

SECTION 1: ENTRY DETAILS

Centre name: _____

Session (please circle): Spring Summer Winter

SECTION 2: TEACHER DETAILS

Teacher name: _____

CANDIDATE DETAILS

Surname: _____

Forename(s): _____

Gender (please circle): Female Male

DOB (DD/MM/YY): _____

Do you have specific needs (please circle): Yes No
Please contact us if you have answered yes.

Ethnicity code (see chart p.3): _____

CONTACT DETAILS : TEACHER / CANDIDATE

Please fill in the correct mailing address.

Name: _____

Address: _____

Tel (day): _____

Tel (eve): _____

Email: _____

Have any of these details changed since your previous entry?
Circle if applicable:

Name Address Tel (day) Tel (eve) Email

SECTION 3: DECLARATION

I agree to abide by the LCM Examinations Regulations, as detailed in the current syllabus.

Signature: _____ Date: _____

General Notes

1. Please complete Sections 1, 2, 3, 4 and 5 clearly, in block capitals.
2. This form may not be used for electric, bass, acoustic or jazz guitar exams; contact Registry of Guitar Tutors on +44 (0)1424 222222.
3. This form may be used for music theatre diplomas.
4. There are no lower age limits for performing, thesis, theoretical or composition diplomas. Teaching diploma candidates must have attained the following ages by the date of entry: DipLCM 16 years; ALCM 17 years; LLCM 18 years. A copy of the birth certificate or other proof of age must be attached to the entry form.
5. Direct entry to LLCM and FLCM: please contact us for the current fee for consideration for direct entry to these diplomas. Applications should be made to the Chief Examiner in Music at least FOUR WEEKS in advance of examination entry. (See guidelines in the syllabus.)

Section 1: Entry Details

1. Please indicate your *preferred* exam centre. Details are available on our website, or from the LCM Examinations office. Please refer to the list of diploma centres on page 4 of this form.

Section 2: Teacher / Candidate Details

1. Please complete in full. All correspondence about the examination will be sent to this address.
2. Date of birth and ethnicity details are for statistical purposes only, and are not passed on to the examiner.

Section 4: Examination Details

1. Please tick the appropriate examination, and indicate the instrument/subject if applicable.
2. On first entry, candidates may only enter for the complete diploma. Entry for selections of components is allowed only if the candidate is carrying forward marks achieved previously.

Section 5: Entry Requirements

1. Please ensure this section is completed, and proof of pre-requisites is attached where applicable. (Photocopies are preferable.)
2. If retaking part of an exam and carrying forward previously achieved marks, a photocopy of the original report form must be attached.

Submitting the Form

1. Send this form, with payment (payable to **University of West London**), to the representative of the chosen examination centre, to arrive on or before the closing date for entry.
2. If you have any specific needs, a letter giving details and requests for any special requirements (e.g. enlarged sight reading), together with supporting documentation, must be attached.
3. Any timetabling requests (e.g. 'prefer mornings' or 'prefer weekdays') must be made at the time of entry. LCM and representatives will take note of the information given; however, no guarantees can be made that all wishes will be met.
4. **Late entries** will be accepted up to 7 days after the closing date with an additional **Late Entry Fee**.
5. Entries may be submitted between the end of the late entry period and the exam date, subject to prior approval from the LCM Exams office. The fee for such entries is double the standard examination fee.
6. Teaching diplomas: The essay/dissertation, and DVD if submitted, must be submitted to the LCM Exams office at the time of entry.

SECTION 4: EXAMINATION DETAILS

Diploma Type	Level	Section(s)	Tick	Instrument	Fee
Performance EXCEPT Jazz, Music Theatre & Irish/Scottish Trad. Please indicate instrument	DipLCM (Standard)	Complete			
	DipLCM (Recital)	Complete			
	ALCM (Standard, Option 1)	Complete			
	ALCM (Standard, Option 2)	Complete			
	ALCM (Recital, Option 1)	Complete			
	ALCM (Recital, Option 2)	Complete			
	LLCM (Standard)	Complete			
	LLCM (Recital)	Complete			
	FLCM	Complete Performance only Programme notes only			
Teaching	DipLCM	Complete			
	ALCM	Complete			
	LLCM	Complete			
Jazz Performance	DipLCM	Complete			
	ALCM	Complete			
	LLCM	Complete			
	FLCM	Complete			
Music Theatre Performance	DipLCM	Complete			
	ALCM	Complete			
	LLCM	Complete			
	FLCM	Complete Performance only Programme notes only			
	FLCM	Complete Performance only Programme notes only			
Irish & Scottish	DipLCM	Complete			
	ALCM Theory Paper	Complete			
	ALCM Practical	Complete			
	LLCM	Complete			
	FLCM	Complete Performance only Programme notes only			
	FLCM	Complete Performance only Programme notes only			
Church Music	DipLCM	Complete			
	ALCM (option 1)	Complete			
	ALCM (option 2)	Complete			
	LLCM	Complete			
Conducting	DipLCM	Complete			
	ALCM	Complete			
	LLCM	Complete			
	FLCM	Complete			
Theoretical (summer session)	DipMusLcm	Complete			
	AMusLcm	Complete			
	LMusLcm	Complete			
Thesis OR Composition	ALCM	Complete			
	LLCM	Complete			
	FLCM	Complete			
Professional Achievement	FLCM	Complete			

Late fee:
(for entries submitted 7 days after the closing date)

Total PAID:

Re-entering for a Diploma Exam

It is possible to carry forward marks previously achieved for some components of our diplomas. If you have been unsuccessful in a previous entry and wish to re-enter, please contact us for details. If approval is given for you to carry forward marks from a previous entry, you may pay a reduced fee representing only the components of the exam you are retaking.

Pre-requisite Qualifications:

Diplomas in Performance (except Jazz, Music Theatre and Irish/Scottish Traditional), Diplomas in Church Music	
Level:	Candidates must hold:
DipLCM in Performance	Grade 5 Theory or alternative
ALCM in Performance: Option 1 (Standard or Recital)	Grade 5 Theory or alternative
ALCM in Performance: Option 2 (Standard or Recital)	DipMusLCM (or an approved alternative)
LLCM in Performance	ALCM in Performance/Teaching in the same subject (or an approved alternative)
FLCM in Performance	LLCM in Performance/Teaching in the same subject (or an approved alternative)

Diplomas in Teaching	
Level:	Candidates must hold:
DipLCM in Teaching	Proof of age <u>and</u> Grade 5 Theory (Irish/Scottish or Music Theatre candidates must have Grade 8 in the same subject)
ALCM in Teaching	Proof of age <u>and</u> Grade 5 Theory (Irish/Scottish or Music Theatre candidates must have Grade 8 in the same subject)
LLCM in Teaching	Proof of age <u>and</u> ALCM in Performance/Teaching in the same subject (or an approved alternative)

Diplomas in Irish & Scottish Traditional Music Performance	
Level:	Candidates must hold:
DipLCM in Performance	There are no pre-requisites
ALCM in Performance	DipLCM in Performance/Teaching in the same subject (or an approved alternative)
LLCM in Performance	ALCM in Performance/Teaching in the same subject (or an approved alternative)
FLCM in Performance	LLCM in Performance/Teaching in the same subject (or an approved alternative)

Music Theatre Performance	
Level:	Candidates must hold:
DipLCM in Performance	There are no pre-requisites
ALCM in Performance	DipLCM in Music Theatre Performance/Teaching (or an approved alternative)
LLCM in Performance	ALCM in Music Theatre Performance/Teaching (or an approved alternative)
FLCM in Performance	LLCM in Music Theatre Performance/Teaching (or an approved alternative)

Jazz Performance & Diplomas in Conducting	
Level:	Candidates must hold:
DipLCM in Performance	Grade 5 Theory or alternative
ALCM in Performance	Grade 5 Theory or alternative
LLCM in Performance	ALCM in same subject (or an approved alternative)
FLCM in Performance	LLCM in same subject (or an approved alternative)

Theoretical Diplomas	
Level:	Candidates must hold:
DipMusLCM	There are no pre-requisites
AMusLCM	There are no pre-requisites
LMusLCM	AMusLCM or ALCM in Composition (or an approved alternative)

Diplomas in Composition, Diplomas by Thesis	
Level:	Candidates must hold:
ALCM	There are no pre-requisites
LLCM	ALCM in same subject or AMusLCM (or an approved alternative)
FLCM	LLCM in same subject or LMusLCM (or an approved alternative)

Please enclose proof of the relevant pre-requisite qualification with your entry.

Please do not send original documents.

Ethnic origin classifications		
White	Asian or Asian British	Chinese or other ethnic groups
01 British	08 Indian	15 Chinese
02 Irish	09 Pakistani	16 Other
03 Other white background	10 Bangladesh	
	11 Other Asian background	17 Prefer not to say
Mixed	Black or Black British	
04 White & black Caribbean	12 Caribbean	
05 White & black African	13 African	
06 White & Asian	14 Other black background	
07 Other mixed background		


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Late Entries

Standard entries	Accepted until closing date	Fee paid: published fee (as listed on p.2)
Late entries	Accepted until one week after the closing date	Fee paid: published fee plus late fee

There are no late fees for entries made online at eric.uwl.ac.uk

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