

Examination Timetables

Series 4 2010 to Series 4 2011

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. It is strongly recommended that the '**LCCI Series Examination Registration Guidance Notes**' are used when completing the requisition form and the Excel spreadsheet.

Please contact your nearest Country office for further information.

4 Closing Dates – Regional Arrangements

Please contact your nearest country office or Coordinating Authority on the regional closing dates

Please note that late entries cannot be accepted for timetabled examinations 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 your Country Office, 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

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 2010	-	24 January 2011
Series 2 2011	-	21 June 2011
Series 3 2011	-	12 August 2011
Series 4 2011	-	20 January 2012

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 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 November has been identified as a primary holy day so examinations have not been scheduled for this date.

SERIES 2 2011 – Wednesday 6 April – Tuesday 12 April 2011

DATE	LEVEL 1	LEVEL 2	LEVEL 3
Wed 6 April	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Thurs 7 April		Text Production Marketing	Cost Accounting Business Practise
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
Tues 12 April		Business Statistics	Advertising Management Accounting

NB. Monday 5 April has been identified as a National holiday so examinations have not been scheduled for this date.

SERIES 3 2011 – Wednesday 1 June – Friday 10 June 2011

DATE	LEVEL 1	LEVEL 2	LEVEL 3
Wed 1 June	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Thurs 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
Tues 7 June	_____	Book-keeping and Accounts Business Administration / Business Administration Principles and Practice	Advanced Business Calculations Public Relations Business Administration / Business Administration Principles and Practice
Wed 8 June	_____	Business Statistics	Advertising Management Accounting

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

SERIES 4 2011 – Monday 7 November – Friday 18 November 2011

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