



Pearson



### On Demand examinations Requisition form

Paper based

On line  
International Retail or Level 2  
English for Business only

**IMPORTANT NOTE:**  
Use **one form** for **each subject**. Subjects that are available on demand and their respective codes are detailed in the List of On Demand Exams.

**Purchase Order No:**  
  
**MANDATORY**

#### SECTION A

Date: .....

Centre: ..... Centre code: .....

Contact name and title: .....

Centre address: .....

..... Telephone No : ..... Fax No: .....

Email: .....

**Please note that all examination materials will be sent to the registered Pearson LCCI centre delivery address.**

**NB** Notice required prior to the date of the examination: **FOUR WEEKS** from receipt at Pearson head office in UK.

#### SECTION B

Subject	Level	Subject code
Please indicate whether the Optional Tests are required for English for Business, English for Commerce or JETSET:		Examination date
Listening test (EFB / EFC only)	<b>YES / NO</b>	
Speaking test (EFB / EFC / JETSET)	<b>YES / NO</b>	
Fees	Please refer to current fees sheet for single subject examinations	
	Number of candidates ..... @ £ .....	£
	Administration fee	£
	<b>TOTAL FEES DUE</b>	£

**Please complete and return a separate On Demand Entry Spreadsheet listing candidates who will sit this examination.**

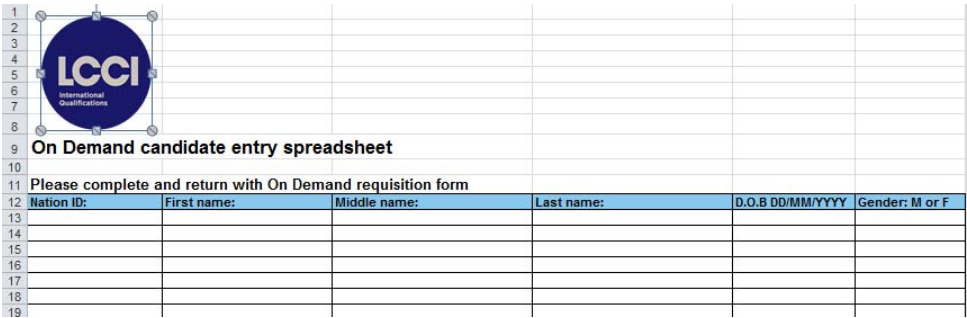
**SECTION C – Pearson use only**

Question paper code number		Materials sent on	/ / 20
Results sent to centre	/ / 20	Certificates sent to centre	/ / 20

**Guidance notes for completing the Requisition Form**

If you are also registering candidates for other qualifications then you will need to complete similar relevant forms for each different SUBJECT and LEVEL.

1. Enter the name of your centre, the LCCI centre code and your purchase order number.
2. Enter the contact details of the person responsible for making the entries. These are needed in case there is a query.
3. Note the period of notice required. Make sure that the form is received by Pearson in time for the dates of the assessments.
4. Enter the subject name, level and subject code. The subject code can be found on the LCCI website: [qualifications.pearson.com/lccisupport](http://qualifications.pearson.com/lccisupport) Indicate the mode of delivery the entry by ticking either Paper-based or On-line box at the top of the form.
5. Enter the date when the test will take place in DD/MM/YY format. All dates must be within the period of notice required.
6. Complete the **On Demand candidate entry spreadsheet** with the details of the candidates who will be sitting for the examination, according to the example below:



7. Calculate the total fee due for all the entries which have been made and enter the total.

This form and the entry fees should be sent to the International Enquiries team via e-mail to [pgs.internationalenquiries@pearson.com](mailto:pgs.internationalenquiries@pearson.com) or by post to the address below, giving at least **one month's notice from the date of receipt**. Cheques, etc should be made payable to Pearson.

Pearson  
 Credit Management  
 Kao 2  
 Kao Park  
 London Road  
 Harlow  
 CM17 9NA  
 Email. [internationalcreditcontrol@pearson.com](mailto:internationalcreditcontrol@pearson.com)