

FINAL VERSION

Timetables

Series 4 2008 to Series 4 2009

TIMETABLES

Important Information

1 Submission of Examination Entries to Examination Centres

Candidates must check with their Examinations 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 be accompanied with a Series Requisition Form. The Series Requisition Form is available on the website, www.lcci.org.uk or from the centre support team via telephone +44 (0)8700 818 008 or by emailing 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 2008	-	26 September 2008
Series 2 2009	-	13 February 2009
Series 3 2009	-	17 April 2009
Series 4 2009	-	18 September 2009

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, where available, request from EDI Centre Support, an On Demand examination. Please note: late entries cannot be accepted for timetabled examination due to the timescales required for print, despatch and delivery of the papers.

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 2008	-	23 January 2009
Series 2 2009	-	05 June 2009
Series 3 2009	-	14 August 2009
Series 4 2009	-	15 January 2010

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

SERIES 4 2008 – Monday 10 November – Friday 21 November 2008

DATE		PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Mon	10 November	English for Business	Written English for Tourism	Cost Accounting	Customer Service	_____
Tue	11 November	_____	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting <i>Education Principles and Practice</i>	_____
Wed	12 November	_____	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	_____
Thu	13 November	_____	Business Administration	Audio Transcription	Public Relations Business Practice	_____
Fri	14 November	_____	_____	Business Calculations	Business Administration Business Statistics	_____
Mon	17 November	_____	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Tue	18 November	_____	Commercial Calculations	Text Production English for Business	English for Business Advertising	_____
Wed	19 November	_____	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Thu	20 November	_____	_____	Book-keeping and Accounts	Principles and Practice of Management Text Production	_____
Fri	21 November	_____	_____	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	_____

SERIES 2 2009 – Monday 30 March – Friday 03 April 2009

DATE		PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Mon	30 March	English for Business	Book-keeping	Business Statistics	Advertising Management Accounting	_____
Tue	31 March	_____	Text Production	English for Business	Selling and Sales Management Business Statistics Marketing	_____

Wed	01 April	_____	Written English for Tourism	Text Production	Cost Accounting	_____
Thu	02 April	_____	English for Business Spoken English for Tourism	Written English for Tourism Business Calculations	Accounting Accounting (IAS) Text Production English for Business	English for Business
Fri	03 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 2009 – Monday 01 June – Wednesday 10 June 2009

DATE	PRELIMINARY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Mon 01 June	_____	Book-keeping	Business Practice	Business Statistics	_____
Tue 02 June	_____	Audio Transcription	Book-keeping and Accounts	Business Practice Advanced Business Calculations	_____
Wed 03 June	_____	English for Business	Audio Transcription Customer Service	Accounting Accounting (IAS) Business Administration	_____
Thu 04 June	_____	Text Production	Marketing Cost Accounting English for Business	Audio Transcription Selling and Sales Management	English for Business
Fri 05 June	_____	Written English for Tourism	Business Administration	English for Business Cost Accounting Marketing	Audio Transcription
Mon 08 June	_____	Business Administration Spoken English for Tourism	Text Production	Advertising Management Accounting	_____
Tue 09 June	English for Business	Commercial Calculations	Written English for Tourism	Public Relations Principles and Practice of Management	_____
Wed 10 June	_____	_____	Spoken English for Tourism	Customer Service Text Production	_____

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)	_____