

ERIC User Guide

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The URL for ERIC is **ERIC.uwl.ac.uk** click this link or type this into your browser's address bar (do not add www.)

You will then be taken to the ERIC landing page where you will need to enter your username (usually your email address) and password.

Contact the <u>LCME office</u> if you do not have these details.

WEST LONDON	
Email/User ID: Password: Remember me Login	1
Register Contact Us Forgotten Password?	
This site uses cookies to store session details, along with user preferences. Logging in assumes implied consent to use cookies.	

ERIC home page:

WEST LONDON Lerder Charge of Mark	London College of Music Examinations
My Account	: Holding an Exam Session
My Company	Please be aware that in order for your centre to be eligible to run exams this session, you will need to have a minimum of 5 hours of examining.
V Reports	If you have any questions please contact the LCM Exams Team on 020 8231 2364
View Bookings	
Booking Form	:: Nessages
Centre Income	Message Search No messages
Document Generator	
Exam Calendar	
Venue Management	

What you can do where

My Account

Change your password and update your contact details.

My Company This area is not configured to work with LCME

Reports Generate reports on entry data at your centre

View Bookings

View past and current bookings at your centre(s) Access contact details for the teachers and candidates

Booking Form Book exams online

Centre Income Access data on centre income for current and past sessions

Document Generator Produce timetables and attendance notices

Exam Calendar Request exam dates and create exam timetables

Venue Management Create new or edit existing exam venues

Open the Booking Form:

My Account	LCM Examinations Booking Form
My Company	:: Registration Details
Reports	Booker The booker is financially responsible for any bookings made and will receive notification of
View Bookings	exam dates/times and any resulting certificates.
Booking Form	Booker email: [lcm.londonrep@gmail.com Edit Email
Centre Income	Teacher This/these registration(s) will make reference to the teacher displayed below. If this is not the correct teacher please click the 'Clear Teacher' button and supply the
Document Generator	appropriate details Christine Marchant
Exam Calendar	West Hampstead Clear Teacher
Venue Management	Exam Location Country: < Please select a country >
	Please confirm that you agree to abide

When you open the booking form, the default setting is for you to be listed as the booker.

The booker is the person to whom the attendance notices will be emailed.

You can either leave yourself as the booker or change this to be the candidate, the parent or the teacher.

You will also, by default, be listed as the teacher. If this is not accurate you can delete this by clicking **Clear Teacher**. You can then add a new teacher or leave the teacher blank.

J	My Company	:: Registration Details								
J	Reports	Booker The booker is financially responsible for any bookings made and will receive notification of								
	View Bookings	exam dates/times and any resulting certificates. Booker: Christine Marchant								
	Booking Form	Booker email: Icm.londonrep@gmail.com Edit Email								
	Centre Income	reacher If the relevant teacher's name is to appear on the certificate(s) please enter the teacher's sumame and unique code and verify them.								
	Document Generator	Note that this is not mandatory, and if you cannot successfully verify the appropriate teacher you may leave these fields blank.								
	Exam Calendar	Surname:Unique Code:								
	Venue Management	Verify Teacher								
		Exam Location Country: < Please select a country >								
		Please confirm that you agree to abide by the LCM Examinations regulations:								
		Proceed To Payment								

To add a teacher you will need to add their surname and their teacher code and then click **Verify Teacher**.

To find out a teacher's code please refer to a previous Report Form, or log in to the <u>teacher's</u> account and the code can be found under My Account, or contact the <u>LCME office</u>.





Next choose the exam subject and level.

Then click Add Entry.



When the subject/level combination you have chosen is displayed, click **Select Candidate(s)** to enter one or more candidates for this exam.



The **User Selection** window will open. The company dropdown menu will default to **All Companies**. The companies visible to you will be your centre(s) and a company names after you.

You can search for existing candidates in all companies.

If you want to create a new candidate, choose the company they will be saved in and then click **New User**.

:: User Selectio	n		[Print] [Close]						
Company:	Brentwood	~	Show Advanced						
Last Name:		User ID:	>						
Name			UserID						
Ambrose, Ha	nnah		haambr						
📃 Baglin, Brinkl	ey		brbagl						
Bates, Jared			jabate						
Bruce, Pheol	bie		phbruc						
🔲 Denny, Mega	an		medenn						
🔲 Halkes, Ciara	3		cihalk						
Ireson, Char	lotte		chires						
🔲 Jones, Tara			tajone						
🔲 Jupp, Annab	elle		anjupp						
Marchant, C	hristine		chmarc3						
🔲 Mayo, Hugo			humayo						
📃 Mayo, Louis			lomayo						
McAuliffe, M	egan		memcau						
Munday, Gre	tel		grmund						
Ng, Eleanor	Grace Li-Hong		elng						
Panko, Katya	а		kapank						
Rickenbach,	Eleanor		elrick						
Schauerte, H	Katja		kascha						
Sumption, Fl	eur		flsump						
	Import Users	New User	OK Cancel						

To display the users (candidates) in a company, select the company and then click the green arrow. The candidates will then be displayed.

To enter a candidate for the subject level combination, tick the box next to their name and then click **OK**.

		teache	r's surname a	and unique code and ve	rify them.					
1	My Account	Note th teache	nat this is not r you may lea	t mandatory, and if you ave these fields blank.	cannot successfully	verify the appropriate				
	My Company		Surname:							
	Reports	Un	ique Code:							
				Verify Teacher						
	View Bookings	Exam	Location							
			Country:	England						
	Booking Form		Session:	Summer 2018						
	Centre Income		Centre:	Birmingham						
Subject										
	Document Generator	Select the subject and level you would like to book before clicking Add Entry to ad your registration form. Certain subjects or levels may not be available based on the centre/session you have chosen.								
E	Exam Calendar		Subject:	Pianoforte	-					
	Venue Management		Level:	Grade 1 (£44)	-	Add Entry				
	5	:: Entries								
		Pianofo	rte - Grade	0						
		Candida	tes Selected:							
			NCN Number Optional	er Booking Inform Special requirem	ation ents and/or timetable	le requests				
		Brinkley Baglin	Optional	Optional		8				
		Hugo Mayo	Optional	Optional		8				
			10 111	()		F . F . 600				

The candidates will then be displayed beneath the exam for which they are entered.

To delete just one candidate click the cross next to their name.

To delete all candidates entered for the subject/level click the red cross next to the subject and level.

The total fee due for this booking displayed.

At this point you can return to the subject and level selection and repeat the steps above to enter more candidates for different exams.

When you are ready to complete the booking you need to tick the box to agree by the regulations and then click **Proceed to Payment**. You will then be directed to the payment page where you can choose either to pay by credit or debit card, or select **Invoice** if you want to pay by BACS or Flywire.

The View Bookings page displays the candidates entered at your centre(s). You can filter this page by session and, if you represent more than one centre, you can also filter by centre.

Status Filters

The filters at the top of the page allow you to filter the data to display only certain types of entry. You can filter on:

- Paid or unpaid entries
- Entries you have/have not yet timetabled
- Entries where the attendance notices have/have not been sent

Summary Table

Provides a breakdown of the number of entries and the duration of exams by exam category with the totals displayed at the bottom.

ndon Coll	ege of Music Examinatio	ns 🔬 🤇		
: Filter Options	;			
Status:	 Not Paid Paid Not Timetable Has Prerequisites 	ed 🔲 Timetabled 🔲 AN Not Sent 🔲	AN Sent	
Session:	Spring 2018 -			
Country:	England 👻			
Region				
Control				
Centre:	All			
My Bookings:	Show bookings that I have made	with other centres.		
Search:				
				Apply Filters
ategory		Bookings	Duration(hh:mm)	
ategory G		263	Duration(hh:mm) 78:40	
ategory G G		Bookings 263 42	Duration(hh:mm) 78:40 10:20	
ategory G G TG		Bookings 263 42 313	Duration(hh:mm) 78:40 10:20 90:45	
a tegory G G TG DG		Bookings 263 42 313 3	Duration(hh:mm) 78:40 10:20 90:45 01:25	
ategory G G TG DG G		Bookings 263 42 313 3 1	Duration(hh:mm) 78:40 10:20 90:45 01:25 00:25	
ategory G TG TG DG G TD1		Bookings 263 42 313 3 1 6	Duration(hh:mm) 78:40 10:20 90:45 01:25 00:25 04:30	
ategory G TG TG OG G TD1 D1		Bookings 263 42 313 3 1 6 3 3	Duration(hh:mm) 78:40 10:20 90:45 01:25 00:25 04:30 01:45	
ategory G TG TG DG G TD1 D1 D2		Bookings 263 42 313 3 1 6 3 2 2	Duration(hh:mm) 78:40 10:20 90:45 01:25 00:25 04:30 01:45 01:40	
ategory G G TG DG G TD1 D1 D1 D2 D2		Bookings 263 42 313 3 1 6 3 2 1 2 1	Duration(hh:mm) 78:40 10:20 90:45 01:25 04:30 01:45 01:40 01:00	
ategory G G TG DG G TD1 D1 D2 D2 1		Bookings 263 42 313 3 1 6 3 2 1 2 3 42	Duration(hh:mm) 78:40 10:20 90:45 01:25 00:25 04:30 01:45 01:45 01:40 01:00 07:00	
ategory G G TG DG DG G TD1 D1 D1 D2 D2 D2 1 L-M		Bookings 263 42 313 3 1 6 3 2 1 42 3 3 42 3 42 1 42 1	Duration(hh:mm) 78:40 10:20 90:45 01:25 00:25 04:30 01:45 01:45 01:45 01:40 01:00 07:00 00:10	
ategory IG IG IG ITG DG G TTD1 D1 D2 1 M TD2		Bookings 263 42 313 3 1 6 31 2 1 42 1 2 1 42 1 2 1 2 1 2 2 2 2 2	Duration(hh:mm) 78:40 10:20 90:45 01:25 00:25 04:30 01:45 01:00 07:00 00:10 02:10	

Detail Table

Displays all bookings made at your centre(s). You can see candidate/group name, booker's name, teacher's name (if there is one), centre, session and the subject and level of exam.

Candidate(s)/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam Results	PR	
Elizabeth Bennett	Edward Ferrars 04/04/2018 14:52:50	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 1	-	N/A	>
🗖 Jane Bennett	Edward Ferrars 04/04/2018 14:52:55	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 3	-	N/A	>
Marianne Dashwood	Edward Ferrars 04/04/2018 14:52:58	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 4		N/A	>
Elinor Dashwood	Edward Ferrars 04/04/2018 14:52:59	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 4	-	N/A	>
Catherine de Bourgh	Charles Brandon 04/04/2018 14:53:01	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 4	ē	N/A	>
William Darcy	Charles Brandon 04/04/2018 14:53:04	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 5	-	N/A	>
Georgianna Darcy	Charles Brandon 04/04/2018 14:53:05	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 6	Ē	N/A	>
Charles Bingley	Charles Brandon 04/04/2018 14:53:07	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 6	-	N/A	>
Caroline Bingley	Charles Brandon 04/04/2018 14:53:08	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 3	-	N/A	>
William Collins	Charles Brandon 04/04/2018 14:53:10	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 3	5	N/A	>
George Wickham	Lucy Steele 04/04/2018 14:53:12	Lucy Steele	London (North & North-East)	Summer 2018	Cello	Grade 2	-	N/A	>
Henry Crawford	Lucy Steele 04/04/2018 14:53:14	Lucy Steele	London (North & North-East)	Summer 2018	Cello	Grade 2	-	N/A	>
Thomas Bertram	Lucy Steele 04/04/2018 14:53:16	Lucy Steele	London (North & North-East)	Summer 2018	Cello	Grade 2	-	N/A	>
Edmund Bertram	Lucy Steele 04/04/2018 14:53:18	Lucy Steele	London (North & North-East)	Summer 2018	Electronic Keyboard	Grade 4	-	N/A	>
Anne Elliot	Lucy Steele 04/04/2018 14:53:19	Lucy Steele	London (North & North-East)	Summer 2018	Electronic Keyboard	Grade 5	-	N/A	>

When you have completed the timetable and sent the attendance notices, the exam date and time will be displayed in the **Exam** column on the View Bookings page.

The results, when the examiner has uploaded them and they have been processed, will be displayed in the **Results** column.

Bookers, teachers and candidates will also be able to view their results on the View Bookings page.

The **PR** column tells you if the exam has a prerequisite and gives an indication on the candidate is in the process:

Code	Definition
N/A	Not applicable – there are no prerequisites for this entry
R-NS	Required not seen - there is a prerequisite for this exam but LCME has not seen the evidence
R-D	Required document – the booker/candidate has uploaded a document to ERIC
R-S	Required seen – LCME has seen the necessary evidence

Once a prerequisite document has been uploaded to ERIC, the LCME office will approve it. Certificates cannot be issued for candidates who have not submitted evidence of their prerequisite qualification. Venue Management is the page where you can manage the venues linked to your exam centre(s). ERIC will store multiple exam venues. All the venues used by your centres can be found in Venue Management.

Country: England • Region: All • Centre: Leeds	•		
Add Venue		Refresh V	/enues
enue	Address	Phone	
orkshire College of Music and Drama	St Mark's House , 1 St Mark's Avenue, Leeds, West Yorkshire, United Kingdom, LS2 9BN		Edit
atley Girls High School	Windmill Lane, Batley, West Yorkshire, United Kingdom, WF17 OLD		Edit
eeds - Simon Noble	1 Barleyhill Crescent , Garforth, Leeds, West Yorkshire, United Kingdom, LS25 1ED	0113 2867998	Edit
	Connecticut, United States		Edit
altair music school	United Kingdom		Edit

You can edit a venue by clicking Edit.

Please note: you cannot delete a venue but you can edit it and replace it with a new venue's details.

You can add a new venue by clicking **Add Venue**.

When you click Add Venue a new window will open:

nue Details		
Centre:	Leeds	
Venue Name:		
Address:		
Town:		
County:		
Country:	United Kingdom	
Destander		
Postcode:	Auto Fill	
Phone:		
Email		

Complete the relevant details and click **Update** to save.

IMPORTANT: the venue name and address entered on this window will be what appears on the attendance notice.

Please use full addresses so candidates can find your venue on the exam day.

The **Exam Calendar** is the place where you can request exam dates and timetable the days.

Setting the View in Exam Calendar

There are 4 views for using this calendar: day, week, month and timeline. You can select the view here

Venue: All	•	Mana Venu	age les									Ţ		
today 04/04/2018 -	17/04/2018											Day	Week Mo	nth Timeline
	Wed. 04	Thu. 05	Fri. 06	Sat. 07	Sun. 08	Mon. 09	Tue. 10	Wed. 11	Thu. 12	Fri. 13	Sat. 14	Sun. 15	Mon. 16	Tue. 17
Pianoforte Cambridge														
Dame Bradburys School														
Hockerill College														
Jacqui Ison School of Dance														
Wesley Church (1)														
IBRIDGE - venue just for timetabling														
Wesley Church (2)														

The clearest way to use the Exam Calendar is in the **Timeline** view. The system will not default to this view so to set it, follow these steps:

- 1. Click Timeline
- 2. Click Advanced Options (top right)
- 3. Select vertical, day and 14 from the window below and click Apply Options and then Save Options

cicul options	ouve option	s Apply options
Clear Ontions	Save Option	s Apply Options
Timeline Nu	mber Of Slot:	14 🔻
Timeline Slot	To Represent:	Day 🔻
Timeline Group	ing Direction:	Vertical 🔹

Requesting Exam Dates

Exam days are created in the calendar as slots. To create a new exam slot, right-mouse click on the exam calendar beside the the venue and below the date on which you would like to hold exams. For example if you wanted to request Thursday 5th at Hockerill College, you would need to right-mouse click in this box.

Session: Summer 2018 - Count	ry: All		Region:	All		▼ Ce	entre: Cambr	idge			
Venue: All		Man Ven	age Jes								
◆ today • 04/04/2018 - 1	7/04/2018					a.					
	Wed. 04	Thu. 05	Fri. 06	Sat. 07	Sun. 08	Mon. 09	Tue. 10	Wed. 11	Thu. 12	Fri. 13	Sat. 14
Pianoforte Cambridge											
Dame Bradburys School											
Hockerill College											
Jacqui Ison School of Dance											
Wesley Church (1)											
AMBRIDGE - venue just for timetabling											

All	•	Man Venu	age Jes	AII	- 1	
• 04/04/2018 - 1	17/04/2018				_	
	Wed. 04	Thu. 05	Fri. 06	Sat. 07	Sun. 08	
Pianoforte Cambridge						
Dame Bradburys School						
Hockerill College						
acqui Ison School of Dance			Create Exam Slot			
Wesley Church (1)						
venue just for timetabling					- 1	
Wesley Church (2)						
	Al Pianoforte Cambridge Dame Bradburys School Hockerill College acqui Ison School of Dance Wesley Church (1) venue just for timetabling Wesley Church (2)	Al Al A	All Van All Van O4/04/2018 - 17/04/2018 Van Van Van Van Van Van Van Van	All Manage Venues Venues Ve	All Manage Venues Venues Ve	All Variage Venues V

Click Create Exam Slot

A pop-up window will open where you can complete the details of the exam day.

Exam Calendar En	try		[Print]	[Close
Details				
Session: Centre: Venue:	Summer 2018 Cambridge Hockerill College			•
Start: End:	05/04/2018 09:00 05/04/2018 17:00	0 = 0 = 0 =	2	
Categories:			Selec	t
Examiner Qty: Examiner(s): Examiner Notes:	1 •		Selec	t
			Cre	.:i
_			_	_

You can edit the start and finish times or the date by clicking on the either the clock or the calendar icons.

Alternatively you can change this data by high-lighting the text and replacing it.

Choose your categories (see page 21), alternatively you can find the Category from Eric - View Bookings - Category Table.

Always leave the number of examiners as 1.

Once you are happy with the settings, click **Create** at the bottom of the window.

Your exam slot will now display on the Exam Calendar as a yellow slot. The categories selected are visible

Venue: All.			•	Manage Venues			
♦ today ▼	04/04/2018 -	- 17/04/2	2018				
		Wed.	04 Thu	. 05	Fri. 06	Sat. 07	
	Pianoforte Cambridg	e					
D	ame Bradburys Schoo	ы					
	Hockerill College	e	MG				
laco	ui Ison School of Dance	p		Examiner:	Awaiting Alloc	ation	
Jucq	Wasley Church (1	、 、		Bookings	0		
	wesley church (1)					
AMBRIDGE - ver	nue just for timetabling	9					
AMBRIDGE - ver	ue just for timetablin Wesley Church (2	g)	_				
AMBRIDGE - ver	Nue just for timetabling Wesley Church (2 04/04/2018 - 17	g) 7/04/2018 Wed. 04	3 Thu. 05	Fri. 06	Sat. ()7 S	un. 08
AMBRIDGE - ver	nue just for timetabling Wesley Church (2 04/04/2018 - 17 Planoforte Cambridge	9) 7/04/2018 Wed. 04	3 Thu. 05	Fri. 06	Sat. ()7 S	un. 08
AMBRIDGE - ver	wesley Church (2 04/04/2018 - 17 Nanoforte Cambridge me Bradburys School	g) 7/04/2018 Wed. 04	3 Thu. 05	Fri. 06	Sat. ()7 S	iun. 08
AMBRIDGE - ver	wesley Church (2 04/04/2018 - 17 Nanoforte Cambridge me Bradburys School Hockerill College	9) //04/2018 Wed. 04	Thu. 05	Fri. 06	Sat. (17 S	iun. 08
AMBRIDGE - ver	uue just for timetablin Wesley Church (2 04/04/2018 - 17 Planoforte Cambridge me Bradburys School Hockerill College	9) //04/2018 Wed. 04	Thu. 05	Fri. 06 Edit Exam	Sat. ()7 S	un. 08
AMBRIDGE - ver	ue just for timetablin Wesley Church (2 04/04/2018 - 17 Hanoforte Cambridge me Bradburys School Hockerill College Ison School of Dance	9) //04/2018 Wed. 04	3 Thu. 05	Fri. 06 Edit Exam Delete Exa	Sat. (Slot m Slot)7 S	iun. 08
AMBRIDGE - ver	ue just for timetablin Wesley Church (2 04/04/2018 - 17 Planoforte Cambridge me Bradburys School Hockerill College Ison School of Dance Wesley Church (1)	9) //04/2018 Wed. 04	Thu. 05	Fri. 06 Edit Exam Delete Exa Bookings	Sat. (Slot M Slot	17 S	un. 08
AMBRIDGE - ver	ue just for timetablin Wesley Church (2 04/04/2018 - 177 Nanoforte Cambridge me Bradburys School Hockerill College Ison School of Dance Wesley Church (1) e just for timetabling	9) //04/2018 Wed. 04	Thu. 05	Fri. 06 Edit Exam Delete Exa Bookings Send Atter	Slot Slot)7 S	iun. 08

If you hover over the exam slot, a message will be displayed telling you that a) no examiner has been allocated and b) no candidates have been added to the timetable for this day.

The colour of the slot is also an indication that this date is still a **requested date** and not a confirmed exam day.

All new slots are yellow. Whilst the slot is yellow you can make changes to the times and the date.

If you need to make changes to a slot, right-mouse click on it and click **Edit Exam Slot** or click **Delete Exam Slot**.

You can also drag a yellow slot to another box on the calendar thereby changing either the date, the venue or both.

	Wed. 04	Thu. 05	Fn. 06	Sat. 07
Pianoforte Cambridge				
Dame Bradburys School				
Hockerill College		301		
		MG		
Jacqui Ison School of Dance				
Wesley Church (1)				
CAMBRIDGE - venue just for timetabling				
Wesley Church (2)				

If you are planning to run more than one exam room on the same day you will need to create two exam slots, each with one examiner, on the same day rather than one slot with two examiners.

Once an examiner has been assigned to the exam slot, your date is confirmed, and the slot turns blue:

Venue:	All		•	Manage Venues					
🕨 today	•	28/04,	/2018 - 11/	05/2018					
		Sat. 28	Sun.	29 Mo	n. 30 T	Tue. 01	Wed. 02	Thu. 03	Fri
eenswood	School				МТ	G, MTD1		MTG, MTD1	
						MT Exa Boo	G, MTD1 miner: Peter Reder kings: 0		

If you hover over the slot you will see a message telling you who the examiner is. The bookings still say 0 as the timetable has not been completed.

Timetabling an Exam Day



Open the Exam Calendar, select the session and the centre. Use the arrows to navigate to the relevent date.

Right-mouse click on the exam slot you are going to timetable and click **Bookings** to open the timetable.

When you open the timetable, the categories which have been applied to the slot will be shown at the top.

The un-timetabled candidates (from these categories) will be listed on the left hand side.

The right hand side is the timetable for the day broken down into 5 min slots.

You can sort the candidates by booking date, teacher name or candidate name.

xar	n Calenda	r Bookings				[Pri	nt] [Close
	Centre:	London (North & North	-East)		Venue:	Keble School	
С	ategory:	MG, MTG			Date:	07/04/2018 09:00 - 17:00	
	Sort:	Booking Date 🝷			Examiner:	Aidan Geary	
	Book	ings To Be Scheduled	i .	• 9:00 am			-
E P T	Elizabeth Be Pianoforte - G Ceacher Nai	ennett Grade 1 me: Edward Ferrars	Add	9:10 am			
J P	lane Benne Pianoforte - G Geacher Nai	tt Grade 3 me: Edward Ferrars	Add	= 0.20 am			
P	Marianne Da Pianoforte - G	ashwood Grade 4 me: Edward Ferrars	Add	9.20			
E	Elinor Dashv Pianoforte - G F eacher Na i	vood Grade 4 me: Edward Ferrars	Add	9:30 am			
C M T	Catherine d Ausic Theatre F eacher Na i	e Bourgh 2 - Grade 4 me: Charles Brandon	Add	9:40 ^{am}			
V N T	William Darc Ausic Theatre Feacher Na i	:Y e - Grade 5 me: Charles Brandon	Add	9:50 am			
G N T	Georgianna Ausic Theatre F eacher Na i	Darcy - Grade 6 me: Charles Brandon	Add	10:00 ^{am}			
C N T	Charles Bing Ausic Theatre F eacher Na i	gley 9 - Grade 6 me: Charles Brandon	Add	10:10 ^{am}			

Centre: London (North & North-East)		Venue: Keble School	
Category: MG, MTG		Date: 07/04/2018 09:00 - 17:00	
Sort: Booking Date +		Examiner: Aidan Geary	
Bookings To Be Scheduled	9:00 am	Elizabeth Bennett]
bookings waiting to be scheduled		Pianoforte - Grade 1	
bookings watang to be seneaded		Teacher Name: Edward Ferrars	
	9:10 am	Attendance Notice Sent: No	
		Jane Bennett	
	707	Pianoforte - Grade 3	
	9:20	Teacher Name: Edward Ferrars	
		Attendance Notice Sent: No	
	9:30 am	Marianne Dashwood	
		Pianoforte - Grade 4	
		Teacher Name: Edward Ferrars	
	9:40 am	Attendance Notice Sent: No	
	9:50 am	Elipor Dashwood	<u> </u>
		Pianoforte - Grade 4	
		Teacher Name: Edward Ferrars	
	10:00 am	Attendance Notice Sent: No	
	10:10 am	Catherine de Bourgh	
		Music Theatre - Grade 4	
		Teacher Name: Charles Brandon	
Add Selected Auto Fill	Clear		adato

To complete the timetable you need to move the candidates from the left to the right-hand side.

There are a few ways to do this.

Category: MG, MTG Sort: Booking Dat	e •			Date: 07/04/2018 09:00 - 17:00 Examiner: Aidan Geary	
Bookings To Be S	Scheduled	ŕ	9:00 am	Elizabeth Bennett	ŕ
Jane Bennett Pianoforte - Grade 3 Teacher Name: Edward Fe	Add		9:10 am	Teacher Name: Edward Ferrars Attendance Notice Sent: No	
Marianne Dashwood Pianoforte - Grade 4 Teacher Name: Edward Fe	Add		9:20 am	Catherine de Bourgh Music Theatre - Grade 4 Teacher Name: Charles Brandon Attendance Notice Sent: No	
Elinor Dashwood Pianoforte - Grade 4 Teacher Name: Edward Fe	Add	E	0-20 dm		
William Darcy Music Theatre - Grade 5 Teacher Name: Charles Br	Add		9:30	Georgianna Darcy Music Theatre - Grade 6	
Charles Bingley Music Theatre - Grade 6 Teacher Name: Charles Br	Add		9:40 am	Teacher Name: Charles Brandon Attendance Notice Sent: No	
Caroline Bingley Music Theatre - Grade 3 Teacher Name: Charles Br	Add		9:50 am		
William Collins Music Theatre - Grade 3 Teacher Name: Charles Br	Add		10:00 ^{am}		
George Wickham Cello - Grade 2 Teacher Name: Lucy Steel	e Add		10:10 ^{am}		

Exam Calendar Bookings Centre: London (North & North-East) Venue: Keble Schoo Category: MG, MTG Date: 07/04/2018 09:00 - 17:00 Sort: Booking Date -Examiner: Aidan Geary 9:00 am Bookings To Be Scheduled Elizabeth Bennett Pianoforte - Grade 1 ane Bennett anoforte - Grade 3 **eacher Name:** Edward Ferra Teacher Name: Edward Ferra Attendance Notice Sent: No Add 9:10 am Catherine de Bourgh Music Theatre - Grade 4 Teacher Name: Charles Br Attendance Notice Sent: Marianne Dashwood Pianoforte - Grade 4 Teacher Name: Edwar Add ward Ferrar 9:20 Elinor Dashwood Pianoforte - Grade 4 Teacher Name: Edu V Add ard Ferrar 9:30 ar William Darcy Music Theatre - Grade 5 **Teacher Name:** Charles Brand Add anna Darcy heatre - Grade 6 er Name: Charles Charles Bingley Charles Bingley Charles Brandor -- Charles Brandor 9:40 an Add 9:50 Add am Collins c Theatre - Grade 3 **cher Name:** Charles Brandor 10:00 an Add rge Wickham 10:10 am Add Cello - Grade 2 Teacher Name: Lucy Steele Add Selected Auto Fill Clear Update To move the candidates in batches, select them individually by ticking the box adjacent to their name, and then click **Add Selected** at the bottom of the page.

To move candidates one-by-one, click **Add** (to the right of the candidates' name).

Either of these methods will move the ticked or selected candidates to the right hand side and into the timetable.

Candidates will be added to the first available space. They appear on the timetable in a grey box: one per candidate, duet or group.

You can delete a candidate from the timetable by clicking the red cross on their grey box.

You can move a candidate to another time within the day by dragging the grey box to another position on the timetable. You must include a lunch break and two 15 min breaks in the morning and afternoon for each exam day.

To do this, right-mouse click on the timetable and click **Insert Break.**

Label the break 'lunch' or 'break' and click ok.

The default setting is for the break to be 5 mins so you will need to extend this by dragging the bottom of the break down so that it occupies the correct amount of time.

Examiners require an hour for lunch and each day must have two 15 mins breaks.

You can move breaks in the same way that you move candidates: drag the grey box to the new time.

IMPORTANT: make sure you click **Update** after making changes otherwise your work will not be saved.

Timetabling FLCM candidates

Because FLCM Music exams have two parts (practical and programme notes), you need to schedule both parts at the same time as in the example on the right.

	Centre: London (North & North-Ea Category: MG, MTG Sort: Booking Date •	ist)		Venue: Keble School Date: 07/04/2018 09:00 - 17:00 Examiner: Aidan Geary	
	Bookings To Be Scheduled		• 9:00 am	Elizabeth Bennett	
	Jane Bennett Pianoforte - Grade 3 Teacher Name: Edward Ferrars	Add	9:10 am	Pianoforte - Grade 1 Teacher Name: Edward Ferrars Attendance Notice Sent: No	E
	Marianne Dashwood Pianoforte - Grade 4 Teacher Name: Edward Ferrars	Add	9:20 ^{am}	Catherine de Bourgh Music Theatre - Grade 4 Tascher Name: Charles Brandon	
1	Elinor Dashwood Pianoforte - Grade 4 Teacher Name: Edward Ferrars	Add		Attendance Notice Sent: No	
v	William Darcy Music Theatre - Grade 5 Teacher Name: Charles Brandon	Add	3.30	Georgianna Darcy 🛛 🛛	
	Charles Bingley Music Theatre - Grade 6 Teacher Name: Charles Brandon	Add	9:40 am	Teacher Name: Charles Brandon Attendance Notice Sent: No	
	Caroline Bingley Music Theatre - Grade 3 Teacher Name: Charles Brandon	Add	9:50 am		
	William Collins Music Theatre - Grade 3 Teacher Name: Charles Brandon	Add	10:00 ^{am}	Insert Break	
	George Wickham Cello - Grade 2 Teacher Name: Lucy Steele	Add	10:10 ^{am}		

	Centre: London (North & North-Ea Category: MG, MTG Sort: Booking Date •	ist)		Venue: Keble School Date: 07/04/2018 09:00 - 17:00 Examiner: Aidan Geary	
	Bookings To Be Scheduled		<u>^</u>	Teacher Name: Charles Brandon	
	Jane Bennett Pianoforte - Grade 3 Teacher Name: Edward Ferrars	Add	9:50 am	Attendance Notice Sent No	<u> </u>
3	Marianne Dashwood Pianoforte - Grade 4 Teacher Name: Edward Ferrars	Add	10:00 am	Break	
	Elinor Dashwood Pianoforte - Grade 4 Teacher Name: Edward Ferrars	Add	E 10:10 am	=	
2	William Darcy Music Theatre - Grade 5 Teacher Name: Charles Brandon	Add	10:20 am		
	Charles Bingley Music Theatre - Grade 6 Teacher Name: Charles Brandon	Add	10:20 am		
	Caroline Bingley Music Theatre - Grade 3 Teacher Name: Charles Brandon	Add	10.50		
2	William Collins Music Theatre - Grade 3 Teacher Name: Charles Brandon	Add	10:40 am		
	George Wickham Cello - Grade 2 Teacher Name: Lucy Steele	Add	10:50 am		

Centre: London (North & North-Ea Category: MG, MTG, MDF Sort: Booking Date •	st)			Venue: Keble Sch Date: 07/04/201 Examiner: Aidan Gea	ool 8 09:00 - 17:00 ry	
Bookings To Be Scheduled				DICON		
Jane Bennett Pianoforte - Grade 3 Teacher Name: Edward Ferrars	Add		10:10 am	Anne Elliot	Anne Elliot Cello Performance - El CM	
Marianne Dashwood Pianoforte - Grade 4 Teacher Name: Edward Ferrars	Add		10:20 am	in Performance (Practical) Teacher Name: - Attendance Notice	in Performance	
Elinor Dashwood Pianoforte - Grade 4 Teacher Name: Edward Ferrars	Add	H	10:30 am	Sent: No		
William Darcy Music Theatre - Grade 5 Teacher Name: Charles Brandon	Add		10:40 am			-1
Charles Bingley Music Theatre - Grade 6 Teacher Name: Charles Brandon	Add	_	10:50 am			-1
Caroline Bingley Music Theatre - Grade 3 Teacher Name: Charles Brandon	Add		11-00 800			
William Collins Music Theatre - Grade 3 Teacher Name: Charles Brandon	Add		11:00			
George Wickham Cello - Grade 2 Teacher Name: Lucy Steele	Add		11:10 ^{am}			
		-	msoc.et			

When an examiner has been confirmed for your centre an **Exam Confirmation** will be emailed to you and the examiner.

UNIVERSITY OF WEST LON Lenden College of Music Domin EXAMINAT	DON TON CONFIRMATION	Connected. Summer 2018	Your exam dates have now been confirmed.
Examiner: Centre:	Peter Reder Queenswood School	Office use only C-35	
Representative/Contact:	Rhian Paris		
elephone Number:	01707 602520		
mail:	rhian.paris@queenswood.org		The next step is to send out the
enue: weenswood School hepherd's Way rookmans Park left 13 6 NS 13 6 NS Inited Kingdom 1707 602520	Date & Time: Co-examiner: N 01-May-18 10:00 - 17:00	otes:	attendance notices.
Queenswood School Shepherd's Way Brookmans Park Herts AL9 6NS United Kingdom 01707 602520	03-May-18 10:00 - 13:00		

The exam slot turns blue when the date is confirmed. From this point you can no longer move the slot to another day, make changes to the start and finish times or add/remove categories. If you need to make changes to a confirmed slot you will need contact the <u>LCME office.</u>

You can continue to make changes to the timetable.

venue: A	dl	-	Manage Venues					
↓ today	• 28/04	/2018 - 11/0	05/2018					
	Sat. 28	Sun. 2	29 Mon. 3	0 Tue	. 01	Wed. 02	Thu. 03	Fri. 04
ueenswood So	chool			∥мтс,	MTD1		MTG, MTD1	
					MTG, M Examine Booking All AN's	ITD1 er: Peter Reder js: 20 Sent: No (20 Out	standing)	

If you hover over the slot now the message will tell you the examiner name and how many candidates have been scheduled.

The message also tells you that no attendance notices (ANs) have been sent.

The attendance notice is the document which tells the candidate where and when the exam will be held. It pulls data from the following pages: View Bookings, Venue Management and Exam Calendar.



To send the ANs for a confirmed exam date, right-mouse click the exam slot in Exam Calendar and select **Send Attendance Notices**.

You will be asked to confirm and then the ANs will be emailed to the named booker.

The attendance notices cannot be sent until the exam slot has an allocated and confirmed examiner.

When the ANs have been sent, the **Exam** column on the View Bookings page is populated with the location, date and time of each candidate's exam:

Candidate(s)/Gro	up Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR	
Elizabeth Bennett	Edward Ferrars 04/04/2018 14:52:50	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 1	Keble School 07/04/2018 09:00 - 09:15	-	N/A	,
Jane Bennett	Edward Ferrars 04/04/2018 14:52:55	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 3	Keble School 07/04/2018 10:10 - 10:25	2	N/A	,
Marianne Dashwood	Edward Ferrars 04/04/2018 14:52:58	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 4	Keble School 07/04/2018 10:25 - 10:45	÷	N/A	,
Elinor Dashwood	Edward Ferrars 04/04/2018 14:52:59	Edward Ferrars	London (North & North-East)	Summer 2018	Pianoforte	Grade 4	Keble School 07/04/2018 10:45 - 11:05	-	N/A	>
Catherine de Bourg	Charles Brandon 04/04/2018 14:53:01	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 4	Keble School 07/04/2018 09:15 - 09:35	-	N/A	>
🔲 William Darcy	Charles Brandon 04/04/2018 14:53:04	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 5	Keble School 07/04/2018 11:05 - 11:25	.7	N/A	,
Georgianna Darcy	Charles Brandon 04/04/2018 14:53:05	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 6	Keble School 07/04/2018 09:35 - 10:00	1	N/A	,
Charles Bingley	Charles Brandon 04/04/2018 14:53:07	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 6	Keble School 07/04/2018 11:25 - 11:50	-	N/A	>
Caroline Bingley	Charles Brandon 04/04/2018 14:53:08	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 3	Keble School 07/04/2018 11:50 - 12:05	-	N/A	>
William Collins	Charles Brandon 04/04/2018 14:53:10	Charles Brandon	London (North & North-East)	Summer 2018	Music Theatre	Grade 3	Keble School 07/04/2018 12:05 - 12:20	-	N/A	>
George Wickham	Lucy Steele 04/04/2018 14:53:12	Lucy Steele	London (North & North-East)	Summer 2018	Cello	Grade 2	Keble School 07/04/2018 12:20 - 12:35	-	N/A	>
Henry Crawford	Lucy Steele 04/04/2018 14:53:14	Lucy Steele	London (North & North-East)	Summer 2018	Cello	Grade 2	Keble School 07/04/2018 12:35 - 12:50	-	N/A	>

There is one attendance notice per entry. Ensemble and Group Performance entries receive one attendance notice. Duet and Duologue entries receive two attendance notices.

	Thu. 05	Fri. 06	Sat. 07	Sun. 08
Keble School			MG, MTG, MDF	
			MG, MTG	6, MDF
oughton Music Academy			Bookings	: 19 Sent: Yes
JUST FOR TIMETABLING				

If you hover over the exam slot now you will see that the ANs have been sent.



If you open the timetable you will see that the date the AN was sent is displayed against each candidate.

If you need to generate a replacement attendance notice for a candidate you can do this from the **Document Generator** (see page 18)

IMPORTANT: Examiners have access to the timetables created by reps and they can only record results for candidates included in the online ERIC timetable. Please ensure you timetable all candidates. Additionally please make sure your ERIC timetable is an accurate reflection of the exam day and all last minute changes are updated. For example: if you were holding a session with multiple examiners and at the last minute one candidate moved from one examiner's schedule to another, you would need to make sure you reflect this change in your online ERIC timetable so the new examiner can add the canidate's result.

MULTIPLE EXAMINERS: If you schedule a day of diplomas and non-diploma exams (for example 2 examiners in one room examining diplomas in the morning who then separate in the afternoon for grades) you would need to create 3 slots: one for the two examiners in the mornoing and 2 slots for the afternoon.



You can print two documents from this page: Timetables and Attendance Notices.

Timetables

Select **Timetable** from the drop-down menu and then choose the exam session and centre and click **Apply Filters**.

Options						
Oocument Ty	pe: Timetable	•				
Session:	Spring 2018 -					
Country:	ingland 👻					
Region:	√I ▼	\times				
Centre:	latfield	•				
only show re	cords with at least one booki	ing assigned:				
	Only show entries wh	here AN sent:				
	Issued	status filter: All				
	/			Select	only top 100 records	Apply Filters
Results						
Centre	Region	Venue	Examiners Dates	Bookings	All Committed?	Issued
Hatfield	South East & London	Mid Herts Centre for Music and Arts	Julian Larkin 26/03/2018 09:00 - 15:30	18	Yes	· ·
Hatfield	South East & London	Mid Herts Centre for Music and Arts (session 3)	Jenny Saunders 26/03/2018 09:15 - 13:00	10	Yes	-
Hatfield	South East & London	Mid Herts Centre for Music and Arts (session 2)	Nicholas Garman 26/03/2018 09:20 - 12:55	11	Yes	
					View	Issue
				Output Forma	at: DOC - Microsoft	Word Document 👻
				/		

You will see a table of the exam day for the selected centre. To print one, tick the box on the left-hand side and then click **Issue.**

You can choose whether the timetable loads as a word document or as a PDF here.

Attendance Notice

The process is the same: select **Attendance Notice** from the drop-down menu and then choose the exam session and centre and click **Apply Filters**.

You will see a list of the candidates at the selected centre. To print one tick the relevent box on the left-hand side and click **Issue**.

ndon College of Music Exami	nations				Logged in as Christine Marchant - Bre	rent
Options						-
Ocument Type: Attendance Notice	•					
Session: Summer 2018 V						
Country: England -						
Region: All						
Centre: London (North & North-East)	6. .					
Qualification Type: Any 🔹						
ssued status filter: All •						
				Selec	t only top 100 records Apply Filter	ers
esults						
Centre Candidate/Group	• Teacher • Reg	Exam	Date & Time	Band/Result	Issued	-
Centre Candidate/Group London (North & North-East) Elizabeth Bennett	Edward Ferrars 353991	Exam Pianoforte - Grade 1	Date & Time 07/04/2018 09:00	Band/Result	Issued 05/04/2018 10:02:18	:
Centre Candidate/Group London (North & North-East) London (North & North-East) Jane Bennett	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992	Exam Pianoforte - Grade 1 Pianoforte - Grade 3	Date & Time 07/04/2018 09:00 07/04/2018 10:10	Band/Result	Issued 05/04/2018 10:02:18 05/04/2018 10:03:55	•
Centre Candidate/Group London (North & North-East) London (North & North-East) London (North & North-East) London (North & North-East)	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992 Edward Ferrars 353993	Exam Pianoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4	Date & Time 07/04/2018 09:00 07/04/2018 10:10 07/04/2018 10:25	Band/Result	Issued 05/04/2018 10:02:18 05/04/2018 10:03:55 05/04/2018 10:03:55	-
Centre Candidate/Group London (North & North-East) Elizabeth Bennett London (North A North-East) Jane Bennett London (North A North-East) London (North & North-East)	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992 Edward Ferrars 353993 Edward Ferrars 353993 Edward Ferrars 353993	Exam Pianoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4 Pianoforte - Grade 4	Date & Time 07/04/2018 09:00 07/04/2018 10:10 07/04/2018 10:25 07/04/2018 10:45	Band/Result	Issued 05/04/2018 10:02:18 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55	
Centre Candidate/Group London (North & North-East) London (North & North-East)	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992 Edward Ferrars 353993 Edward Ferrars 353994 Charles 353994 Brandon 353995	Exam Pianoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4 Pianoforte - Grade 4 Pianoforte - Grade 4 Music Theatre - Grade 4	Date & Time 07/04/2018 09:00 07/04/2018 10:10 07/04/2018 10:25 07/04/2018 10:45 07/04/2018 09:15	Band/Result	Issued 05/04/2018 10:02:18 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55	•
Centre Candidate/Group London (North & North-East) Elizabeth Bennett London (North & North-East) Jane Bennett London (North & North-East) Elinor Dashwood London (North & North-East) Elinor Dashwood London (North & North-East) Catherine de Bourgh London (North & North-East) Catherine de Bourgh	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992 Edward Ferrars 353993 Edward Ferrars 353994 Charles 353995 Brandon 353995 Charles 353996 Brandon 353995 Brandon 353996	Exom Pianoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4 Pianoforte - Grade 4 Music Theatre - Grade 4 Music Theatre - Grade 5	Date & Time 07/04/2018 09:00 07/04/2018 10:10 07/04/2018 10:25 07/04/2018 10:45 07/04/2018 09:15 07/04/2018 11:05	Band/Result	Issued 05/04/2018 10:02:18 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55	*
Centre Candidate/Group London (North & North-East) Elizabeth Bennett London (North & North-East) Jane Bennett London (North & North-East) Inor Dashwood London (North & North-East) Linor Dashwood London (North & North-East) London (North & North-East) London (North & North-East) London (North & North-East) London (North & North-East) William Darcy London (North & North-East) Georgianna Darcy	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992 Edward Ferrars 353993 Edward Ferrars 353994 Charles 353995 Brandon 353996 Charles 353996 Charles 353996 Brandon 353996 Charles 353996 Brandon 353997	Exam Pianoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4 Pianoforte - Grade 4 Music Theatre - Grade 4 Music Theatre - Grade 5 Music Theatre - Grade 6	Date & Time 07/04/2018 09:00 07/04/2018 10:10 07/04/2018 10:25 07/04/2018 10:45 07/04/2018 09:15 07/04/2018 11:05 07/04/2018 11:05	Band/Result	Issued 05/04/2018 10:02:18 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:02:18 05/04/2018 10:03:56 05/04/2018 10:02:18	1
Centre Candidate/Group London (North & North-East) Elizabeth Bennett London (North & North-East) Jane Bennett London (North & North-East) Marianne Dashwood London (North & North-East) Einor Dashwood London (North & North-East) Catherine de Bourgh London (North & North-East) Charles Bingley	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992 Edward Ferrars 353993 Edward Ferrars 353993 Edward Ferrars 353994 Charles 353995 Brandon 353996 Charles 353997 Charles 353997 Charles 353997 Brandon 353997 Brandon 353997 Brandon 353997	Exom Pianoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4 Pianoforte - Grade 4 Music Theatre - Grade 4 Music Theatre - Grade 5 Music Theatre - Grade 6 Music Theatre - Grade 6	Date & Time 07/04/2018 09:00 07/04/2018 10:10 07/04/2018 10:25 07/04/2018 10:45 07/04/2018 09:15 07/04/2018 11:05 07/04/2018 11:05 07/04/2018 11:25	Band/Result	Losued 05/04/2018 10:02:18 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:02:18 05/04/2018 10:03:56 05/04/2018 10:02:18 05/04/2018 10:02:18	
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Centre Candidate/Group London (North & North-East) Elizabeth Bennett London (North & North-East) Bizabeth Bennett London (North & North-East) Marianne Dashwood London (North & North-East) Binor Dashwood London (North & North-East) Carline Beonett London (North & North-East) Warianne Dashwood London (North & North-East) Carline Beorgianna Darcy London (North & North-East) William Darcy London (North & North-East) Caroline Bingley London (North & North-East) Caroline Bingley London (North & North-East) William Collins	Teacher Reg Edward Ferrars 353991 Edward Ferrars 353992 Edward Ferrars 353992 Edward Ferrars 353994 Charles 353995 Brandon 353996 Charles 353997 Charles 353997 Charles 353997 Charles 353998 Charles 353999 Charles 353998 Charles 353998 Charles 353999 Charles 353999 Charles 353998 Charles 353998 Charles 353999 Brandon 353998 Charles 353999 Brandon 353998 Brandon 353999 Brandon 353998 Brandon 353998 Brandon 353998 Brandon 353998 Brandon 353998 Brandon 353998 Brandon 3	Exom Pianoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4 Pianoforte - Grade 4 Music Theatre - Grade 4 Music Theatre - Grade 5 Music Theatre - Grade 5 Music Theatre - Grade 6 Music Theatre - Grade 3 Music Theatre - Grade 3	Date & Time 07/04/2018 09:00 07/04/2018 10:10 07/04/2018 10:25 07/04/2018 10:25 07/04/2018 10:45 07/04/2018 09:15 07/04/2018 11:05 07/04/2018 11:25 07/04/2018 11:25 07/04/2018 11:50 07/04/2018 11:50	Band/Result	Lssued 05/04/2018 10:02:18 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:03:55 05/04/2018 10:02:18 05/04/2018 10:02:18 05/04/2018 10:03:56 05/04/2018 10:03:56 05/04/2018 10:03:56 05/04/2018 10:03:56 05/04/2018 10:03:56 05/04/2018 10:03:56	

You can choose whether the timetable loads as a word document or as a PDF.

ERIC categorises exams according to type. This helps the LCME office assign appropriate examiners and organise exam days.

Category	Subjects Covered by category	Levels
MG		Step, Grades, Leisure Play & Recital
MD1	All music subjects (except: Irish & Scottish Trad., Jazz diplomas, Musical Theatre, Percussion and Drums)	DipLCM
MD2		ALCM & LLCM
MDF		FLCM
NMTG-Actors		Steps and Grades
NMTD1-Actors		DipLCM
NMTD2-Actors	Musical Theatre for Actors	ALCM & LLCM
NMTDF-Actors		FLCM
NMTG-Singers		Step and Grades
NMTD1-Singers	Maria I Thanks for Change	DipLCM
NMTD2-Singers	Musical Theatre for Singers	ALCM & LLCM
NMTDF-Singers		FLCM
MTD1		DipLCM
MTD2	Musical Theatre	ALCM & LLCM
MTDF		FLCM
EL-M	Early Learning Music	Group Stages 1 & 2
EL-S	Early Learning Speech	Individual Stages 1-3
RGT-MG		Initial, Preliminary & Grades
RGT-D1	Assuration Dates Electric and Date Cuites and Uludate	DipLCM
RGT-D2	Acoustic, Bass, Electric and Rock Guitar and Ukulele	ALCM & LLCM
RGT-DF		FLCM
SG		Steps & Grades
SD1	All Drama and Communication subjects	DipLCM
SD2	All Drama and Communication subjects	ALCM & LLCM
SDF		FLCM
JD1		DipLCM
JD2	Jazz diplomas	ALCM & LLCM
JDF		FLCM
PDG		Step, Grades, Leisure Play & Recital
PDD1	Percussion & Drums	DipLCM
PDD2		ALCM & LLCM
PDDF		FLCM
ITG		Step, Grades & Leisure Play
ITD1	Irish Traditional Music	DipLCM
ITD2		ALCM & LLCM
ITDF		FLCM
STG		Step, Grades & Leisure Play
STD1	Scottish Traditional Music	DipLCM
STD2		ALCM & LLCM
STDF		FLCM

Theory exams are held at dedicated public exam centres only. If your centre is also a Theory centre, there will be a separate centre created in ERIC.

My Account	:: Filter Options	·				_	_	_		_	
My Company	Status:	I Not Paid I	Paid 🔲 Not T sites	imetabled 🔳 Timeta	ibled 🖾 AN N	ot Sent 🖾 /	N Sent				
Reports	Session: Country:	Summer 2018 • England •	•								
View Bookings	Region: Centre:	Midlands & Cent	ral England	1							
Booking Form	My Bookings:	Al	at I ha	ve made with other o	entres.						
Centre Income	Search:	Coventry Coventry (Theor	y)							Ap	ply Filters
Document Generator	Candidate	(s)/Group	Booker	Teacher Name	Centre	Session	Subject	Level	Exam	Results	PR
Exam Calendar	Please select app	ropriate filter opt	ions and click	"Apply Filters" to vi	w relevant bo	iokings			<i>*</i>		
Examiner Calendar											
Venue Management											

The theory centre will appear as an additional centre in drop-down menus on various pages including View Bookings (left), Exam Calendar and the Document Generator.

Timeline for Theory Sessions

Theory exams are processed differently from practical exam sessions. The theory date is set in advance by the LCME office so the ERIC functions theory centre reps need to complete are different.

There is no need for you to

- Create an exam slot: ERIC will automatically create a slot in the Exam Calendar on the correct date and time
- Timetable candidates: ERIC will also timetable all theory candidates

You will need to:

- Book a venue for the exams and ensure it is included in the Venue Management page in ERIC
- Send the attendance notices with the correct venue details

Theory Invigilators

Centre Representatives are normally the invigilator on the exam day. If however you are entering your own candidates for exams it would not be appropriate for you to also be the invigilator. You must advise the LCME office if you intend to enter theory candidates and provide the name and address of a suitable invigilator to deputise for you. Approval must be sought ahead of time – please contact the LCME office.

Theory Venues

When you send the attendance notices for theory exams ERIC will ask you to confirm which venue you are using. You will be able to select from existing ones or add a new one.

Theory Papers

The exam papers will be sent to you 2-3 weeks ahead of the exam day. These must be kept confidential and stored in a secure location.

The Centre Income page works in the same way as the View Bookings page but gives slightly different information. You can filter by session and centre at the top of the page. Like the View Bookings page, the Centre Income page displays data relating to entry numbers and session durations.

aid 🗹 Paid 🗐 Not Scheduled 🗐 Scheduled	Not Committed	Committed		Apply Filters
(North & North-East)	Not Committed	Committed		Apply Filters
(North & North-East)	•			Apply Filters
(North & North-East)	•			Apply Filters
(North & North-East)	T			Apply Filters
(North & North-East)	•			Apply Filters
•				Apply Filters
•				Apply Filters
				Apply Filters
				Apply Filters
	GBP(£)	1451.00 06:25		
ıp Exam	Fee	Centre	Teacher Name	Booker
Pianoforte - Grade 1	£44 N	ondon (North & Iorth-East)	Edward Fe	errars Edward Ferrar
Pianoforte - Grade 3	£55 N	ondon (North & Iorth-East)	Edward Fe	arrars Edward Ferrar
Pianoforte - Grade 4	£59 N	ondon (North & Iorth-East)	Edward Fe	arrars Edward Ferrar
Pianoforte - Grade 4	£59 ¥	ondon (North-West (Vest)	& Edward Fo	arrars Edward Ferrar
Music Theatre - Grade 4	£59 <mark>N</mark>	ondon (North & Iorth-East)	Charles Brandon	Charles Brandon
Music Theatre - Grade 5	£65 L	ondon (North & Iorth-East)	Charles Brandon	Charles Brandon
Music Theatre - Grade 6	675 L	ondon (North & Iorth-East)	Charles Brandon	Charles Brandon
	2/5 N			
	IIIC centre commission based on this figure) Panoforte - Grade 1 Pianoforte - Grade 3 Pianoforte - Grade 4 Pianoforte - Grade 4 Nusic Theatre - Grade 4 Music Theatre - Grade 5	Bit Centre commission based on this figure) Centre in p GBP(£) p GBP(£) pianoforte - Grade 1 £44 Pianoforte - Grade 3 £55 I Pianoforte - Grade 4 Pianoforte - Grade 4 £59 Music Theatre - Grade 5 £65	Discrete Centre income Duration Discrete GBP(6) 1451.00 06:25 O GBP(6) 1451.00 06:25 Up Exam Fee Centre Plandforte - Grade 1 £44 London (North & North-East) Plandforte - Grade 3 £55 London (North & North-East) I Plandforte - Grade 4 £50 London (North & North-East) Plandforte - Grade 4 £50 London (North & North-East) Nusic Theatre - Grade 4 £50 London (North & North-East) Music Theatre - Grade 5 £65 London (North & North-East)	Line Contraction Centre Income Duration(hh:mm) C 0 CBP(f) 1451.00 06:25 0 Cantre Teacher Name 1 Planoforte - Grade 3 £55 London (North & Edward Fr 1 Planoforte - Grade 4 £59 London (North & Edward Fr 1 Planoforte - Grade 4 £59 London (North & Edward Fr 1 Nusic Theatre - Grade 4 £59 London (North & Edward Fr 1 Music Theatre - Grade 4 £59 London (North & Edward Fr Music Theatre - Grade 5 £65 London (North & Edward Fr

The summary at the top shows the number of candidates entered, the icome and the duration of the exam session.

All the candidates entered at the selected centre are listed. Candidates who have transffered to another exam centre are shown with strike-through.

At the top of the page the **Total Fees** and **Centre Income** are displayed. These figures will not always be the same:

Total Fees: this figure is the total of all entries made at the selected centre including any candidates who have been transferred to annother centre.

Centre Income: this figure is the total of all entries made at the selected centre excluding any candidates who have been transferred to another centre.

From the Reports page you can generate excel spreadsheets of data. These can be useful when timetabling or producing databases for generateing labels in word. There are two reports available: **Candidate List** and **Session Progress.**

My Account	Candidate List	
s in recount	Steps: Introduction - Companies - Report	
My Company	Session	
V Reports	:: Custom Options	
Rep report - Candidate List	Please enter the name of the session you wish to view i.e. Spring 2014.	
Rep report - Session Progress	Session: Spring 2018	
View Bookings		
Booking Form		
Centre Income		
Document Generator		
Exam Calendar		
Venue Management		

To start either report you will need to enter the session.

This is a free text box but it is impotant that you enter the session in the correct format.

The session must be written as in the example on the left. Then click Next, at the top and on the far right-hand side of the screen.

Town:	All 🔻
Country:	All 🔻
Brentwo	od
Cambrid	ge
Christine	e Marchant
Hatfield	
London	(North & North-East)
London	(North-West & West)
London	(South, South-East & East)
London	(South-West)
London	(Theory)
	den

A box with all the centres you are representative for will be displayed, tick the ones you wish to run the report for and then click **Finish.**

Your report will then be displayed on screen and the data (from either report) can be exported by clicking the CSV, XLS or DOC buttons at the top of the page.

Available Report Fields

Candidate List Report	Session Progress Report
Candidate name and user ID	Candidate name
Exam	Exam
Category	Category
Requirements	Teacher name
Centre	Exam date and time
Teacher name, email and phone	Venue
Exam date and time	Examiner confirmed
Venue	AN sent
Fee paid	Result