

Exams will take place between 16<sup>th</sup> – 28<sup>th</sup> January 2012 and 17<sup>th</sup> June – 30<sup>th</sup> June 2012.  
It is the responsibility of the candidates to contact the exam centre to confirm the exact time and date of the exams for which they are entered and to verify the software package being used for the exam where necessary.

IAB I/D	Qualification	Computerised / Manual	Duration
<b>150</b>	<b>Level 1 Award in Bookkeeping QCF 500/9006/9</b>		
<b>Exam ID 159</b>	Unit 155	Maintaining Petty Cash Records	Manual
	Unit 156	Making and Receiving Payments	
	Unit 157	Preparing and Processing Bookkeeping Documents	
	Unit 158	Recording Credit Transactions	
<b>160</b>	<b>Level 1 Award in Manual Bookkeeping QCF 500/9406/3</b>		
<b>Exam ID 159</b>	Unit 155	Maintaining Petty Cash Records	Manual
	Unit 156	Making and Receiving Payments	
	Unit 157	Preparing and Processing Bookkeeping Documents	
	Unit 158	Recording Credit Transactions	
<b>170</b>	<b>Level 1 Award in Computerised Bookkeeping QCF 500/9405/1</b>		
<b>Exam ID 173</b>	Unit 171	Prepare and record sales and purchase documents using a computerised system	Computerised
	Unit 172	Record routine bookkeeping transactions using a computerised system	Computerised
<b>190</b>	<b>Level 1 Award in Payroll QCF 500/9182/7</b>		
<b>Exam ID 196</b>	Paper 1		Manual
	Unit 191	Generating an Employee Record	
	Unit 192	Making Gross Pay Calculations	
	Unit 194	Payroll Processing	
	Unit 195	Processing Leavers	
<b>Exam ID 263</b>	Paper 2 - additional		Computerised
	Unit 260	Computerised Payroll Skills	
<b>200</b>	<b>Level 2 Certificate in Bookkeeping QCF 500/9053/7</b>		
<b>Exam ID 208</b>	Unit 205	Maintaining Control Accounts	Manual
	Unit 206	Maintaining the Journal	
	Unit 207	Processing Ledger Transactions and Extracting a Trial Balance	
<b>210</b>	<b>Level 2 Award in Manual Bookkeeping QCF 500/9259/5</b>		
<b>Exam ID 208</b>	Unit 205	Maintaining Control Accounts	Manual
	Unit 206	Maintaining the Journal	
	Unit 207	Processing Ledger Transactions and Extracting a Trial Balance	
<b>220</b>	<b>Level 2 Award in Computerised Bookkeeping QCF 500/9261/3</b>		
<b>Exam ID 223</b>	Unit 221	Process Routine Payments and Receipts using a Computerised System	Computerised
	Unit 222	Setting up Accounting Software to Manage Accounting Information	Computerised
<b>230</b>	<b>Level 2 Certificate in Applied Bookkeeping QCF 500/9262/5</b>		
<b>Exam ID 208</b>	Unit 205	Maintaining Control Accounts	Manual
	Unit 206	Maintaining the Journal	
	Unit 207	Processing Ledger Transactions and Extracting a Trial Balance	
<b>Exam ID 223</b>	Unit 221	Process Routine Payments and Receipts using a Computerised System	Computerised
	Unit 222	Setting up Accounting Software to Manage Accounting Information	Computerised
<b>250</b>	<b>Level 2 Certificate in Payroll QCF 500/9263/7</b>		
<b>Exam ID 263</b>	Paper 1		Computerised
	Unit 260	Computerised Payroll Skills	
<b>Exam ID 262</b>	Paper 2		Manual
	Unit 262	Payroll Processing	

IAB I/D	Qualification		Computerised /Manual	Duration
<b>260</b>	<b>Level 2 Award in Practical Payroll QCF 500/9346/0</b>			
<b>Exam ID 262</b>	Unit 262	Payroll Processing	Manual	2 ½ Hours
<b>270</b>	<b>Level 2 Award in Computerised Payroll QCF 500/9344/7</b>			
<b>Exam ID 263</b>	Unit 260	Computerised Payroll Skills	Computerised	2 ½ Hours
<b>280</b>	<b>Level 2 Award in Applied Payroll QCF 500/9345/9</b>			
<b>Exam ID 263</b>	Paper 1			
	Unit 260	Computerised Payroll Skills	Computerised	2 ½ Hours
<b>Exam ID 262</b>	Paper 2			
	Unit 262	Payroll Processing	Manual	2 ½ Hours
<b>300</b>	<b>Level 3 Certificate in Bookkeeping QCF 500/8479/3</b>			
<b>Exam ID 321</b>	Paper 1			3 Hours
	Unit 308	Prepare Financial Statements for Not For Profit Organisation	Manual	
	Unit 309	Record Transactions and Make Accounting Adjustments		
<b>Exam ID 322</b>	Paper 2		Manual	3 Hours
	Unit 310	Prepare Financial Statements for a Partnership		
	Unit 311	Prepare Financial Statements for a Sole Trader		
<b>320</b>	<b>Level 3 Certificate in Manual Bookkeeping QCF 500/9260/1</b>			
<b>Exam ID 321</b>	Paper 1		Manual	3 Hours
	Unit 308	Prepare Financial Statements for Not For Profit Organisation		
	Unit 309	Record Transactions and Make Accounting Adjustments		
<b>Exam ID 322</b>	Paper 2		Manual	3 Hours
	Unit 310	Prepare Financial Statements for a Partnership		
	Unit 311	Prepare Financial Statements for a Sole Trader		
<b>330</b>	<b>Level 3 Award in Computerised Bookkeeping QCF 500/9407/5</b>			
<b>Exam ID 331</b>	Unit 331	Managing a Computerised Accounts System to Provide Management Accounts	Computerised	3 Hours
<b>340</b>	<b>Level 3 Certificate in Applied Bookkeeping QCF 500/9276/5</b>			
<b>Exam ID 321</b>	Paper 1			3 Hours
	Unit 308	Prepare Financial Statements for Not For Profit Organisation		
	Unit 309	Record Transactions and Make Accounting Adjustments		
<b>Exam ID 322</b>	Paper 2			3 Hours
	Unit 310	Prepare Financial Statements for a Partnership		
	Unit 311	Prepare Financial Statements for a Sole Trader		
<b>Exam ID 331</b>	Unit 331	Managing a Computerised Accounts System to Provide Management Accounts	Computerised	3 Hours
<b>360</b>	<b>Level 3 Certificate in Payroll QCF 500/9358/7</b>			
<b>Exam ID 367</b>	Paper 1			3 Hours
	Unit 367	Computerised Payroll Administration		
<b>Exam ID 371</b>	Paper 2			3 Hours
	Unit 368	Payroll Processing		
	Unit 370	Termination of Employment		
<b>380</b>	<b>Level 3 Award in Computerised Payroll QCF 500/9359/9</b>			
<b>Exam ID 367</b>	Unit 367	Computerised Payroll Administration	Computerised	3 Hours

#### Examination Closing Dates

31<sup>st</sup> October 2011 and 30<sup>th</sup> April 2012 Late entries accepted up to 1<sup>st</sup> December 2011 or 15<sup>th</sup> May 2012 subject to payment of late entry fee of an additional £50 per student. No entries will be accepted after the closing date for late entries. Results will be issued 10 weeks after the examinations on 1<sup>st</sup> April 2012 and 1<sup>st</sup> September 2012