

Application for Examination History Transcript Form

LE002UK V03



1. Learner Details

Learner Given Name					Learner Surname																
LAMDA PIN		ULN (if known)					Gender			Ethnicity (see reverse)			Date of Birth								
									M	F			N	N		D	D	M	M	Y	Y

2. Exam Details

Centre Name / Centre Code	Centre Postcode	Exam Month / Year	Exam Subject, Grade and Format

3. Person Requesting Examination History Transcript

Miss / Mrs / Ms / Mr / Dr / Other	Full Name			Teacher ID (if known)	
Relationship to Learner	Learner	Teacher	Parent/ Guardian	Administrator	
Address					
				Post Code	
Telephone number				e-mail	
I the above named person, hereby agree that I have sought consent from the relevant parties (Parent/ Guardian or Learner, if aged 16 or over).					
Signature				Date	

4. Parent/ Legal Guardian Consent (for Learners aged 16 or under)

Miss / Mrs / Ms / Mr / Dr / Other	Full Name			Teacher ID (if known)	
I the parent / legal guardian for the above named Learner (see section 1. Learner Details) give my consent for LAMDA Examinations to provide examination history information to the person requesting the information in Section 3.					
Signature				Date	

5. Learner Consent (for Learners aged 16 or over)

I the above named Learner (see section 1. Learner Details) give my consent for LAMDA Examinations to provide examination history information to the person requesting the information in Section 3.					
Signature				Date	

6. Fees

Fee due to LAMDA Ltd	Payment Method
£ _____	<input type="checkbox"/> BACs. Reference used _____ (Learner Name / Item Requested eg. Smith / Duplicate Certificate) <input type="checkbox"/> Credit/ Debit Card (LAMDA will ring you within 5 days of receiving the form) <input type="checkbox"/> Cheque Attached (payable to LAMDA Ltd.)
Note: Please see our current fees list which is available on our website www.lamda.ac.uk	

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LAMDA

Before completing this form, please read the following instructions and guidelines:

1. Complete this form in **BLOCK CAPITALS** only using either a black or blue pen
2. Use a separate *Application for Examination History Transcript Form* for each individual learner
3. **Note:** Examination History Transcripts are not evidence of a qualification. If evidence of a qualification is required then a replacement certificate or letter of attestation must be applied for using a *Certificate or Medal or Letter of Attestation Form* available from the LAMDA Examinations website www.lamda.ac.uk
4. **Learner Details** – please provide accurate and complete details for every Learner. Data will be shared with other Learner Organisations such as UCAS

Note: Learner names must be the correct legal name spelling. This is the spelling that will appear on the certificate

Ethnicity Codes	
1. Unknown	10. Indian
2. White, UK heritage	11. Pakistani
3. White, European	12. Bangladeshi
4. White, other (known)	13. Chinese
6. White, type not known	14. Mixed Race
7. Black, Caribbean heritage	15. Other (known)
8. Black, African heritage	16. Parent/pupil preferred not to say
9. Black, other	17. Ethnic group information not sought

17. **Exam Details** – please provide as much information as possible regarding the exams taken
18. **Consent** – applications for examination history transcripts can be submitted by a teacher, parent / guardian or the learner themselves. As the data belongs to the learner, permission must be sought from the appropriate person prior to LAMDA releasing any personal information relating to the named learner
19. **Correspondence** - LAMDA will contact the named correspondence contact on the form for all matters relating to the application
20. **Fees** – the current fee for an examination history transcript is available on our website: www.lamda.ac.uk