Requisition form

Series Examinations 2018

Entries must be received, by e-mail, at Pearson by 5pm (GMT) on the closing date listed below. Please indicate the series your entries relate to below. Please submit one requisition form and candidate entry spreadsheet **per series**:

- ✿ **January 2018 –   closing date 04/12/2017**
- ✿ **March 2018 –   closing date 22/01/2018**
- ✿ **April 2018 –   closing date 20/02/2018**
- ✿ **June 2018 –   closing date 23/04/2018**
- ✿ **July 2018 –   closing date 22/05/2018**
- ✿ **September 2018 –   closing date 23/07/2018**
- ✿ **November 2018 –   closing date 01/10/2018**
- ✿ **December 2018 –   closing date 22/10/2018**

Please complete all details below. **Please note** that examination materials will be despatched either to your registered centre address or your local LCCI Representative.

Purchase Order No. _____

Centre name _____   **LCCIIQ Centre code** _____

Contact name _____

Address _____

_____

_____

Telephone _____   (including country/area dialling code)

Fax _____   (including country/area dialling code)

Email _____

Signed _____

Name _____   (BLOCK CAPITALS)

Fill in the number of entries overleaf for each examination at each level. This number should include candidates who have been issued with a permit to resit. The number of permits* should be shown and a photocopy of the permit must be enclosed. Failure to enclose a photocopy will result in a charge for registration.

For further guidance on submitting Series examination requisitions please refer to the *LCCI International Information Manual for Centres*

**You must also submit a series entries spreadsheet
(see enclosed sheet for details)**

Series examination candidate registration

1.   Complete the series examination requisition form (Page 1)

2.   Complete the series entries spreadsheet (separate document to accompany requisition)

Creating / Completing the series entries spreadsheet

The series entries spreadsheet provides all candidate registration details required by Pearson.

- Create a spreadsheet exactly as outlined in the example and notes below (amended spreadsheets will not be accepted)
- All fields are mandatory except National ID and middle name
- Entries are only accepted when submitted electronically, hand written entry spreadsheets will not be accepted

Please note that the below is an example of the required spreadsheet format entries MUST NOT be submitted in either Word format or PDF format.

	Centre code		Subject code							
	↓ A	B	↓ C	D	E	F	G	H	I	J
1	Customer	Award	Material	Exam Date	National ID	First Name	Middle Name	Last Name	Birth Date	Gender
2	HSID888	DIPPUBREL11	ASE3025	05/06/2009	98751369	JOHN	EDWARD	PETERSON	07/08/1989	M
3	HSID888	DIPPUBREL11	ASE3029	09/06/2009	98751369	JOHN	EDWARD	PETERSON	07/08/1989	M
4	HSID888	DIPPUBREL11	ASE3030	04/06/2009	98751369	JOHN	EDWARD	PETERSON	07/08/1989	M
		↑ Award code								

General Notes

1. The following award codes no longer apply: ASEPSINGL, ASEESINGL, ASEISINGL, ASEHSINGL, ASEDSINGL. Simply input the Material Code again in the Award Code field.
2. When entering a candidate for an optional Listening Test or Speaking Test, please register the material against the Diploma Award Code, or against the English for Business Award Code, if a diploma is not being undertaken.
3. A full list of diploma codes, subject combinations and achievement timelines can be found in the LCCI Operations guides
4. Diploma registrations must represent a full diploma. Partial diploma registrations will not be accepted.

If you need any support completing your series examination entries, please contact the International Enquiries team on **+44 (0)120 4770 696** or e-mail pqs.internationalenquiries@Pearson.com.

Series Examinations 2018

Centre Code: _____

	Subject code	Number of entries	Number of permits #
Level 1			
Pearson LCCI Level 1 Certificate in Bookkeeping (VRQ)	ASE20091		
English for Business [1] (ASEEENGFB)	ASE1041		
English for Business Listening Test (ASEEENGFB)	ASE1241		
English for Business Speaking Test [1] (ASEEENGFB)	ASE1251		
	TOTAL		
Level 2			
Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ)	ASE20093		
Pearson LCCI Level 2 Certificate in Business Statistics (VRQ)	ASE20096		
Pearson LCCI Level 2 Certificate in Cost Accounting (VRQ)	ASE20094		
Pearson LCCI Level 2 Business Calculations	ASE2003		
English for Business [1] (ASEIENGFB)	ASE2041		
English for Business Listening Test (ASEIENGFB)	ASE2241		
English for Business Speaking Test [1] (ASEIENGFB)	ASE2251		
	TOTAL		

	Subject code	Number of entries	Number of permits #
Level 3			
Pearson LCCI Level 3 Certificate in Accounting (VRQ)	ASE20104		
Pearson LCCI Level 3 Certificate in Business Statistics (VRQ)	ASE20100		
Pearson LCCI Level 3 Advanced Business Calculations	ASE3003		
Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ)	ASE20098		
Pearson LCCI Level 3 Certificate in Financial Accounting (VRQ)	ASE20097		
Pearson LCCI Level 3 Certificate in Business Principles and Practice	ASE20074		
English for Business [1] (ASEHENGFB)	ASE3041		
English for Business Listening Test (ASEHENGFB)	ASE3241		
English for Business Speaking Test [1] (ASEHENGFB)	ASE3251		
	TOTAL		
Level 4			
Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ)	ASE20101		
Pearson LCCI Level 4 Certificate in Management Accounting (VRQ)	ASE20102		
Pearson LCCI Level 4 Certificate in Organisational Behaviour and Performance (VRQ)	ASE20103		
	TOTAL		

Note 1: Candidates entering for English for Business whose mother tongue is not English but who wish to satisfy university entry requirements for English should take either
(a) the Speaking Test for English for Business (ASE1254/1251/2251/3251/4251) OR (b) the SEFIC oral examination at the corresponding level

§Note: Centres may hold Speaking Tests from one week prior to the commencement of series up until the day before the relevant written examinations so that the Speaking results can be sent together with written examination scripts. Speaking Tests must be taken within 12 months of the written paper to be included on the certificate. Results cannot be issued until Speaking Test results have been received.

Please enclose a copy of confirmation of permits with your requisition form and candidate entry spreadsheet