

Date Submitted :-.....

## 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
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## SECTION 3: DECLARATION

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

Signature ..... Date.....

### OFFICE USE ONLY

Receipt No:-.....

Amount :-.....

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.

### 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			
	DipLCM (Concert)	Complete			
	ALCM (Standard)	Complete			
	ALCM (Recital)	Complete			
	ALCM (Concert)	Complete			
	LLCM (Standard)	Complete			
	LLCM (Recital)	Complete			
	LLCM (Concert)	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			
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 only)	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.

## SECTION 5 : ENTRY REQUIREMENTS

### Pre - requisite Qualification :

<b>Diplomas in Performance (except Jazz, Music Theatre and Irish/Scottish Traditional), Diplomas in Church Music</b>	
Level:	Candidates must hold:
DipLCM in Performance (Standard/Recital)	Grade 5 Theory or alternative
DipLCM in Performance (Concert)	Grade 8 in the same instrument
ALCM in Performance (Standard/Recital)	Grade 5 Theory or alternative
ALCM in Performance (Concert)	Grade 8 in the same instrument
LLCM in Performance (Standard/Recital/Concert)	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)

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

<b>Diplomas in Irish &amp; Scottish Traditional Music Performance</b>	
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)

<b>Music Theatre Diploma Performance</b>	
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)

<b>Jazz Performance &amp; Diplomas in Conducting</b>	
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)

<b>Theoretical Diplomas</b>	
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)

<b>Diplomas in Composition, Diplomas by Thesis</b>	
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.

## 2023 Theory of Music Exam - Summer / Winter

### Late Entries

<b>Standard entries</b>	Accepted until closing date	Fee paid: published fee
<b>Late entries</b>	Not accepted.	-

## PRACTICAL EXAM DATES - 2023

SESSION	CLOSING DATE	PRACTICAL EXAM DATES
Spring	25 January 2023	March / April
Summer	27 April 2023	July / August
Winter	27 August 2023	October / November / December

## THEORY OF MUSIC EXAMS DATES - 2023

SESSION	CLOSING DATE	THEORY EXAM DATE
Spring	No Exams	No Exam Session
Summer	1 April 2023	Saturday 17 June 2023 10.00 am (Step, Grades, DipMusLCM, AMusLCM Paper 1) 2.00 pm (AMusLCM Paper 2, LMusLCM Paper 2)
Winter	15 September 2023	Saturday 25 November 2023, 10.00 am (Step, Grades)

### Procedure to apply for a Diploma Examination.

- Kindly submit the duly completed entry form together with the fees / cheque / bank slip before the closing date. Please do not post your entries as there is delay in the post always. Kindly scan & email or courier.
- All **pre-requisites for candidates must be submitted with the entry form**, which could be obtained from the IIMSD office. *For special approvals pre-requisites or any other requirement please contact the IIMSD office at least 2 weeks in advance before the closing date.*
- Candidates without relevant pre-requisites for diploma entries will not be accepted at point of submission, and may be subjected to late entry fee/double fee in case the approval is obtained after closing date.
- **Re-entry/Hall Fee entries** - Candidates applying for half fee permit due to medical reason should submit the following documents upon re-entry submission. - Medical Certificate & Attendance notice.
- **All Essays/Video files for Teaching Diploma in SPEECH & MUSIC must be submitted via email at the time of submission of entry for the Exam.**  
**Speech Diplomas** - The essay must be submitted at the time of submission of entry for the exam via an upload to the website: [lcme.uwl.ac.uk/upload-work](http://lcme.uwl.ac.uk/upload-work) in both **PDF** and **Word version**. (Printed copy is no longer required via courier) Hard copy should be handed over to the examiner at the centre at the time of examination.  
**Music Diplomas** - For candidates who are submitting essays for Music Teaching Diploma, has to be upon the submission of your centre's entries via an upload to the website: [lcme.uwl.ac.uk/upload-work](http://lcme.uwl.ac.uk/upload-work) in both **PDF** and **Word version**. (Printed copy is no longer required via courier) Hard copy should be handed over to the examiner at the centre at the time of examination. An attendance notice is not required to submit essays.
- **All LCM exam syllabuses are available at : <http://lcme.uwl.ac.uk/subjects> - Please check frequently for updates.**

### Examination fees are payable as follows.

- Cash payment could be made to IIMSD Office & receipt obtained.
- Pay by cheque in favour of; 'International Institute of Music, Speech & Drama (Pvt) Ltd.'
- Cash deposits ;  
Name of Account : 'International Institute of Music, Speech & Drama (Pvt) Ltd.'  
Name of Bank : National Development Bank (NDB), Rajagiriya Branch  
Account No. : 101000876508

### **LCM Examinations**

**Mrs. Shyama Perera – Representative Colombo IILCM**

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T : +94 11 237 5853

E: [iimsd\\_ferdi@yahoo.com](mailto:iimsd_ferdi@yahoo.com)

[www.iimsd.com](http://www.iimsd.com)