Register on Eric ( <u>https://eric.uwl.ac.uk/</u> )	UNIVERSITY OF WEST LONDON
	Email/User ID: Password: Remember me Login Register   Contact Us   Forgotten Password?

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

ase select the registration option that best describes you:	Email/User ID Password:
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.	Remember User ID: Forgot password?
<ul> <li>Register to enter candidates for LCM exams (parents/guardians, etc.)</li> </ul>	Login

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

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## Open ERIC and click on 'Booking Form'

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Bookings			
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	My Account	I CM Examinations Booking Form
The booking form will open and you will be	N. My Company	
listed as the booker here		:: Registration Details
	Administration	The booker is financially responsible for any bookings made and will receive notification of exam dates/times and any resulting certificates.
	Management	Booker: Joe Bloggs
	V Resources	Booker email: joe.bloggs@gmail.com Edit Email
	V Finance	I eacher 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.
	V Reports	Note that this is not mandatory, and if you cannot successfully verify the appropriate teacher you may leave these fields blank.
	View Bookings	Surname:
	View Bookings	Unique Code:
	Booking Form	Exam Location
		Country: < Please select a country >
First, select the country, session and exam centre.		LCME will not use your personal data for marketing purposes unless your consent has been given.
where vou want to enter, from the drop-down		LCME will not assume consent has been given after completion of this entry form.
menus.		updates or announcements, <u>click here</u> . Please see LCME's <u>Privacy Notice</u> for details on how your data will be used.
		Please confirm that you agree to abide by the LCM Examinations regulations:
		Proceed To Payment
Booker The booker is financially responsible for any bookings made and will receive notif	fication Next	, select the subject and level from the drop-down
of exam dates/times and any resulting certificates.	men	us and click 'Add Entry'
Booker: Jenny Thompson		/
Edit Email		
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teacher's surname and unique code and verify them.	riate	
teacher you may leave these fields blank.	nate	
Surname:		
Unique Code:		
Verify Teacher		
Exam Location		
Session: Live Online Furger 2024		
Centre: ICME Live Online Examp		
Subject		
Select the subject and level you would like to book before clicking Add Entry to to your registration form. Certain subjects or levels may not be available based or	add it on the	
centre/session you have chosen.	Booker —	
	of exam da	tes/times and any resulting certificates.
ALCM IN Performance (±250)	Bashan	Booker: Jenny Thompson
	Dooker	Edit Email
	If the relev	vant teacher's name is to appear on the certificate(s) please enter the
	Note that t	this is not mandatory, and if you cannot successfully verify the appropriate
	teacher yo	u may leave these fields blank.
	Unique	e Code:
		Verify Teacher
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	Co	Duntry: England
	S	ession: Live Online Exams 2024
	( ()	Centre: LCME Live Online Exams
The subject and level combination you have selected	will be Select the s	subject and level you would like to book before clicking Add Entry to add it
displayed here	to your reg centre/sess	Istration form. Certain subjects or levels may not be available based on the sion you have chosen.
	S	ubject: Piano
		Level: ALCM in Performance (£256)
	:: Entries	
	Piano - ALO	CM in Performance
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	Please select	andidate(s)

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		Verify	Teacher			
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	Country:	Englan	d			
	Session:	Live Or	nline Exams 2024			
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Jenny Thompson	Optional		Optional			
Select	Candidate	(s)			En	ntry Fee: £256
Ple	ease no	te, ex	am bookings v	vill be co	nfirmed or receive Sub	nce payment is ed and cleared. Total: £256.00 Total: £256.00
LCME w consent	ill not use has been	e your given	personal data for	marketing	purposes u	nless your

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, <u>click here</u>. Please see LCME's <u>Privacy Notice</u> for details on how your data will be used.

Please confirm that you agree to abide by the LCM Examinations regulations: Proceed To Payment 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.

UNIVERSITY OF WEST LONDON Lorden Glage of Mate	London College of Music Examinations
My Account	:: Messages
My Company View Bookings	Message Search No messages
Booking Form	

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

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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' colum:

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	Candidate(s)/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR	
	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	>

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.

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Candidate(s)	/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR	
Jenny Thomps	on	Jenny Thompson 01/07/2024	-	LCME Live	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
R-NS	Required – Not seen: LCME has not seen the prerequisite qualification
R-D	Required – Document: A document has been uploaded
R-S	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				
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Jenny Thompson 01/07/2024 12:52:59	- LCME L Online	ive Live Online Exa Amend Subject/Le	vel erformance	- R-NS 🕽
		Transfer		
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		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**.

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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.