

Purpose of form

In order for UK Public Centre customers to register their learners to examinations through LAMDA’s Remote Online Assessment, they are required to complete this form before they can register their learners.

NB: this is not a UK Public Entry Form. To register learners please go to <https://www.lamda.ac.uk/lamda-exams/teachers/book-an-exam/lamda-centre>

Definitions

Customer – person organising the assessment on behalf of the learner. For Public Centres this is typically a teacher, parent, carer or guardian.

Assessment Venue – where learners will physically attend to be assessed if they are not being assessed at their private residence.

Private residence – typically a learner’s home.

Important Information

Learners can take their examinations through Remote Online Assessment at their home or at a venue organised by their teacher, parent or guardian.

If learners are doing their Remote Online Assessment examination at a venue organised by the customer then this is referred to as the **Assessment Venue**. Alternatively, learners can also take their Remote Online Assessment examination at their private residence. The customer will need to ensure their private residence is suitable for Remote Online Assessment examinations as per the current *Private centre guide for remote online assessments* (found here: <https://www.lamda.ac.uk/lamda-exams/help-resources/download-centre>).

Please complete and return the form to exams@LAMDA.ac.uk

All sections of this application form must be completed where applicable. Incomplete applications may result in the application being returned. Applications will be processed with 7 days of receipt providing the form is completed fully. Customers will be issued a unique Centre Code which should be used when communicating with the Exams Department.

Once your application has been processed you can book an exam date and enter learners for their examinations.

For any queries please email exams@LAMDA.ac.uk

LAMDA examinations (office use only)				
Assessment Venue Name:				
Assessment Venue Code:				
Assessment Venue logged onto LAMDA System:	Yes / No	Name and Position:		Date:
Date application received:				
Notes:				

Section 1: Customer Information

1.1 Customer Contact Details

Title:			
Given Name:		Family Name:	
E-mail Address:			
Telephone Number:		Mobile Number:	

1.2 Customer Correspondence Address

Please confirm where paperwork and certificates will be sent.

Address:	
Postcode:	
Country:	

1.3 Remote Online Assessment Site(s)

Please provide details of the locations of learners when an assessment is taking place.

Where will learner(s) be taking their Remote Online Assessments from? (You can tick more than one)	<input type="checkbox"/> Their own private residence? (if you only tick this then please skip 1.4) <input type="checkbox"/> At an organised Assessment Venue? (if you tick this please complete 1.4) <input type="checkbox"/> Other or a mixture of the three (please provide further detail in the text box below) <div style="border: 1px dashed black; height: 150px; margin-top: 10px;"></div>
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1.4 Assessment Venue Details

NB: If learners are being assessed by Remote Online Assessment at a venue that is not their own private residence then they need to be assessed at the Main Assessment Venue address (1.4).

Name of Assessment Venue (if you do not have one then please use your name e.g. Jo Bloggs' Drama Academy):	
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Main Assessment Venue Address:	
Main Assessment Venue Postcode:	
Main Assessment Venue Country:	
Main Assessment Venue E-mail Address:	
Main Assessment Venue Telephone Number:	

Section 2: LAMDA Customer Requirements

2.1 Customer General Requirements

Customer General Requirements		Yes	No
Please confirm that you have read and understood all of the following LAMDA examinations' policies and procedures: These are available on our website - www.lamda.ac.uk	<ul style="list-style-type: none"> Equality and Diversity Policy 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Data Retention Policy 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Privacy Notice 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Reasonable Adjustments for LAMDA Examinations 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Special Considerations for LAMDA Examinations 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Malpractice and Maladministration Policy 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Complaints Policy and Procedures 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> External EAR Policy and Procedure 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Appeals Policy and Procedure 	<input type="checkbox"/>	<input type="checkbox"/>	

	• Sanctions Policy	<input type="checkbox"/>	<input type="checkbox"/>
	• LAMDA Child and Adult Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>
	• Conflicts of Interest Policy	<input type="checkbox"/>	<input type="checkbox"/>
	• LAMDA Examinations Online Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>
	• LAMDA Examinations - Online Safety Agreement for Remote Online Assessments	<input type="checkbox"/>	<input type="checkbox"/>

2.2 Assessment Environment Requirements

If learners are doing their Remote Online Assessment examinations at an Assessment Venue or at private residences, then LAMDA requires you to have in place the following (please tick to confirm):

Physical Resources	Yes	No
Do the assessment environments (Assessment Venue and/or learner private residences) have appropriate facilities to host examinations according to <i>Private Centre Guide for Remote Online Assessment</i> ?	<input type="checkbox"/>	<input type="checkbox"/>
Will you ensure that your assessment environments (Assessment Venue and/or learner private residences) are appropriate and that each learner has access to equipment required as part of the assessment for the relevant qualification(s)?	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: LAMDA Customer Agreement

Purpose of Agreement

By signing this agreement, the customer confirms their understanding of the terms and conditions and agrees to adhere to the requirements herein. The terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of the customer.

'The Regulators' referred to in this document means Ofqual (the Office of Qualifications and Examinations Regulation) in England, Qualifications Wales in Wales and CCEA Regulation (Council, Curriculum, Examinations and Assessment) in Northern Ireland.

As a Customer I will:

1. The Regulators

1.1. Take all reasonable steps to ensure that LAMDA is able to comply with its Conditions of Recognition.

2. Investigations

2.1. Consent to LAMDA sharing information relating to your learners with the Regulators as it sees fit.

3. LAMDA Policies, Procedures and Syllabi

- 3.1. Adhere at all times to LAMDA's current policies, procedures, syllabi and *LAMDA's Centre Guide for Remote Online Assessments*.

4. Legislation

- 4.1. Ensure that all equipment used for the purposes of assessment complies with all applicable Health and Safety regulations.
- 4.2. Use venues that provide access for all learners for assessment purposes, in accordance with most up to date COVID requirements, equalities, and health and safety legislation.
- 4.3. Comply with the General Data Protection Regulation (GDPR) requirements in relation to all learner data.
- 4.4. Undertake delivery of assessments in accordance with the most up-to-date law and regulation on safeguarding children and vulnerable adults.

5. Use of LAMDA Brand

- 5.1. Not use any LAMDA graphics or logos without prior consent from LAMDA and in accordance with the brand guidelines.

6. Complaints and Appeals

- 6.1. Adhere to LAMDA's Complaints, Enquiries About Results and Appeals policies and procedures, and provide appropriate information and support to enable learners to access these processes.

7. Malpractice and Maladministration

- 7.1. Take all reasonable steps to prevent incidents of malpractice or maladministration from occurring.
- 7.2. Understand that if customers, parents or guardians provide any unauthorised assistance to the learner during their examination that would benefit the learner's performance, then the result will be invalidated.
- 7.3. Promptly notify LAMDA of any incidents of malpractice or maladministration in accordance with the requirements of LAMDA's Malpractice and Maladministration Policy and cooperate fully with any LAMDA investigations.

8. Resources

- 8.1. Ensure that the full range of resources required to assess the qualification are available and are provided as specified by LAMDA.
- 8.2. Adhere to any assessment requirements as stated in the current syllabi. These are available to download for free from our website: www.lamda.ac.uk.
- 8.3. If applicable, have appropriate arrangements and agreements in place with any third parties (such as when hiring assessment venues) which contribute to the assessment of qualifications.

9. Learner Registration and Certification

- 9.1. Register and enter learners for assessment in a timely and efficient manner in line with LAMDA timetable requirements.

- 9.2. Take appropriate and reasonable steps to verify each learner's identity prior to an assessment taking place as defined by LAMDA.
- 9.3. Take all reasonable steps to guard against fraudulent or mistaken claims for certificates.
- 9.4. Have arrangements in place to obtain on behalf of the learner a Unique Learner Number (ULN), if relevant.
- 9.5. Disseminate results and certificates to learners in a timely manner.
- 9.6. Understand that LAMDA can revoke any certificate if the result on the certificate is false or revealed to be inaccurate.

10. Invoicing

- 10.1. Provide payment of valid invoices presented by LAMDA within the stated terms and conditions.

11. Assessment

- 11.1. Ensure all parents and guardians of your registered learners sign a *LAMDA Examinations - Online Safety Agreement for Remote Online Assessments* prior to the assessment taking place.
- 11.2. Ensure your assessment environments (Assessment Venue and/or learner private residences) meet all the requirements set out in *Private centre guide for remote online assessments*.

12. COVID-19 (required throughout the COVID-19 global pandemic)

- 12.1. Ensure your assessment environments adhere to *LAMDA Guide to conducting in person examinations under COVID-19 restrictions*.
- 12.2. If using an Assessment Venue, ensure it adheres to the most recent governmental guidance on protective and social distancing measures.
- 12.3. If using an Assessment Venue, ensure it adheres to COVID-19: cleaning in non-healthcare settings outside the home (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>)
- 12.4. If using an Assessment Venue, ensure it adheres to 'Section 1: Public health advice to minimise coronavirus (COVID-19) risk' from Guidance for full opening: schools (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>)

13. LAMDA's responsibilities

LAMDA will

- 13.1. Make available to the customer all necessary information and guidance to support the assessment of the qualifications that their learners are permitted to undertake.
- 13.2. Set out the requirements with which the customer must comply with and publish and make available LAMDA's Sanctions Policy to be applied in the event that the customer fails to comply with these requirements.

- 13.3. Answer accurately, fully and within a reasonable time any enquiries from the customer.
- 13.4. Upon request, provide the customer with guidance on how to best prevent, investigate and deal with malpractice or maladministration.
- 13.5. Comply with the GDPR requirements in relation to all personal data supplied by the customer.
- 13.6. LAMDA will inform the customer where it has any cause to believe that an occurrence of malpractice or maladministration or any connected occurrence may affect a customer undertaking any part of the qualification.
- Publish:
 - An Invoicing Policy
 - A Sanctions Policy
 - Complaints, Enquiry About Results and Appeals procedures
 - A Malpractice and Maladministration Policy
 - Syllabi for each of the qualifications made available
 - Details for arrangements for making Reasonable Adjustments
 - Details for awarding Special Considerations
 - Details of the expected dates or timescales for the issue of results.
 - Equality and Diversity Policy
 - LAMDA Child and Adult Safeguarding Policy
 - Conflicts of Interest Policy
 - Whistleblowing Policy

Section 4: Customer Declaration

Customer Declaration

I, the undersigned, declare that the customer understands that this is an enforceable agreement between the customer and LAMDA. I accept that if the customer defaults on the commitments made in this agreement, it may lead to sanctions being undertaken in line with LAMDA's Sanctions Policy. I declare that I am authorised to sign this agreement and that at the date of signing it is a true and accurate record.

Signed for and on behalf of the customer by:

FULL NAME:

DATE:

SIGNATURE:

Signed for and on behalf of LAMDA by:

FULL NAME: Andy Pitts

POSITION: Head of Examinations

DATE: 4th November 2020

SIGNATURE:

