

LAMDA

Requesting Dates for Face-to-Face Examinations at a UK Private Centre via ExamTrack

Introduction

This sets out the step-by-step process for UK Private Centres to request examination dates for Face-to-Face (F-2-F) assessment.

Important: UK and International Centres wishing to book Remote Online Assessment (ROA) must do so by emailing exams@lamda.ac.uk, detailing your centre code, estimated examination time and dates that you wish to book. ROAs cannot be booked via ExamTrack.

Definitions:

Event – A booking consisting of one or more sessions no more than 7 days apart.

Session - One Examiner scheduled for a maximum of 6.5 Hours (390 Minutes) of examination time (not including breaks). If you require more than one Examiner on the same day or across multiple days, you must enter more than one Session.

Requesting Dates via ExamTrack

- 1) Log into ExamTrack and go to the “Dashboard”.
- 2) At the top of the page, in the box headed LAMDA, click “Create a new Event”.

The screenshot shows the ExamTrack dashboard interface. At the top left, there is a navigation menu with a clock icon circled in red. A red line connects this icon to a box containing the number '1'. Below the navigation menu, the word 'ExamTrack' is displayed. The main content area is titled 'Dashboard' and contains a section for 'Examtrack Teacher Shortcuts'. This section has two cards: 'Lamda' and 'ROA'. The 'Lamda' card features the LAMDA logo and a button labeled 'Create a new Event', which is circled in red. A red line connects this button to a box containing the number '2'. The 'ROA' card features the LAMDA logo and a button labeled 'Create a new ROA Event'. In the top right corner, there are two circular icons: a red one with a white symbol and a grey one with the letters 'TT'.

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- 3) On the next page under “Name”, enter the term you are requesting for and the number event that this is for your centre during that term:
 - a. LAMDA Examinations defines the terms as:
 - i. Spring – January to April.
 - ii. Summer – May to July.
 - iii. Autumn – August to December.
 - Example:
 - If you are requesting dates for 13 September and this is the first event you are booking for the Autumn Term you would name the event “Autumn 1”.
 - If you have already had an event during the Autumn, you would name this event “Autumn 2”.
 - If you are booking dates that will cross into another Term (e.g. 31 July to 01 August) use the Term that your event starts in, in this case it would be Summer.
- 4) Under “Centre”, Select your centre from the drop down menu.
- 5) “Notes” can be left blank.
- 6) Click “Create Event”.

The screenshot shows the 'ExamTrack' interface for creating a new event. The breadcrumb trail is 'Dashboard / All Events / Start Workflow / New Lamda Event'. The form has three main input fields: 'Name', 'Centre', and 'Notes'. The 'Name' field is circled in red with a red box containing the number '3' pointing to it. The 'Centre' dropdown menu is circled in red with a red box containing the number '4' pointing to it. The 'Notes' text area is circled in red with a red box containing the number '5' pointing to it. At the bottom right, the 'Create Event' button is circled in red with a red box containing the number '6' pointing to it.

- 7) From the new page, you can now enter the date(s) that you wish to book.
- 8) On the right, select the green button labelled “Event Actions” and select “Create a New Session”.

The screenshot shows a table with columns for 'Status' and 'Start Time'. A green 'Event Actions' button is circled in red with a red box containing the number '8' pointing to it. A dropdown menu is open from this button, and the option 'Create A New Session' is circled in red with a red box containing the number '8' pointing to it.

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- 9) Under “Proposed Date 1” enter your first choice date.
- 10) Under “Proposed Date 2” enter your second choice date.
NB: You must enter a Second Choice date. If you don’t have one then you can enter your first choice date again. Please note there is no guarantee that your First Choice Date will be available. LAMDA recommends that you enter a suitable Second Choice Date.
- 11) Under “Start Time” select the start time.
NB: LAMDA does not start Examination Sessions earlier than 9am unless authorised by LAMDA Examinations.
- 12) Under “Name” enter the Room number.
 - a. If you are booking multiple rooms on the same date, then these will be named “Room 1”, “Room 2” etc.
 - b. If you are booking one session but multiple dates, then those will all be titled “Room 1”.
- 13) Under “Select Exam Venue” please ensure that the correct venue where your examinations are to be held is correct. If not, or the venue address is missing, please contact LAMDA immediately.
NB: This communication must come from the Registered Centre Coordinator or Head of Centre.
- 14) Once complete, click the “Create Session” button.

[Dashboard](#) / [All Events](#) / [Event #19268 for TEST](#) / Propose Session Dates

The screenshot shows a web form for proposing session dates. The form includes the following fields and elements:

- Proposed date 1:** A text input field with a red circle around the label and a red box containing the number 9 pointing to it.
- Proposed date 2:** A text input field with a red circle around the label and a red box containing the number 10 pointing to it.
- Start time:** A dropdown menu showing '09:00' with a clock icon on the right. A red circle around the label and a red box containing the number 11 point to it.
- Name:** A text input field with a red circle around the label and a red box containing the number 12 pointing to it.
- Select exam venue:** A dropdown menu showing 'Please Select' with a downward arrow on the right. A red circle around the label and a red box containing the number 13 point to it.
- Notes:** A large text area for additional information.
- Create Session:** A blue button at the bottom right with a red circle around it and a red box containing the number 14 pointing to it.

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15) If you are booking multiple sessions on the same date or across multiple dates, repeat steps 8 thru 14.

NB: If you are booking dates that are 7 days or more apart, these must be booked as a new event. If so, complete the current booking and then repeat from Step 1.

16) If you notice an error in dates that you have entered, prior to submitting them to LAMDA, you can make alterations by selecting “Actions” next to the date you wish to change and selecting “Modify Dates”.

The screenshot shows a table with a header row containing 'Start Time' and 'Actions'. Below the header, a row contains the text 'been entered.' and '09:00'. The 'Actions' dropdown menu is open, showing options: 'Modify Dates' and 'Session Reports'. A red box labeled '16' is positioned above the 'Actions' dropdown, with a red line pointing to it.

17) Once you have entered the required number of Sessions and checked that they are correct, click “Event Actions” and select “Complete Dates Entry”. If everything is correct, then click “OK” on the following page.

18) This will submit the dates you have requested to LAMDA for processing.

NB: If you do not click “Complete Dates Entry” LAMDA will be unable to process your booking request.

The screenshot shows a table with a header row containing 'Start Time' and 'Actions'. Below the header, a row contains the text 'been entered.' and '09:00'. The 'Event Actions' dropdown menu is open, showing options: 'Create A New Session' and 'Complete Dates Entry'. A red box labeled '17' is positioned above the 'Event Actions' dropdown, with a red line pointing to it.

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- 19) On the left-hand side toolbar, if you select “My Sessions”, this page will display your pending, booked and upcoming examination events. Events that are awaiting processing will display the status of “Awaiting Date Authorisation”.
- 20) When the event status displays “Ready for Learner Entry” you can commence with entering your learners.

The screenshot shows the LAMDA system interface. On the left, a blue sidebar contains a menu with a hamburger icon circled in red. A red box labeled '19' points to this icon. The main area displays a table of examination events. The table has columns for ID, Centre Code, and Centre Name. Below the table, two rows of event status are shown. The first row shows 'Awaiting date authorisation' circled in red, with a red box labeled '19' pointing to it. The second row shows 'Ready for learner entry' circled in red, with a red box labeled '20' pointing to it.

ID	Centre Code	Centre Na
18349	TEST	TEST
18350	TEST	TEST

0.00 Awaiting date authorisation Actions ▾

Ready for learner entry Actions ▾

IMPORTANT: Until you have received the Date Booking Confirmation from the Date Bookings Team, your event has not been confirmed. Completing this process is not a guarantee that your dates will be available or that your event has been booked.

Our Date Availability is incredibly fluid and is highly likely to change at any given point, especially during our Peak Periods (March, June, July, November, December). Some dates can be fully booked up to 8 months in advance. For details of available dates, please refer to our Notice Board: [LAMDA Exams Notice board | London academy of music & dramatic art](#)

If you encounter any issues or wish to check date availability prior starting this process, please contact exams@lamda.ac.uk

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Version Control

Version Number	Date	Initial	Comments
V1	17/01/2023	JRC	New Document