

Date Submitted: .....

**SECTION 1: ENTRY DETAILS**

**TEACHER DETAILS**

Centre name: \_\_\_\_\_

Session (please circle): SPRING / SUMMER / WINTER  
ONLINE / RECORDED / PHYSICAL

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: \_\_\_\_\_

**CONTACT DETAILS: TEACHER / CANDIDATE**

Please fill in the correct mailing address

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Name	Address	Telephone	Email
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**DECLARATION**

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

Signature .....

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: DiplLCM 16yrs, ALCM 17yrs, LLCM 18yrs.**

**Section 1: Entry Details**

1. Please indicate your *preferred* exam center.
2. Please complete in full. All correspondence about the examination will be sent to this address.
3. Date of birth and ethnicity code is for statistical purposes only, and are not passed on to the examiner.

**Section 2: Examination Details**

1. Please tick the appropriate examination, and indicate the 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.

**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**.
- 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.
- All Programme Notes/Music Pieces/Essays/Video files must be submitted via email to [iimsdlcm@gmail.com](mailto:iimsdlcm@gmail.com) at least 3 weeks **BEFORE** the exam date. (Printed copy is not required)
- **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.  
If retaking part of an exam by carrying forward previously achieved marks, a **COPY OF THE ORIGINAL REPORT FORM must be attached.**

**Entry Fee Payment can be made 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.'**

Bank Deposits;

**Account Holder: International Institute of Music, Speech & Drama (Pvt) Ltd.**

**Name of Bank : HATTON National Bank, Bambalapitiya**

**Account No. : 039010236365**

**OFFICE USE ONLY**

Receipt No: .....

Amount: .....

Date: .....

**SECTION 2: 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:**

**London College of Music Examinations**  
**Mrs. Shyama Perera – Representative Colombo IILCM**  
 International Institute of Music, Speech & Drama (Pvt) Ltd.  
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