="checkbox"/> | Georgianna Darcy    | Charles Brandon<br>04/04/2018<br>14:53:05 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre | Grade 6 | Keble School<br>07/04/2018<br>09:35 - 10:00 | -       | N/A | ✕ |
| <input type="checkbox"/> | Charles Bingley     | Charles Brandon<br>04/04/2018<br>14:53:07 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre | Grade 6 | Keble School<br>07/04/2018<br>11:25 - 11:50 | -       | N/A | ✕ |
| <input type="checkbox"/> | Caroline Bingley    | Charles Brandon<br>04/04/2018<br>14:53:08 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre | Grade 3 | Keble School<br>07/04/2018<br>11:50 - 12:05 | -       | N/A | ✕ |
| <input type="checkbox"/> | William Collins     | Charles Brandon<br>04/04/2018<br>14:53:10 | Charles Brandon | London (North & North-East) | Summer 2018 | Music Theatre | Grade 3 | Keble School<br>07/04/2018<br>12:05 - 12:20 | -       | N/A | ✕ |
| <input type="checkbox"/> | George Wickham      | Lucy Steele<br>04/04/2018<br>14:53:12     | Lucy Steele     | London (North & North-East) | Summer 2018 | Cello         | Grade 2 | Keble School<br>07/04/2018<br>12:20 - 12:35 | -       | N/A | ✕ |
| <input type="checkbox"/> | Henry Crawford      | Lucy Steele<br>04/04/2018<br>14:53:14     | Lucy Steele     | London (North & North-East) | Summer 2018 | Cello         | Grade 2 | Keble School<br>07/04/2018<br>12:35 - 12:50 | -       | N/A | ✕ |

There is one attendance notice per entry.

Ensemble and Group Performance entries receive one attendance notice.

Duet and Duologue entries receive two attendance notices.

|                        | Thu. 05 | Fri. 06 | Sat. 07      | Sun. 08 |
|------------------------|---------|---------|--------------|---------|
| Keble School           |         |         | MG, MTG, MDF |         |
| Loughton Music Academy |         |         |              |         |
| JUST FOR TIMETABLING   |         |         |              |         |

If you hover over the exam slot now you will see that the ANs have been sent.

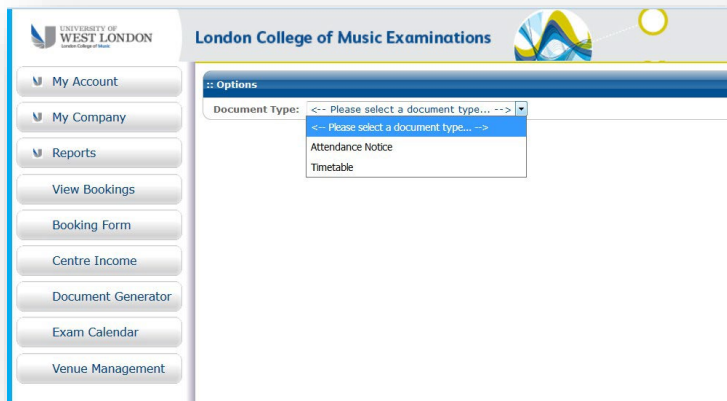
| Exam Calendar Bookings                  |   | [Print] | [Close] |
|---|---|---------|---------|
| Centre: London (North & North-East)     | Venue: Keble School   |         |         |
| Category: MG, MTG, MDF                  | Date: 07/04/2018 09:00 - 17:00  |         |         |
| Sort: Booking Date                      | Examiner: Aidan Geary   |         |         |
| <b>Bookings To Be Scheduled</b>         | 9:00 am Elizabeth Bennett<br>Pianoforte - Grade 1<br>Teacher Name: Edward Ferrars<br>Attendance Notice Sent: 05/04/2018       |         |         |
| No bookings waiting to be scheduled.... | 9:10 am Catherine de Bourgh<br>Music Theatre - Grade 4<br>Teacher Name: Charles Brandon<br>Attendance Notice Sent: 05/04/2018 |         |         |
|   | 9:20 am Geogianna Darcy<br>Music Theatre - Grade 5<br>Teacher Name: Charles Brandon<br>Attendance Notice Sent: 05/04/2018     |         |         |
|   | 9:30 am   |         |         |
|   | 9:40 am   |         |         |
|   | 9:50 am   |         |         |
|   | 10:00 am Break  |         |         |
|   | 10:10 am Jane Bennett<br>Pianoforte - Grade 3<br>Teacher Name: Edward Ferrars   |         |         |

If you open the timetable you will see that the date the AN was sent is displayed against each candidate.

If you need to generate a replacement attendance notice for a candidate you can do this from the **Document Generator** (see page 18)

**IMPORTANT:** Examiners have access to the timetables created by reps and they can only record results for candidates included in the online ERIC timetable. Please ensure you timetable all candidates. Additionally please make sure your ERIC timetable is an accurate reflection of the exam day and all last minute changes are updated. For example: if you were holding a session with multiple examiners and at the last minute one candidate moved from one examiner's schedule to another, you would need to make sure you reflect this change in your online ERIC timetable so the new examiner can add the candidate's result.

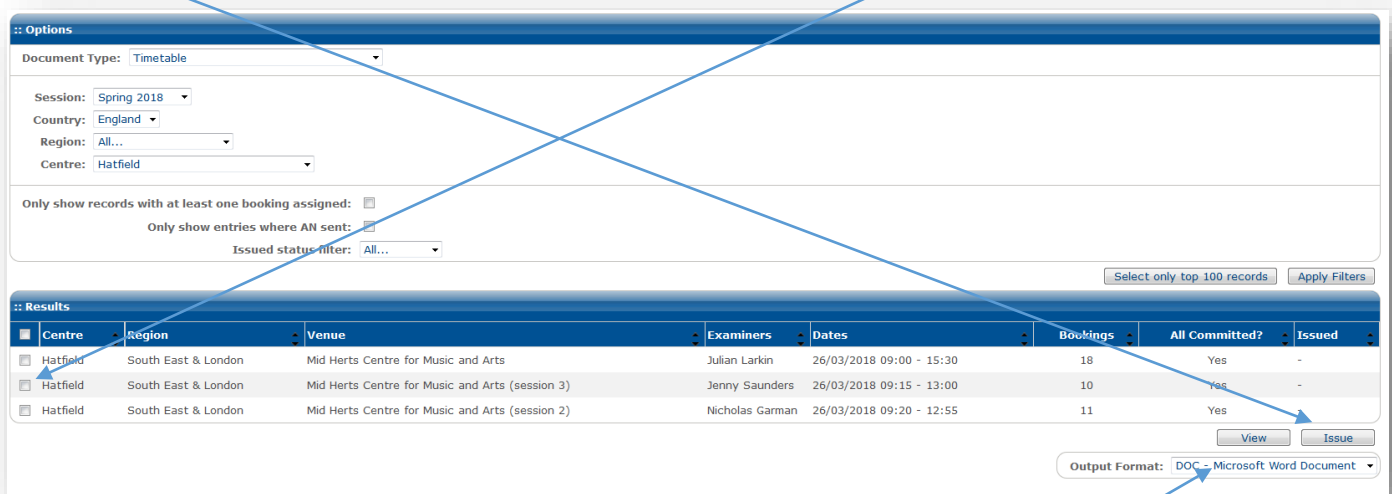
**MULTIPLE EXAMINERS:** If you schedule a day of diplomas and non-diploma exams (for example 2 examiners in one room examining diplomas in the morning who then separate in the afternoon for grades) you would need to create 3 slots: one for the the two examiners in the mornoing and 2 slots for the afternoon.



You can print two documents from this page: Timetables and Attendance Notices.

## Timetables

Select **Timetable** from the drop-down menu and then choose the exam session and centre and click **Apply Filters**.



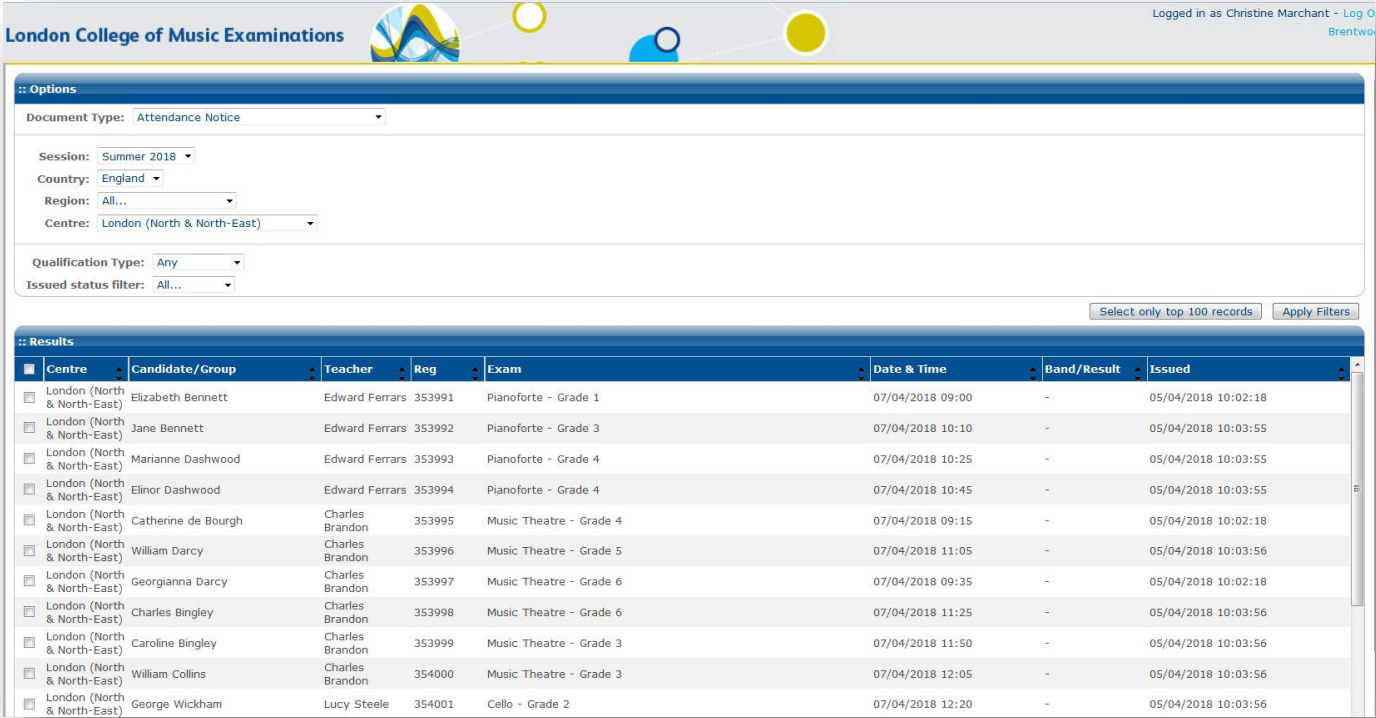
You will see a table of the exam day for the selected centre. To print one, tick the box on the left-hand side and then click **Issue**.

You can choose whether the timetable loads as a word document or as a PDF here.

## Attendance Notice

The process is the same: select **Attendance Notice** from the drop-down menu and then choose the exam session and centre and click **Apply Filters**.

You will see a list of the candidates at the selected centre. To print one tick the relevant box on the left-hand side and click **Issue**.



The screenshot shows the 'London College of Music Examinations' interface. At the top right, it indicates the user is logged in as 'Christine Marchant' from 'Brentwo'. The 'Options' section includes filters for Document Type (Attendance Notice), Session (Summer 2018), Country (England), Region (All...), Centre (London (North & North-East)), Qualification Type (Any), and Issued status filter (All...). Below the filters is a 'Results' table with columns for Centre, Candidate/Group, Teacher, Reg, Exam, Date & Time, Band/Result, and Issued. The table lists 13 candidates with checkboxes in the Centre column.

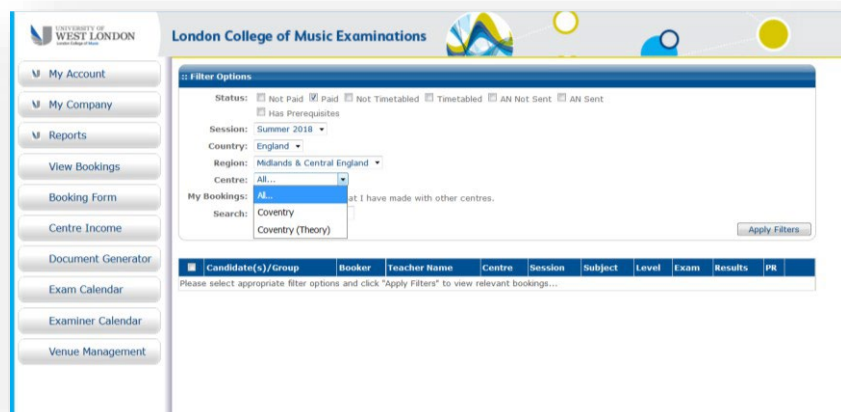
| Centre   | Candidate/Group     | Teacher         | Reg    | Exam                    | Date & Time      | Band/Result | Issued              |
|--|---------------------|-----------------|--------|-------------------------|------------------|-------------|---------------------|
| <input type="checkbox"/> London (North & North-East) | Elizabeth Bennett   | Edward Ferrars  | 353991 | Pianoforte - Grade 1    | 07/04/2018 09:00 | -           | 05/04/2018 10:02:18 |
| <input type="checkbox"/> London (North & North-East) | Jane Bennett        | Edward Ferrars  | 353992 | Pianoforte - Grade 3    | 07/04/2018 10:10 | -           | 05/04/2018 10:03:55 |
| <input type="checkbox"/> London (North & North-East) | Marianne Dashwood   | Edward Ferrars  | 353993 | Pianoforte - Grade 4    | 07/04/2018 10:25 | -           | 05/04/2018 10:03:55 |
| <input type="checkbox"/> London (North & North-East) | Elinor Dashwood     | Edward Ferrars  | 353994 | Pianoforte - Grade 4    | 07/04/2018 10:45 | -           | 05/04/2018 10:03:55 |
| <input type="checkbox"/> London (North & North-East) | Catherine de Bourgh | Charles Brandon | 353995 | Music Theatre - Grade 4 | 07/04/2018 09:15 | -           | 05/04/2018 10:02:18 |
| <input type="checkbox"/> London (North & North-East) | William Darcy       | Charles Brandon | 353996 | Music Theatre - Grade 5 | 07/04/2018 11:05 | -           | 05/04/2018 10:03:56 |
| <input type="checkbox"/> London (North & North-East) | Georgianna Darcy    | Charles Brandon | 353997 | Music Theatre - Grade 6 | 07/04/2018 09:35 | -           | 05/04/2018 10:02:18 |
| <input type="checkbox"/> London (North & North-East) | Charles Bingley     | Charles Brandon | 353998 | Music Theatre - Grade 6 | 07/04/2018 11:25 | -           | 05/04/2018 10:03:56 |
| <input type="checkbox"/> London (North & North-East) | Caroline Bingley    | Charles Brandon | 353999 | Music Theatre - Grade 3 | 07/04/2018 11:50 | -           | 05/04/2018 10:03:56 |
| <input type="checkbox"/> London (North & North-East) | William Collins     | Charles Brandon | 354000 | Music Theatre - Grade 3 | 07/04/2018 12:05 | -           | 05/04/2018 10:03:56 |
| <input type="checkbox"/> London (North & North-East) | George Wickham      | Lucy Steele     | 354001 | Cello - Grade 2         | 07/04/2018 12:20 | -           | 05/04/2018 10:03:56 |

You can choose whether the timetable loads as a word document or as a PDF.

ERIC categorises exams according to type. This helps the LCME office assign appropriate examiners and organise exam days.

| Category      | Subjects Covered by category   | Levels                               |
|---------------|--|--------------------------------------|
| MG            | All music subjects<br>(except: Irish & Scottish Trad., Jazz diplomas, Musical Theatre, Percussion and Drums) | Step, Grades, Leisure Play & Recital |
| MD1           |  | DipLCM                               |
| MD2           |  | ALCM & LLCM                          |
| MDF           |  | FLCM                                 |
| NMTG-Actors   |  | Steps and Grades                     |
| NMTD1-Actors  | Musical Theatre for Actors   | DipLCM                               |
| NMTD2-Actors  |  | ALCM & LLCM                          |
| NMTDF-Actors  |  | FLCM                                 |
| NMTG-Singers  |  | Step and Grades                      |
| NMTD1-Singers | Musical Theatre for Singers  | DipLCM                               |
| NMTD2-Singers |  | ALCM & LLCM                          |
| NMTDF-Singers |  | FLCM                                 |
| MTD1          |  | Musical Theatre                      |
| MTD2          | ALCM & LLCM  |                                      |
| MTDF          | FLCM   |                                      |
| EL-M          | Early Learning Music   | Group Stages 1 & 2                   |
| EL-S          | Early Learning Speech  | Individual Stages 1-3                |
| RGT-MG        | Acoustic, Bass, Electric and Rock Guitar and Ukulele   | Initial, Preliminary & Grades        |
| RGT-D1        |  | DipLCM                               |
| RGT-D2        |  | ALCM & LLCM                          |
| RGT-DF        |  | FLCM                                 |
| SG            | All Drama and Communication subjects   | Steps & Grades                       |
| SD1           |  | DipLCM                               |
| SD2           |  | ALCM & LLCM                          |
| SDF           |  | FLCM                                 |
| JD1           | Jazz diplomas  | DipLCM                               |
| JD2           |  | ALCM & LLCM                          |
| JDF           |  | FLCM                                 |
| PDG           | Percussion & Drums   | Step, Grades, Leisure Play & Recital |
| PDD1          |  | DipLCM                               |
| PDD2          |  | ALCM & LLCM                          |
| PDDF          |  | FLCM                                 |
| ITG           | Irish Traditional Music  | Step, Grades & Leisure Play          |
| ITD1          |  | DipLCM                               |
| ITD2          |  | ALCM & LLCM                          |
| ITDF          |  | FLCM                                 |
| STG           | Scottish Traditional Music   | Step, Grades & Leisure Play          |
| STD1          |  | DipLCM                               |
| STD2          |  | ALCM & LLCM                          |
| STDF          |  | FLCM                                 |

Theory exams are held at dedicated public exam centres only. If your centre is also a Theory centre, there will be a separate centre created in ERIC.



The theory centre will appear as an additional centre in drop-down menus on various pages including View Bookings (left), Exam Calendar and the Document Generator.

### Timeline for Theory Sessions

Theory exams are processed differently from practical exam sessions. The theory date is set in advance by the LCME office so the ERIC functions theory centre reps need to complete are different.

*There is no need for you to*

- Create an exam slot: ERIC will automatically create a slot in the Exam Calendar on the correct date and time
- Timetable candidates: ERIC will also timetable all theory candidates

*You will need to:*

- Book a venue for the exams and ensure it is included in the Venue Management page in ERIC
- Send the attendance notices with the correct venue details

### Theory Invigilators

Centre Representatives are normally the invigilator on the exam day. If however you are entering your own candidates for exams it would not be appropriate for you to also be the invigilator. You must advise the LCME office if you intend to enter theory candidates and provide the name and address of a suitable invigilator to deputise for you. Approval must be sought ahead of time – please contact the LCME office.

### Theory Venues

When you send the attendance notices for theory exams ERIC will ask you to confirm which venue you are using. You will be able to select from existing ones or add a new one.

### Theory Papers

The exam papers will be sent to you 2-3 weeks ahead of the exam day. These must be kept confidential and stored in a secure location.

The Centre Income page works in the same way as the View Bookings page but gives slightly different information. You can filter by session and centre at the top of the page. Like the View Bookings page, the Centre Income page displays data relating to entry numbers and session durations.

**London College of Music Examinations**

**Filter Options**

Status:  Not Paid  Paid  Not Scheduled  Scheduled  Not Committed  Committed  
 Has Prerequisites

Session: Summer 2018

Country: All...

Region: All...

Centre: London (North & North-East)

Category: All

Representative: All...

Search:

Apply Filters

Export CSV

| Bookings | Total fees (public centre commission based on this figure) | Centre income   | Duration(hh:mm) | Commission(test) |
|----------|--|-----------------|-----------------|------------------|
| 19       | GBP (£) 1510.00  | GBP (£) 1451.00 | 06:25           |                  |

| User ID | Candidate(s)/Group         | Exam                            | Fee            | Centre                                    | Teacher Name              | Booker                    |
|---------|----------------------------|---------------------------------|----------------|---|---------------------------|---------------------------|
| elbenn6 | Elizabeth Bennett          | Pianoforte - Grade 1            | £44            | London (North & North-East)               | Edward Ferrars            | Edward Ferrars            |
| jabenn7 | Jane Bennett               | Pianoforte - Grade 3            | £55            | London (North & North-East)               | Edward Ferrars            | Edward Ferrars            |
| madash1 | Marianne Dashwood          | Pianoforte - Grade 4            | £59            | London (North & North-East)               | Edward Ferrars            | Edward Ferrars            |
| eldash1 | <del>Elinor Dashwood</del> | <del>Pianoforte - Grade 4</del> | <del>£59</del> | <del>London (North-West &amp; West)</del> | <del>Edward Ferrars</del> | <del>Edward Ferrars</del> |
| cadebo2 | Catherine de Bourgh        | Music Theatre - Grade 4         | £59            | London (North & North-East)               | Charles Brandon           | Charles Brandon           |
| widarc2 | William Darcy              | Music Theatre - Grade 5         | £65            | London (North & North-East)               | Charles Brandon           | Charles Brandon           |
| gedarc2 | Georgianna Darcy           | Music Theatre - Grade 6         | £75            | London (North & North-East)               | Charles Brandon           | Charles Brandon           |
| chbing6 | Charles Bingley            | Music Theatre - Grade 6         | £75            | London (North & North-East)               | Charles Brandon           | Charles Brandon           |

The summary at the top shows the number of candidates entered, the income and the duration of the exam session.

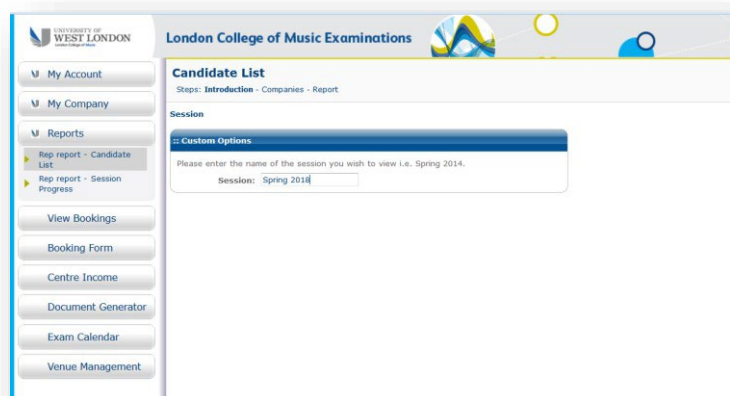
All the candidates entered at the selected centre are listed. Candidates who have transferred to another exam centre are shown with strike-through.

At the top of the page the **Total Fees** and **Centre Income** are displayed. These figures will not always be the same:

**Total Fees:** this figure is the total of all entries made at the selected centre including any candidates who have been transferred to another centre.

**Centre Income:** this figure is the total of all entries made at the selected centre excluding any candidates who have been transferred to another centre.

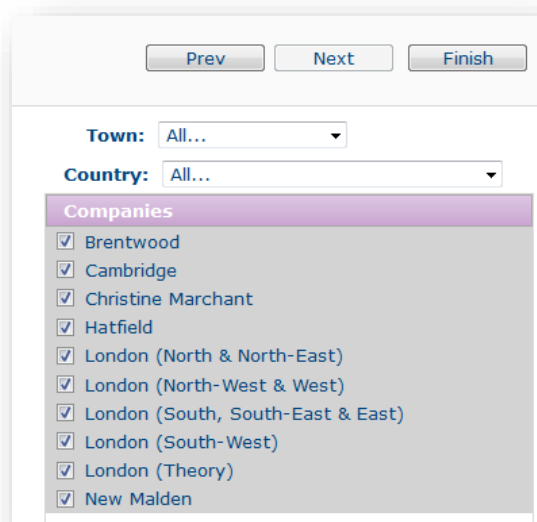
From the Reports page you can generate excel spreadsheets of data. These can be useful when timetabling or producing databases for generating labels in word. There are two reports available: **Candidate List** and **Session Progress**.



To start either report you will need to enter the session.

This is a free text box but it is important that you enter the session in the correct format.

The session must be written as in the example on the left. Then click Next, at the top and on the far right-hand side of the screen.



A box with all the centres you are representative for will be displayed, tick the ones you wish to run the report for and then click **Finish**.

Your report will then be displayed on screen and the data (from either report) can be exported by clicking the CSV, XLS or DOC buttons at the top of the page.

## Available Report Fields

| Candidate List Report         | Session Progress Report |
|-------------------------------|-------------------------|
| Candidate name and user ID    | Candidate name          |
| Exam                          | Exam                    |
| Category                      | Category                |
| Requirements                  | Teacher name            |
| Centre                        | Exam date and time      |
| Teacher name, email and phone | Venue                   |
| Exam date and time            | Examiner confirmed      |
| Venue                         | AN sent                 |
| Fee paid                      | Result                  |