

# Registering candidates for World Series examinations sittings

The Series examination requisition form and template spreadsheet are available from [www.lcci.org.uk](http://www.lcci.org.uk).

## Steps to Submitting World Series Exam Entries

To submit entries for World Series examinations you must complete and email BOTH of the items listed below (before the Series closing date).

- Series Exam Requisition Form
- Series Entry Spreadsheet

Entries must be submitted via email to [centresupport@ediplc.com](mailto:centresupport@ediplc.com) by the series closing date.

## Closing Dates

The closing date for registration is:

November World Series sittings 2010: 24 Sept 2010

April World Series sittings 2011: 19 Feb 2011

June World Series sittings 2011: 15 April 2011

November World Series sittings 2011: 23 Sept 2011

## Completing the Series Exam Requisition Form

This form is for you to enter your purchase order reference, centre details and order quantities.

- Download the relevant Series Exam Requisition Form from the Centre Login area of [www.lcci.org.uk](http://www.lcci.org.uk) or contact Centre Support.

## Completing the Series Entries Spreadsheet

The Series Entries Spreadsheet provides all candidate registration details required by EDI.

- Create spreadsheet exactly as outlined in the example and notes below (amended spreadsheets will not be accepted)
- Even if there is no information entered, the columns must not be deleted
- Dates must be entered dd/mm/yyyy
- All fields are mandatory except National ID and Middle Name
- Input text in BLOCK CAPITALS
- Save the spreadsheet as a CSV (tab delimited) file

	Centre Code ↓ A	B	Subject Code ↓ C	D	E	F	G	H	I	J
1	Customer	Award	Subject Code	Exam Date	NATIONAL ID	First Name	Middle Name	Last Name	Birth Date	Gender
2	HSID888	ASEHGDMAR	ASE3025	14/11/2006	98751369	JOHN	EDWARD	PETERSON	07/08/1989	M

↑  
Award Code

## General Notes

All registrations for English for Business / English for Commerce subjects must be made using the diploma code (ASEPENGFB, ASEENGFB/C, ASEIENGFB/C, ASEHENGFB/C, ASEDENGFB/C)

## Subject Codes

A detailed list of all subject codes can be found on pages 22 to 25.

## Regional Arrangements

In some countries registration closing dates may differ from the dates set by EDI. Regional administration by a national office or Coordinating Authority may also incur a small additional fee. Please check with your national office or Coordinating Authority where appropriate to determine regional registration deadlines and any additional fees.

## Optional Speaking and Listening tests

Additional components to exams (English for Business: EfB Speaking, Listening, etc) must be explicitly stated when ordering the main component (EfB Reading and Writing). These tests are not scheduled and must be held on any date BEFORE the main component so that they can be sent to EDI together with written examination scripts. It is recommended that dates for Speaking and Listening Tests are not set more than one week before the EfB Reading and Writing examinations, allowing sufficient time for papers to arrive. Results cannot be issued until Speaking and/or Listening results have been received.

All examinations should be conducted in accordance with the Examination Guide for LCCI Centres, which is available on the LCCI website. EDI reserves the right to conduct random visits of examinations and retains the right to withhold results or suspend sessions in the event of malpractice.

## Submission of Entries

All candidate entries must be submitted via email on an Excel spreadsheet and accompanied by a Series Requisition Form. The Series Requisition Form is available on the website, [www.lcci.org.uk](http://www.lcci.org.uk) or from the Centre Support telephone +44 (0)8700 818 008 or by emailing [centresupport@ediplc.com](mailto:centresupport@ediplc.com).

Entries received late or incorrectly completed may result in their delay or possible rejection. All entries submitted to EDI will be confirmed via e-mail within 1 week of the entry closing date, if you have not received confirmation by this time please contact us immediately.

For support in completing your Series exam entries, please contact Centre Support on + 44 (0) 8700 818008 or email [centresupport@ediplc.com](mailto:centresupport@ediplc.com)

# Registering candidates for On Demand examinations

When registering candidates for On Demand examinations please complete the appropriate requisition form which can be found in the 'Examination Requisitions and Timetables' area of the LCCI website [www.lcci.org.uk](http://www.lcci.org.uk):

- For On Demand examinations (excluding CertTEFL, Practical ICT Skills and candidates wishing to register for full diploma) please use the 'On Demand Requisition Form' and 'On Demand Candidate Entry Spreadsheet\*'
- Please complete one requisition form and one entry spreadsheet per subject code
- Please ensure you clearly identify where optional units are required (i.e. Speaking and/or Listening options for English for Business, Speaking option for JETSET)
- For Practical ICT please use 'Practical ICT Skills Requisition Form' and 'Practical ICT Skills Candidate Entry Spreadsheet\*'
- Please complete one requisition form and one entry spreadsheet per subject combination
- For candidates wishing to register for a full Diploma please use the 'Diploma Requisition Form' and 'On Demand Candidate Entry Spreadsheet\*'
- Please complete one requisition form and one entry spreadsheet per Diploma qualification combination
- For CertTEFL please use 'On Demand Requisition form for CertTEFL' clearly noting the course start and course end dates
- Please complete one requisition form per course

\*The format of the candidate entry spreadsheets must not be amended from the template provided. Mandatory information is highlighted with an asterisk (\*). Fields not marked as mandatory can be left blank but must not be deleted.

- Requisition forms should be submitted to EDI ([centresupport@ediplc.com](mailto:centresupport@ediplc.com)) for processing a minimum of 4 weeks before the first examination date requested for paper-based examinations. For on screen examinations (where available) a period of 10 working days notice is required
- All registrations will be confirmed by e-mail providing a copy of the Invigilator Declaration and Attendance Report for checking. Please note that scripts from unregistered candidates will not be accepted so you must check that the registration has been correctly processed before the despatch of materials. Any amendments must be notified to EDI as soon as possible quoting your Centre Code, Order Number(s) and Candidate Name(s) / Number(s) and requested amendment(s)
- Materials despatch is processed 12 calendar days prior to the examination date and once this has been actioned no amendments or additions can be accepted
- Materials should arrive at the registered centre address 5 working days before the examination is scheduled to take place. If materials have not been received by this time please contact [centresupport@ediplc.com](mailto:centresupport@ediplc.com) / +44 (0)8700 818008 immediately

# World Series Sittings Timetable

November World Series sittings 2010: Monday 8 November – Monday 22 November 2010

Date	Preliminary Level	Level 1	Level 2	Level 3	Level 4
Mon 8 Nov	English for Business	Written English for Tourism	Cost Accounting Public Relations	Customer Service	-
Tue 9 Nov	-	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting	-
Wed 10 Nov	-	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	-
Thu 11 Nov	-	Business Administration	Audio Transcription	Public Relations Business Practice	-
Fri 12 Nov	-	-	Business Calculations	Business Administration Business Statistics	-
Mon 15 Nov	-	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Wed 17 Nov	-	Commercial Calculations	Text Production English for Business	English for Business Advertising	-
Thu 18 Nov	-	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Fri 19 Nov	-	-	Book-keeping and Accounts	Principles and Practice of Management Text Production	-
Mon 22 Nov	-	-	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	-

Please note; Tuesday 16 November has been identified as a primary holy day so examinations have not been scheduled for this date.

# World Series Sitings Timetable

April World Series sittings 2011: Wednesday 6 April – Tuesday 12 April 2011

<b>Date</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Wed 6 April	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Thu 7 April	-	Text Production Marketing	Cost Accounting Business Practice
Fri 8 April	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production English for Business
Mon 11 April	-	Book-keeping and Accounts Business Administration	Advanced Business Calculations Public Relations Business Administration
Tue 12 April	-	Business Statistics	Advertising Management Accounting

# World Series Sittings Timetable

June World Series sittings 2011: Wednesday 1 June – Wednesday 8 June 2011

Date	Level 1	Level 2	Level 3
Wed 1 June	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Thu 2 June	-	Text Production Marketing	Cost Accounting Business Practice / Business Principles and Practice
Fri 3 June	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production English for Business
Tue 7 June	-	Book-keeping and Accounts Business Administration / Business Administrative Principles and Practice	Advanced Business Calculations Public Relations Business Administration / Business Administrative Principles and Practice
Wed 8 June	-	Business Statistics	Advertising Management Accounting

Please note; Monday 6 June has been identified as a National holiday so examinations have not been scheduled for this date.

# World Series Sitings Timetable

November World Series sittings 2011 : Monday 7 November – Friday 11 November 2011

Date	Level 1	Level 2	Level 3
Mon 7 Nov	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Tue 8 Nov	-	Text Production Marketing	Cost Accounting Business Principles and Practice
Wed 9 Nov	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production English for Business
Thu 10 Nov	-	Book-keeping and Accounts Business Administrative Principles and Practice	Advanced Business Calculations Public Relations Business Administrative Principles and Practice
Fri 11 Nov	-	Business Statistics	Advertising Management Accounting