

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 all sections clearly in block capitals
2. Music Theatre candidates should use the Music diplomas entry form.
3. There are no lower age limits for performing or thesis diplomas. **Teaching diploma candidates must have attained the following ages by the date of entry: DipLCM 16yrs, ALCM 17yrs, LLCM 18yrs.** A copy of the birth certificate or other proof must be attached the entry form for Teaching diplomas.
4. Please consult the syllabus for details of pre-requisite requirements. Other qualifications may be approved upon written application to the Chief Examiner. **A copy of the pre-requisite qualification must be attached.**

## **Section 1: Entry Details**

Please indicate your *preferred* exam centre. Details are available on our website, or from the LCM Examinations office.

## **Section 2: Teacher / Candidate Details**

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

## **Section 4: Examination Details**

Please tick the appropriate examination, and indicate the subject if applicable.

## **Section 5: Entry Requirements**

Please ensure this section is completed, and proof of pre-requisites is attached where applicable. (Photocopies are preferable.)

## **Submitting the Form**

- Send this form, with payment **to the representative of the chosen examination centre**, to arrive on or before the closing date for entry.
- 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.
- 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.**
- Late entries will be accepted up to 7 days after the closing date with an additional **Late Entry Fee.**

**SECTION 4 : EXAMINATION DETAILS**

Subject (please tick)	Level	Diploma	Section	Tick level	Fee
<input type="radio"/> Speech & Drama	DipLCM	Performance	Complete		
		Teaching	Complete		
	ALCM	Performance	Complete		
			Essay only		
			Practical only		
		Teaching	Complete		
			Essay only		
			Practical only		
	LLCM	Performance	Complete		
			Essay only		
			Practical only		
		Teaching	Complete		
			Essay only		
			Practical only		
FLCM	Performance	Complete			
FLCM	Thesis	Complete			
<input type="radio"/> Acting <input type="radio"/> Verse Speaking <input type="radio"/> Reading Aloud <input type="radio"/> Spoken English in Religion <input type="radio"/> Public Speaking <input type="radio"/> Personal & Professional Communication	DipLCM	Performance	Complete		
	ALCM	Performance	Complete		
			Essay only		
			Practical only		
	LLCM	Performance	Complete		
			Essay only		
			Practical only		
FLCM	Performance	Complete			

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

**Total PAID:**

## **SECTION 5 : ENTRY REQUIREMENTS**

### **Pre - requisite Qualification :**

<b>Speech &amp; Drama Performance Diplomas</b>	
<b>Level:</b>	<b>Candidates must hold:</b>
DipLCM	Grade 8 Speech & Drama or Acting
ALCM	Grade 8 Speech & Drama or Acting
LLCM	ALCM or ALCM TD in same subject
FLCM	LLCM or LLCM TD in same subject

<b>Speech &amp; Drama Teaching Diplomas</b>	
<b>Level:</b>	<b>Candidates must hold:</b>
DipLCM	Grade 8 in any Drama & Communication subject and proof of age (min. 16 yrs)
ALCM	DipLCM or Grade 8 Speech & Drama and proof of age (min. 17 yrs)
LLCM	ALCM Teaching in Speech & Drama and proof of age (min. 18 yrs)

<b>Acting Diplomas</b>	
<b>Level:</b>	<b>Candidates must hold:</b>
DipLCM	Grade 8 Speech & Drama or Acting
ALCM	Grade 8 Speech & Drama or Acting
LLCM	ALCM or ALCM TD in same subject

<b>Public Speaking Diplomas</b>	
<b>Level:</b>	<b>Candidates must hold:</b>
DipLCM	Grade 8 Speech & Drama or Acting
ALCM	Grade 8 Speech & Drama or Acting
LLCM	ALCM or ALCM TD in same subject

<b>Verse Speaking, Reading Aloud, Spoken English in Religion and Personal &amp; Professional Communication Diplomas</b>	
<b>Level:</b>	<b>Candidates must hold:</b>
DipLCM	Grade 8 Speech & Drama or Acting
ALCM	Grade 8 Speech & Drama or Acting
LLCM	ALCM or ALCM TD in same subject

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

Please do not send original documents.

## PRACTICAL EXAMINATION DATES - 2023

SESSION	CLOSING DATE	PRACTICAL EXAM DATES
Spring	5 January 2023	March / April
Summer	27 April 2023	July / August
Winter	27 August 2023	October / November / December

### **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**

International Institute of Music, Speech & Drama (Pvt) Ltd.

62, Lauries Road, Colombo 4, Sri Lanka

T : +94 11 237 5853

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

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