

Examination Timetables

Series 4 2011 to Series 4 2012

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 or from the International Enquiries team via telephone +44(0) 2476 516591 or by emailing internationalenquiries@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. 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.

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

Autumn 2011	-	23 September 2011
Spring 2 2012	-	20 February 2012
Summer 3 2012	-	23 April 2012
Autumn 4 2012	-	24 September 2012

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 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

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:-

Autumn 4 2011	-	13 January 2012
Spring 2 2012	-	12 June 2012
Summer 3 2012	-	10 August 2012
Autumn 4 2012	-	11 January 2013

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 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 (New Syllabus) 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 Administration Principles and Practice	Advanced Business Calculations Public Relations Business Administration Principles and Practice
Fri 11 Nov	_____	Business Statistics	Advertising Management Accounting



International
Qualifications from EDI

SERIES 2 2012 – Monday 2 April – Wednesday 11 April 2012

DATE	LEVEL 1	LEVEL 2	LEVEL 3
Mon 2 April	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Tue 3 April		Text Production (New Syllabus) Marketing	Cost Accounting Business Principles and Practice
Thu 5 April	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production (New Syllabus) English for Business
Tue 10 April	_____	Book-keeping and Accounts Business Administration Principles and Practice	Advanced Business Calculations Public Relations Business Administration Principles and Practice
Wed 11 April	_____	Business Statistics	Advertising Management Accounting



SERIES 3 2012 – Tuesday 5 June – Monday 11 June 2012

DATE	LEVEL 1	LEVEL 2	LEVEL 3
Tues 5 June	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Wed 6 June		Text Production (New Syllabus) Marketing	Cost Accounting Business Principles and Practice
Thu 7 June	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production (New Syllabus) English for Business
Fri 8 June	_____	Book-keeping and Accounts Business Administration Principles and Practice	Advanced Business Calculations Public Relations Business Administration Principles and Practice
Mon 11 June	_____	Business Statistics	Advertising Management Accounting



SERIES 4 2012 – Monday 5 November – Friday 10 November 2012

DATE	LEVEL 1	LEVEL 2	LEVEL 3
Mon 5 Nov	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Tue 6 Nov		Text Production (New Syllabus) Marketing	Cost Accounting Business Principles and Practice
Wed 7 Nov	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production (New Syllabus) English for Business
Thu 8 Nov	_____	Book-keeping and Accounts Business Administration Principles and Practice	Advanced Business Calculations Public Relations Business Administration Principles and Practice
Fri 9 Nov	_____	Business Statistics	Advertising Management Accounting