

Examination Timetable 2012

QCF Qualifications – Distance Learners and Home Study

Examination Closing Dates

31st October 2011 and 30th April 2012 Late entries accepted up to 1st December or 15th May subject to payment of late entry fee of an additional £50. No entries will be accepted after the closing date for late entries.

Results will be issued 10 weeks after the examinations on 1st April 2012 and 1st September 2012

The dates given below may be subject to change due to change.

Bookkeeping

IAB I/D	Qualification	Duration	Date	Time
150	Level 1 Award in Bookkeeping QCF 500/9006/9	2 Hours	24.01.12 26.06.12	9.30-11.30
Exam ID 159	Unit 155 Maintaining Petty Cash Records			
	Unit 156 Making and Receiving Payments			
	Unit 157 Preparing and Processing Bookkeeping Documents			
	Unit 158 Recording Credit Transactions			
160	Level 1 Award in Manual Bookkeeping QCF 500/9406/3	2 Hours	24.01.12 26.06.12	9.30-11.30
Exam ID 159	Unit 155 Maintaining Petty Cash Records			
	Unit 156 Making and Receiving Payments			
	Unit 157 Preparing and Processing Bookkeeping Documents			
	Unit 158 Recording Credit Transactions			
200	Level 2 Certificate in Bookkeeping QCF 500/9053/7	2 ½ Hours	24.01.12 26.06.12	14.00-16.30
Exam ID 208	Unit 205 Maintaining Control Accounts			
	Unit 206 Maintaining the Journal			
	Unit 207 Processing Ledger Transactions and Extracting a Trial Balance			
210	Level 2 Award in Manual Bookkeeping QCF 500/9249/5	2 ½ Hours	24.01.12 26.06.12	14.00-16.30
Exam ID 208	Unit 205 Maintaining Control Accounts			
	Unit 206 Maintaining the Journal			
	Unit 207 Processing Ledger Transactions and Extracting a Trial Balance			
230*	Level 2 Certificate in Applied Bookkeeping QCF 500/9262/5 (*also see computerised element overleaf)	2 ½ Hours (+ 2 Hours computerised exam*)	24.01.12 26.06.12	14.00-16.30
Exam ID 208	Unit 205 Maintaining Control Accounts			
	Unit 206 Maintaining the Journal			
	Unit 207 Processing Ledger Transactions and Extracting a Trial Balance			
300	Level 3 Certificate in Bookkeeping QCF 500/8479/3	2 x 3 Hours	24.01.12 26.06.12	9.30-12.30 + 14.00-17.00
Exam ID 321	Paper 1			
	Unit 308 Prepare Financial Statements for Not For Profit Organisation			
	Unit 309 Record Transactions and Make Accounting Adjustments			
Exam ID 322	Paper 2			
	Unit 310 Prepare Financial Statements for a Partnership			
	Unit 311 Prepare Financial Statements for a Sole Trader			
320	Level 3 Certificate in Manual Bookkeeping QCF 500/9260/1	2 x 3 Hours	24.01.12 26.06.12	9.30-12.30 + 14.00-17.00
Exam ID 321	Paper 1			
	Unit 308 Prepare Financial Statements for Not For Profit Organisation			
	Unit 309 Record Transactions and Make Accounting Adjustments			
Exam ID 322	Paper 2			
	Unit 310 Prepare Financial Statements for a Partnership			
	Unit 311 Prepare Financial Statements for a Sole Trader			
340*	Level 3 Certificate in Applied Bookkeeping QCF 500/9266/5 (*also see computerised element overleaf)	2 x 3 Hours (+ 3 Hours computerised exam*)	24.01.12 26.06.12	9.30-12.30 + 14.00-17.00
Exam ID 321	Paper 1			
	Unit 308 Prepare Financial Statements for Not For Profit Organisation			
	Unit 309 Record Transactions and Make Accounting Adjustments			
Exam ID 322	Paper 2			
	Unit 310 Prepare Financial Statements for a Partnership			
	Unit 311 Prepare Financial Statements for a Sole Trader			

Computerised Bookkeeping/ Payroll Qualifications

The following exams will take place between 16th – 28th January 2012 and 17th June – 30th 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.

IAB I/D	Qualification			Duration
170	Level 1 Award in Computerised Bookkeeping QCF 500/9405/1			1 ½ Hours
Exam ID 173	Unit 171	Prepare and record sales and purchase documents using a computerised system	Comp	
	Unit 172	Record routine bookkeeping transactions using a computerised system	Comp	
190	Level 1 Award in Payroll QCF 500/9182/7			1 ½ Hours
Exam ID 196	Paper 1			
	Unit 191	Generating an Employee Record	Man	
	Unit 192	Making Gross Pay Calculations	Man	
	Unit 194	Payroll Processing	Man	
	Unit 195	Processing Leavers	Man	
Exam ID 263	Paper 2 - additional			2 ½ Hours
	Unit 260	Computerised Payroll Skills	Comp	
220	Level 2 Award in Computerised Bookkeeping QCF 500/9261/3			2 Hours
Exam ID 223	Unit 221	Process Routine Payments and Receipts using a Computerised System	Comp	
	Unit 222	Setting up Accounting Software to Manage Accounting Information	Comp	
230*	Level 2 Certificate in Applied Bookkeeping QCF 500/9262/5			2 Hours
Exam ID 223	Unit 221	Process Routine Payments and Receipts using a Computerised System	Comp	
	Unit 222	Setting up Accounting Software to Manage Accounting Information	Comp	
240	Level 2 Certificate in Payroll QCF 500/9263/7			2 x 2 ½ Hours
Exam ID 263	Paper 1			
	Unit 260	Computerised Payroll Skills	Comp	
Exam ID 262	Paper 2			
	Unit 262	Payroll Processing	Man	
260	Level 2 Award in Practical Payroll QCF 500/9346/0			2 ½ Hours
Exam ID 262	Unit 262	Payroll Processing	Man	
270	Level 2 Award in Computerised Payroll QCF 500/9344/7			2 ½ Hours
Exam ID 263	Unit 260	Computerised Payroll Skills	Comp	
280	Level 2 Award in Applied Payroll QCF 500/9345/9			2 x 2 ½ Hours
Exam ID 263	Paper 1			
	Unit 260	Computerised Payroll Skills	Comp	
Exam ID 262	Paper 2			
	Unit 262	Payroll Processing	Man	
330	Level 3 Award in Computerised Bookkeeping QCF 500/9407/5			3 Hours
Exam ID 331	Unit 331	Managing a Computerised Accounts System to Provide Management Accounts	Comp	
340 *	Level 3 Certificate in Applied Bookkeeping QCF 500/9266/5			3 Hours
Exam ID 331	Unit 331	Managing a Computerised Accounts System to Provide Management Accounts	Comp	
360	Level 3 Certificate in Payroll QCF 500/9358/7			2 x 3 Hours
Exam ID 367	Paper 1			
	Unit 367	Computerised Payroll Administration	Comp	
Exam ID 371	Paper 2			
	Unit 368	Payroll Processing	Man	
	Unit 370	Termination of Employment	Man	
380	Level 3 Award in Computerised Payroll QCF 500/9359/9			3 Hours
Exam ID 367	Unit 367	Computerised Payroll Administration	Comp	