

## EXAMINATION TIMETABLE 2012/2013

**Text Processing (Business Professional) Series examination dates 2012/2013**  
**Shorthand Speed Skills Timetabled examination dates 2012/2013**

| Term               | Length     | Dates                                                                                                                                      | Unit Number                                                                                                                                                                                                                   | Question papers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Autumn 2012</b> | 7 weeks    | Series dates:<br>15 Oct - 7 Dec 2012<br><br>First QP order date:<br>16 September 2012<br><br>Final QP order date:<br>16 November 2012      | 06976<br>06968<br>06977<br>06969<br>06978<br>03934<br>06970<br>06980<br>06971<br>06994<br>06965<br>06973<br>06998<br>03937<br>06964<br>06966<br>06975<br>03932<br>00003<br>00004<br>00005<br>00007<br>06974<br>06999<br>03938 | Audio-Transcription – Level 2<br>Business Presentations Level 1<br>Business Presentations Level 2<br>Computer Keyboard Skills Level 1<br>Document Presentation Level 2<br>Document Presentation Level 3<br>Legal Text Processing Level 1<br>Legal Audio-Transcription Level 2<br>Mailmerge Level 1<br>Mailmerge Level 2<br>Speed Keying Entry Level<br>Speed Keying Level 1<br>Speed Keying Level 2<br>Speed Keying Level 3<br>Text Production (Entry Level 3)<br>Text Production Level 1<br>Text Production Level 2<br>Text Production Level 3<br>Text Production – Screen Reader (Entry 3)<br>Text Production – Screen Reader Level 1<br>Text Production – Screen Reader Level 2<br>Text Production – Screen Reader Level 3<br>Word Processing Level 1<br>Word Processing Level 2<br>Word Processing Level 3 |
|                    | Single day | Timetabled date:<br><b>Thursday 8 Nov 2012</b><br>First QP order date:<br>16 September 2012<br><br>Final QP order date:<br>19 October 2012 | 06972<br>06997<br>03936                                                                                                                                                                                                       | Shorthand Speed Skills Level 1<br>Shorthand Speed Skills Level 2<br>Shorthand Speed Skills Level 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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**Shorthand Speed Skills Timetabled examination dates 2012/2013**

| Term               | Length     | Dates                                                                                                                                          | Unit Number                                                                                                                                                                                                                                           | Question papers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Spring 2013</b> | 8 weeks    | Series dates:<br>28 Jan - 22 Mar 2013<br><br>First QP order date:<br>2 January 2013<br><br>Final QP order date:<br>1 March 2013                | 06967<br>03933<br><br>03945<br>03947<br><br>03935<br><br>06995<br>06996<br><br>03946<br>03948                                                                                                                                                         | Audio-Transcription Level 1<br>Audio-Transcription Level 3<br><br>Cynhyrchu Testun Level 1<br>Cynhyrchu Testun Level 2<br><br>Legal Word Processing Level 3<br><br>Medical Audio-Transcription Level 2<br>Medical Word Processing Level 2<br><br>Prosesu Geiriau Level 1<br>Prosesu Geiriau Level 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                    | Single day | Timetabled date:<br><b>Thursday 7 March 2013</b><br><br>First QP order date:<br>2 January 2013<br><br>Final QP order date:<br>15 February 2013 | 06972<br>06997<br>03936                                                                                                                                                                                                                               | Shorthand Speed Skills Level 1<br>Shorthand Speed Skills Level 2<br>Shorthand Speed Skills Level 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Spring 2013</b> | 14 weeks   | Series dates:<br>28 Jan – 3 May 2013<br><br>First QP order date:<br>2 January 2013<br><br>Final QP order date:<br>12 April 2013                | 06976<br>06968<br>06977<br><br>06969<br>06978<br>03934<br><br>06970<br>06980<br><br>06971<br>06994<br><br>06965<br>06973<br>06998<br>03937<br><br>06964<br>06966<br>06975<br>03932<br>00003<br>00004<br>00005<br>00007<br><br>06974<br>06999<br>03938 | Audio-Transcription Level 2<br>Business Presentations Level 1<br>Business Presentations Level 2<br><br>Computer Keyboard Skills Level 1<br>Document Presentation Level 2<br>Document Presentation Level 3<br><br>Legal Text Processing Level 1<br>Legal Audio-Transcription Level 2<br><br>Mailmerge Level 1<br>Mailmerge Level 2<br><br>Speed Keying Entry Level<br>Speed Keying Level 1<br>Speed Keying Level 2<br>Speed Keying Level 3<br><br>Text Production (Entry 3)<br>Text Production Level 1<br>Text Production Level 2<br>Text Production Level 3<br>Text Production (Entry 3) Screen reader<br>Text Production – Screen Reader Level 1<br>Text Production – Screen Reader Level 2<br>Text Production – Screen Reader Level 3<br><br>Word Processing Level 1<br>Word Processing Level 2<br>Word Processing Level 3 |

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**Text Processing (Business Professional) Series examination dates 2012/2013**  
**Shorthand Speed Skills Timetabled examination dates 2012/2013**

| Term               | Length     | Dates                                                                                                                                                   | Unit Number                                                                                                                                                                                                                           | Question papers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Summer 2013</b> | 8 weeks    | Series dates:<br>7 May – 28 Jun 2013<br><br><b>First QP order date:</b><br>8 April 2013<br><br><b>Final QP order date:</b><br>7 June 2013               | 06967<br>03933<br><br>03945<br>03947<br>03949<br><br>03935<br>06995<br>06996<br><br>03946<br>03948<br>04606                                                                                                                           | Audio-Transcription Level 1<br>Audio-Transcription Level 3<br><br>Cynhyrchu Testun Level 1<br>Cynhyrchu Testun Level 2<br>Cynhyrchu Testun Level 3<br><br>Legal Word Processing Level 3<br>Medical Audio-Transcription Level 2<br>Medical Word Processing Level 2<br><br>Prosesu Geiriau Level 1<br>Prosesu Geiriau Level 2<br>Prosesu Geiriau Level 3                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                    | Single day | Timetabled date:<br><br><b>Thursday 23 May 2013</b><br><br><b>First QP order date:</b><br>9 April 2013<br><br><b>Final QP order date:</b><br>3 May 2013 | 06972<br>06997<br>03936                                                                                                                                                                                                               | Shorthand Speed Skills Level 1<br>Shorthand Speed Skills Level 2<br>Shorthand Speed Skills Level 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Summer 2013</b> | 14 weeks   | Series dates:<br>7 May – 9 Aug 2013<br><br><b>First QP order date:</b><br>8 April 2013<br><br><b>Final QP order date:</b><br>19 July 2013               | 06976<br>06968<br>06977<br>06969<br>06978<br>03934<br>06970<br>06980<br>06971<br>06994<br>06965<br>06973<br>06998<br>03937<br><br>06964<br>06966<br>06975<br>03932<br>00003<br>00004<br>00005<br>00007<br><br>06974<br>06999<br>03938 | Audio-Transcription Level 2<br>Business Presentations Level 1<br>Business Presentations Level 2<br>Computer Keyboard Skills Level 1<br>Document Presentation Level 2<br>Document Presentation Level 3<br>Legal Text Processing Level 1<br>Legal Audio-Transcription Level 2<br>Mailmerge Level 1<br>Mailmerge Level 2<br>Speed Keying Entry Level<br>Speed Keying Level 1<br>Speed Keying Level 2<br>Speed Keying Level 3<br><br>Text Production (Entry 3)<br>Text Production Level 1<br>Text Production Level 2<br>Text Production Level 3<br>Text Production (Entry 3) Screen reader<br>Text Production – Screen Reader Level 1<br>Text Production – Screen Reader Level 2<br>Text Production – Screen Reader Level 3<br><br>Word Processing Level 1<br>Word Processing Level 2<br>Word Processing Level 3 |