All examinations must be ordered three (3) weeks ahead of the date of the examination

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| **Code** | **Subject** | **Date** |
| ELF | English Language Fundamentals | 1 June and 1 November |
| KB | Keyboarding Basic | 2 June and 2 November |
| OPF | Office Practice Fundamentals | 3 June and 3 November |
| CS2 | Communication Structures 2 | 4 June and 4 November |
| BF2 | Business Financials 2 | 7 June and 5 November |
| PPF | PowerPoint Fundamentals | 8 June and 8 November |
| OP2 | Office Practice 2 | 10 June and 9 November |
| WP2 | Word Processing 2 | 11 June and 10 November |
| DBF | Database Fundamentals | 15 June and 12 November |
| CA3 | Communication Applications 3 | 16 June and 15 November |
| BF3 | Business Financials 3 | 17 June and 16 November |
| WP3 | Word Processing 3 | 18 June and 17 November |
| SS3 | Spreadsheets 3 | 21 June and 18 November |
| DB2 | Database 2 | 22 June and 19 November |
| DB4 | Database 4 | 22 November |
| WP4 | Word Processing 4 | 23 November |
| BF4 | Business Financials 4 | 24 November |
| CA4 | Communication Applications 4 | 26 November |
| SS4 | Spreadsheets 4 | 25 November |

* The minimum order accepted is 10 papers per subject and payment must be made at time of ordering
* All requests for examinations must be made on the official order FORM A at least three (3) before scheduled exam
* Any of these examinations may be provided outside this timetable upon request to CESA. If requiring an examination outside the timetable dates please show the subject and date of examination on FORM A
* At least three (3) weeks’ notice must be given to CESA when ordering outside this timetable
* If requiring an Examiner’s Report for all candidates of a particular subject, please use FORM J. (Fee is $40.00 per group per examination)
* If requiring an Examiner’s Report for a single candidate of a particular subject, please use FORM M. (Fee is $20.00 per candidate per examination)
* If requiring a re-assessment of a single candidate’s paper, please use FORM H. (Fee is $20.00 per candidate per examination)
* FORM J and/or FORM M must be submitted and fee paid when forwarding examinations for marking
* Level 4 examinations will be held only ONCE per year