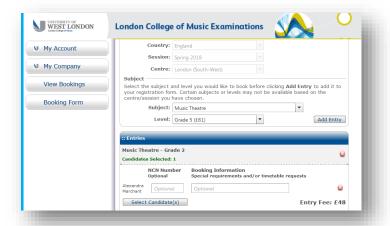
Teacher Guide: Booking exams on ERIC



After clicking 'select candidate(s)', the user selection window will open:

If you have entered candidates before, they will be listed in your 'company' and to view them click the green arrow here

:: User Selection		[Print] [Close]	:: User Selection	[Print] [Close]	
Company: Lizzie Moore -		Show Advanced	Company: Lizzie Moore 👻	Show Advanced	
Last Name:	User ID:	≥	Last Name:	User ID: 🔁	
Nome Please use the form above and click	the green button	UserID	 Ktorby, Jack Marchant, Alexandra Moore, Lizzie 	UserID dadoug codoug lawalk2	To select a andidate, tick the box next to their name
Import Users	New User C	K Cancel	Import Users	New User OK Cancel	and then click 'OK'



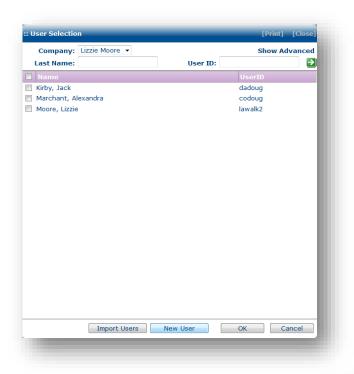
My Account	Country:	England					
,	Session:	Spring 2018					
My Company	Centre:	London (South-West)					
View Bookings		nd level you would like to m. Certain subjects or lev					
Booking Form	centre/session you l	have chosen.	els illay flot de availad				
5	Subject:	Music Theatre		•			
	Level:	Grade 5 (£61)	-	Add Entry			
	:: Entries						
	Music Theatre - Gra	ide 2					
	Candidates Selected:	1		8			
	NCN Num Optional		ition ints and/or timetable r	equests			
	Alexandra Marchant Optiona	l Optional		8			
	Select Candidate	(\$)		Entry Fee: £48			
	Music Theatre - Grade 5 Candidates Selected: 0						
	Please select at leas	t one candidate for this e	ntry				
	Select Candidate	(\$)		Entry Fee: £0			
	Please note, exa	am bookings will be	Please confirm that y	and cleared. Sub Total: £48.00 Total: £48.00			
			by the LCM Examina	Proceed To Payment			

The candidate's name will now be listed on the booking form under the subject and level for which they have been entered.

If you want to add more candidates for this exam, you can tick more than one name from the user selection window.

To enter another candidate for a different exam, select the new subject and/or level from the drop-down menus here and then click 'add entry' again.

The new subject and level will be displayed on the form and you can repeat the process to enter candidates for this exam by clicking 'select candidate(s)'.



You can then complete the form with the candidate's details.

The only mandatory fields on this form are:

- o First name
- o Second name
- o Gender
- o DOB
- o Ethnicity (prefer not to say)

You must answer yes/no to the disability question – if your candidate does have a disability please contact the LCME office.

You can leave their address blank if we have your postal and email address.

Click 'add' and then this new candidate will be available for you to select in the user selection window. If the candidate you wish to enter does not already exist in your company, you will need to create a new user.

When the user selection window opens, click 'new user' at the bottom.

Title:	-			
First Name:	Merv			
Second Name:	Young	1		
Contact Number:		(Optional)		
Gender:	Male -			
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DOB:	12/02/2006	b) ممر [d/mm	
D0B.	12/03/2006 /yyyy)			
Ethnicity:	Prefer not to sa	iy	8	•
Unique Learner Number:	(0	ptional)		
Disability				
Do you consider yourself to have a disability?	O Yes			
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My Company	Session: Spring 2018	
	Centre: London (South-West)	
View Bookings	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	
Booking Form	centre/session you have chosen. Subject: Music Theatre	
	Level: Grade 5 (£61)	
	:: Entries	
	Music Theatre - Grade 2	If you need to delete a candidate click th
	Candidates Selected: 1	next to their entry.
	NCN Number Booking Information Optional Special requirements and/or timetable requests	
	Alexandra Marchant Optional Optional	If you need to delete all candidates ente
	Select Candidate(s) Entry Fee: £48	for one type of exam, click the X in the sub
	Music Theatre - Grade 5	heading e.g. here
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	Optional Special requirements and/or timetable requests	
	Jack Kirby Optional Optional	
	Select Candidate(s) Entry Fee: £61	
	Please note, exam bookings will be confirmed once payment is received	
	and cleared. Sub Total: £109.00	
	Total: £109.00	
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My Account My Company View Bookings	Image: Second	Once you are happy with your entries the box to confirm that you agree to ab by the regulations and click 'proceed payment'.

You will then be transferred to a secure payment page where you can use a debit/credit card to pay the exam fees.

To view the candidates you have entered open the 'View Bookings' page by clicking on this link on the home page.

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My Account	:: Messages
My Company	Message Search No messages
View Bookings 🔶	
Booking Form	

Select the session you wish to view here and then click 'apply filters'

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	Category		Bookings	Duration(hl	n:mm)			
	MTG		2	00:30				
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	Candidate(s)/Grou	p Booker Teach	er Name Centre	Session Subject	Level E	xam Results	PR	
	Alexandra Marchant	Lizzie Moore 03/11/2017 15:09:13	London (South-West)	Spring 2018 Music Theatr	e Grade 2	-	N/A	>
	Jack Kirby	Lizzie Moore 03/11/2017 15:09:13	London (South-West)	Spring 2018 Music Theatr	e Grade 5	-	N/A	>
		Lizzie Moore		Spring 2018 Pianoforte	Grade 1		N/A	>

The candidates you have entered will be displayed with other information relating to their entry.

When their exam date has been finalised, this will be displayed in the 'exam' column, and when their result has been published, this will be displayed in the 'results' colum:

My Account	:: Filter Options										
My Company View Bookings	Status: Not Paid Has Prer Session: Spring 2010 Search:	equisites	Timetabled 🔲	Timetabled 🔲 AN	Not Sent	AN Sent					
Booking Form									Ар	ply Filte	ers
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	Alexandra Marchant	Lizzie Moore 03/11/2017 15:09:13	-	London (South-West)	Spring 2018	Music Theatre	Grade 2	Music Studio 01/03/2018 09:00 - 09:10	85	N/A	>
	Jack Kirby	Lizzie Moore 03/11/2017 15:09:13	-	London (South-West)	Spring 2018	Music Theatre	Grade 5	Music Studio 01/03/2018 09:10 - 09:30	92	N/A	>
	Merv Young	Lizzie Moore 03/11/2017 15:09:13	-	London (South-West)	Spring 2018	Pianoforte	Grade 1	Music Studio 01/03/2018 09:30 - 09:45	79	N/A	>