

Register on Eric (<https://eric.uwl.ac.uk/>)



UNIVERSITY OF WEST LONDON

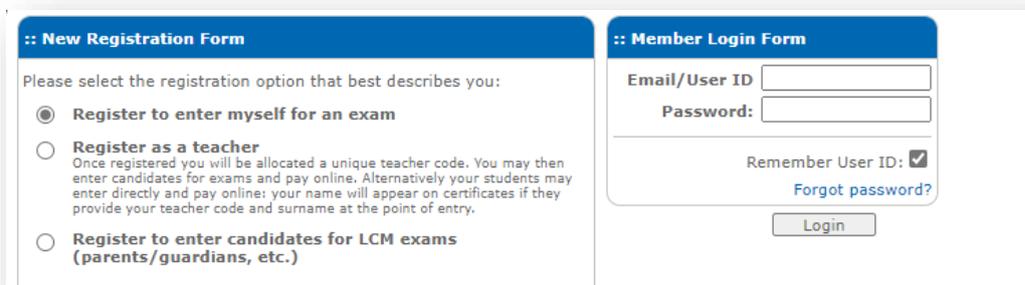
Email/User ID:

Password:

Remember me

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

If you are a candidate, select 'register to enter myself for an exam' and fill-in all your information.



**:: New Registration Form**

Please select the registration option that best describes you:

- Register to enter myself for an exam**
- Register as a teacher**  
Once registered you will be allocated a unique teacher code. You may then enter candidates for exams and pay online. Alternatively your students may enter directly and pay online; your name will appear on certificates if they provide your teacher code and surname at the point of entry.
- Register to enter candidates for LCM exams (parents/guardians, etc.)**

**:: Member Login Form**

Email/User ID:

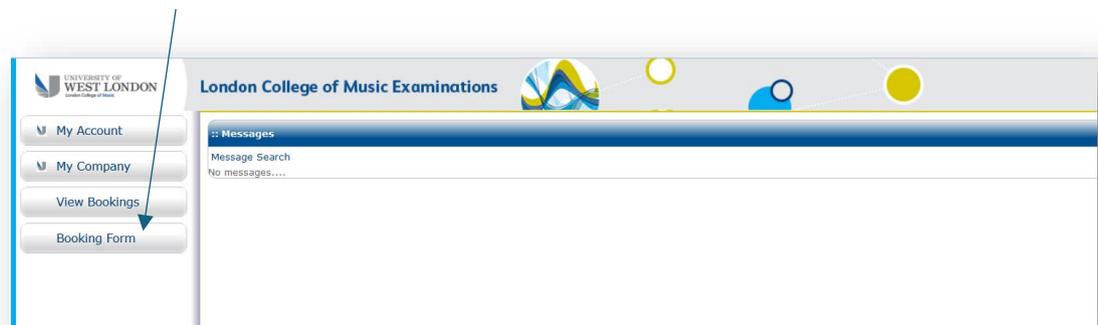
Password:

Remember User ID:

[Forgot password?](#)

After registered you can now enter your exam via 'Booking Form'.

Open ERIC and click on 'Booking Form'



UNIVERSITY OF WEST LONDON  
London College of Music Examinations

My Account  
My Company  
View Bookings  
Booking Form

Messages  
Message Search  
No messages....

The booking form will open and you will be listed as the booker here

The screenshot shows the left-hand navigation menu with buttons for: My Account, My Company, Administration, Exam Date Management, Resources, Finance, Reports, View Bookings, and Booking Form. The main content area is titled "LCM Examinations Booking Form" and contains a "Registration Details" section. This section includes fields for Booker (Joe Bloggs), Booker email (joe.bloggs@gmail.com), Teacher Surname and Unique Code, and Exam Location (Country: < Please select a country... >). A "Verify Teacher" button is also present. A disclaimer at the bottom states: "LCME will not use your personal data for marketing purposes unless your consent has been given. LCME will not assume consent has been given after completion of this entry form. If you would like to be kept up-to-date with LCME news, syllabus or subject updates or announcements, click here. Please see LCME's Privacy Notice for details on how your data will be used." There is a checkbox for "Please confirm that you agree to abide by the LCM Examinations regulations:" and a "Proceed To Payment" button.

First, select the country, session and exam centre, where you want to enter, from the drop-down menus.

This screenshot shows the booking form with the following details: Booker: Jenny Thompson, Booker email: jenny.thompson@uwl.ac.uk. Teacher fields are empty. Exam Location: Country: England, Session: Live Online Exams 2024, Centre: LCME Live Online Exams. Subject: Piano, Level: ALCM in Performance (£256). An "Add Entry" button is visible at the bottom right.

Next, select the subject and level from the drop-down menus and click 'Add Entry'

This screenshot shows the booking form after clicking "Add Entry". The "Subject" and "Level" fields are now populated with "Piano" and "ALCM in Performance (£256)" respectively. Below the form, a new section titled "Entries" is displayed, showing "Piano - ALCM in Performance" with "Candidates Selected: 0". A message says "Please select at least one candidate for this entry..." with a "Select Candidate(s)" button. The "Entry Fee: £0" is also shown.

The subject and level combination you have selected will be displayed here

If the relevant teacher's name is to appear on the certificate(s) please enter the 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:

Session:

Centre:

**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:

Level:

**:: Entries**

Piano - ALCM in Performance

Candidates Selected: 1

NCN Number

Optional

Booking Information

Special requirements and/or timetable requests

Jenny Thompson

**Entry Fee: £256**

Please note, exam bookings will be confirmed once payment is received and cleared.

Sub Total: £256.00

Total: £256.00

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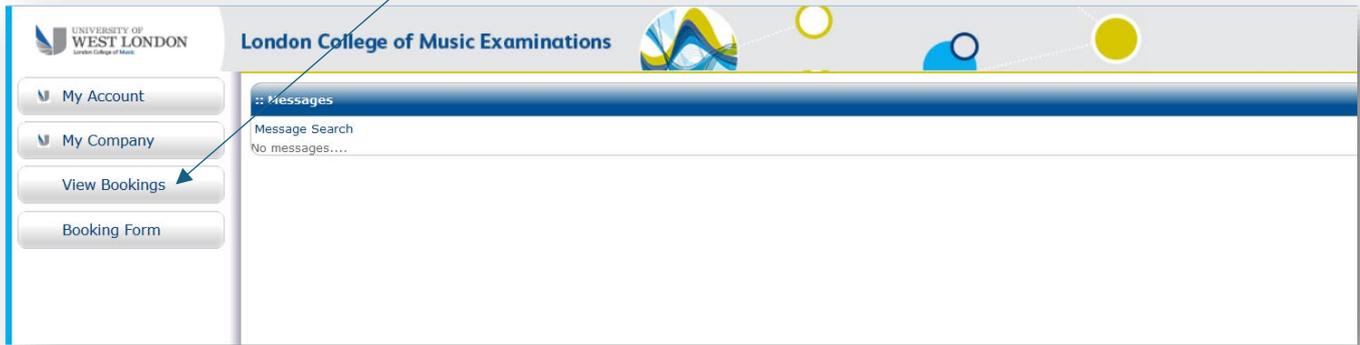
Please confirm that you agree to abide by the LCM Examinations regulations:

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

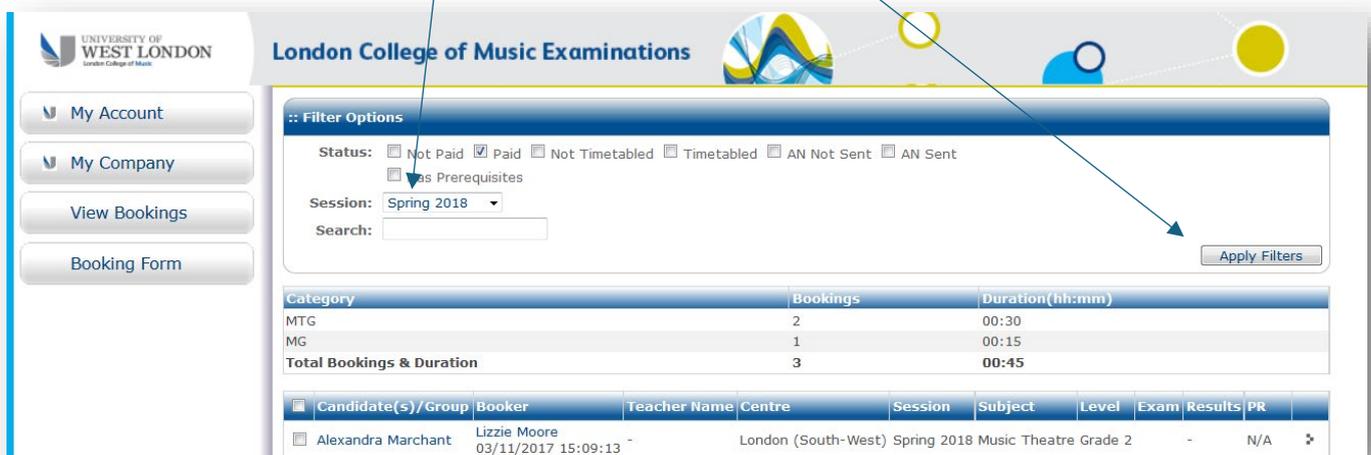
Once you are happy with your entry tick the box to confirm that you agree to abide by the regulations and click 'proceed to payment'.

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 your entry open the 'View Bookings' page by clicking on this link on the home page.



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



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



Open the View Bookings page in ERIC to view a table of all your entries.

You can tick the 'Has prerequisites' filter at the top of the page to display only entries where a prerequisite qualification is required.

**:: Filter Options**

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

**Session:** Live Online Exams 2024

**Country:** All...

**Region:** All...

**Centre:** LCME Live Online Exams

**Search:**

Category	Bookings	Duration(hh:mm)
MD2	1	00:45
<b>Total Bookings &amp; Duration</b>	<b>1</b>	<b>00:45</b>

	Candidate(s)/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR
<input type="checkbox"/>	Jenny Thompson	Jenny Thompson 01/07/2024 12:52:59	-	LCME Live Online Exams	Live Online Exams 2024	Piano	ALCM in Performance	-		R-NS

On the right hand side of the table is the **PR** column where you can see the status of the prerequisite.

There are 3 possible options:

Code	Definition
<b>R-NS</b>	Required – Not seen: LCME has not seen the prerequisite qualification
<b>R-D</b>	Required – Document: A document has been uploaded
<b>R-S</b>	Required – Seen: LCME has seen the prerequisite qualification

NB: candidates who do not need to provide a prerequisite have N/A in the PR column.

To upload a prerequisite, right-mouse click on your name and then click on 'Pre-Requisites'.

**:: Filter Options**

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

Session: Live Online Exams 2024

Country: All...

Region: All...

Centre: LCME Live Online Exams

Search:

Apply Filters

Transfer Multiple Edit Teacher/Booker Delete Multiple Make Payment

Category	Bookings	Duration(hh:mm)
MD2	1	00:45
<b>Total Bookings &amp; Duration</b>	<b>1</b>	<b>00:45</b>

<input type="checkbox"/>	Candidate(s)/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR
<input type="checkbox"/>	Jenny Thompson	Jenny Thompson 01/07/2024 12:52:59	-	LCME Live Online Exa	Live Online	ALCM in Performance		-		R-NS

- Amend Subject/Level
- Transfer
- Update Result
- Edit Users
- Pre-Requisites
- Delete

A new window will open and you should **click to upload evidence**.

From the next window, click **browse** and select the relevant file from your computer and then click **upload**.

**:: Prerequisite Evidence Management** [Print] [Close]

Jenny Thompson - Piano - ALCM in Performance

Documentation Required	Select	View	Approved
Grade 5 Theory	Click to upload evidence	-	<input type="checkbox"/>

When a document has been uploaded, the status for the candidate in the PR column on the View Bookings page will change to **R-D**.

If the document meets the requirements LCME will approve the document.

When they have done so, the status will change to **R-S**.

Certificates can only be issued for candidates with a PR status of **N/A** or **R-S**.