

# Examination Timetables

## Series 4 2009 to Series 4 2010

### Important Information

#### 1 Submission of Examination Entries to Examination Centres

Candidates must check with their Examination Centres for the registration closing dates which at overseas Centres may well be earlier than the dates set by EDI.

#### 2 Optional Speaking and Listening Tests

Speaking and Listening Tests for English for Business (EFB) and English for Commerce (EFC) are not scheduled. Centres may hold the Speaking and Listening Tests on any date before the relevant written examinations so that results may 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 prior to the commencement of the Series, allowing sufficient time for papers to arrive. Speaking and Listening Tests must be taken within 12 months of the written paper to be included on the certificate. Results cannot be issued until the Speaking and Listening results have been received.

#### 3 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 team via telephone +44 (0)8700 818 008 or by emailing [centresupport@ediplc.com](mailto:centresupport@ediplc.com). It is strongly recommended that the 'LCCI Series Examination Registration Guidance Notes' are used when completing the requisition form and the Excel spreadsheet.

#### 4 All centres must submit Examination Entries to EDI no later than:

Series 4 2009	-	18 September 2009
Series 2 2010	-	19 February 2010
Series 3 2010	-	16 April 2010
Series 4 2010	-	24 September 2010

Please note that late entries cannot be accepted for timetabled examination due to the timescales required for print, despatch and delivery of the papers.

#### 5 Timetabled Dates

All timetabled examinations must take place on the dates shown. In centres where candidates are unable to sit an examination on the timetabled date, the centre should request from EDI Centre Support, an On Demand examination where this availability exists.

All examinations should be conducted according to the controls specified in the Examination Regulations document circulated with question papers and available from [www.lcci.org.uk](http://www.lcci.org.uk)

#### 6 Results

Results are issued 'online' nine working weeks from the last date of the timetabled examination. Result slips and certificates are issued for receipt within twelve working weeks. The proposed dates for the online result release are:-

Series 4 2009	-	15 January 2010
Series 2 2010	-	15 June 2010
Series 3 2010	-	12 August 2010
Series 4 2010	-	24 January 2011

To view your results online, please logon to <http://www.lccieb.com/SeriesResults/Crystal.aspx> using your centre code, user name and password.

**SERIES 4 2009 – Monday 02 November – Friday 13 November 2009**

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Mon 02 November	English for Business	Written English for Tourism	Cost Accounting	Customer Service	_____
Tue 03 November	_____	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting	_____
Wed 04 November	_____	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	_____
Thu 05 November	_____	Business Administration	Audio Transcription	Public Relations Business Practice	_____
Fri 06 November	_____	_____	Business Calculations	Business Administration Business Statistics	_____
Mon 09 November	_____	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Tue 10 November	_____	Commercial Calculations	Text Production English for Business	English for Business Advertising	_____
Wed 11 November	_____	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Thu 12 November	_____	_____	Book-keeping and Accounts	Principles and Practice of Management Text Production	_____
Fri 13 November	_____	_____	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	_____

**SERIES 2 2010 – Wednesday 7 April – Tuesday 13 April 2010**

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Wed 7 April	English for Business	Book-keeping	Business Statistics	Advertising Management Accounting	_____
Thu 8 April	_____	Text Production	English for Business	Selling and Sales Management Business Statistics Marketing	_____
Fri 9 April	_____	Written English for Tourism	Text Production	Cost Accounting	_____
Mon 12 April	_____	English for Business Spoken English for Tourism	Written English for Tourism Business Calculations	Accounting Accounting (IAS) Text Production English for Business	_____
Tue 13 April	_____	_____	Book-keeping and Accounts Spoken English for Tourism	Advanced Business Calculations Public Relations Business and Industrial Administration	Financial Accounting Financial Accounting (IAS)

**SERIES 3 2010 – Tuesday 01 June – Thursday 10 June 2010**

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Tue 01 June	_____	Book-keeping	Business Practice	Business Statistics	_____
Wed 02 June	_____	Audio Transcription	Book-keeping and Accounts	Business Practice Advanced Business Calculations	_____
Thu 03 June	_____	English for Business	Audio Transcription Customer Service	Accounting Accounting (IAS) Business Administration	_____
Fri 04 June	_____	Text Production	Marketing Cost Accounting English for Business	Audio Transcription Selling and Sales Management	English for Business
Mon 07 June	_____	_____	Business Administration Public Relations	English for Business Cost Accounting Marketing	Audio Transcription
Tue 08 June	_____	Business Administration	Text Production	Advertising Management Accounting	_____
Wed 09 June	English for Business	Commercial Calculations	_____	Public Relations Principles and Practice of Management	_____
Thu 10 June	_____	_____	_____	Customer Service Text Production	_____

**SERIES 4 2010 – Monday 08 November – Monday 22 November 2010**

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Mon 08 November	English for Business	Written English for Tourism	Cost Accounting Public Relations	Customer Service	_____
Tue 09 November	_____	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting	_____
Wed 10 November	_____	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	_____
Thu 11 November	_____	Business Administration	Audio Transcription	Public Relations Business Practice	_____
Fri 12 November	_____	_____	Business Calculations	Business Administration Business Statistics	_____
Mon 15 November	_____	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Wed 17 November	_____	Commercial Calculations	Text Production English for Business	English for Business Advertising	_____
Thu 18 November	_____	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Fri 19 November	_____	_____	Book-keeping and Accounts	Principles and Practice of Management Text Production	_____
Mon 22 November	_____	_____	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	_____

NB. Tuesday 16<sup>th</sup> November has been identified as a primary holy day so examinations have not been scheduled for this date.