



**Association of Computer Professionals (ACP)**

**Certificate**

**Examination Timetable**

**15-17 September 2009**

**PLEASE NOTE:** Exams take place at **Emmanuel Centre** (*map enclosed*) and candidates should assemble at least 15 minutes before the start of the exam. Anyone arriving more than 30 minutes after the exam has started will not be admitted. You must bring along your **WLC and ACP student cards**.

<b>Exam paper</b>	<b>Date</b>	<b>Start time</b>	<b>Venue</b>	<b>Duration</b>
Information Technology Fundamentals (ITF)	Tuesday 15 September	9.30 am	Emmanuel	2 ½ hours
Computer Applications and Operations (CAO)	Wednesday 16 September	9.30 am	Emmanuel	2 ½ hours
Applied Programming (AP)	Thursday 17 September	9.30 am	Emmanuel	2 ½ hours

**BRIEF SUMMARY OF EXAMINATION REGULATIONS**

*(The complete set of regulations can be viewed upon request)*

- |   |   |
|---|---|
| ✓ <b>ALLOWED</b>                        | × <b>NOT ALLOWED</b>                                      |
| ✓ Pens (black or blue ink only)         | × Mobile phones, PDAs, MP3 players etc.                   |
| ✓ Pencils (for graphs or diagrams only) | × Bags must be left at the back of the examination room   |
| ✓ Ruler                                 | × Food or drink, except for a small bottle of still water |
| ✓ Eraser (but not Tippex)               | × Books, notes or paper                                   |
| ✓ Pencil sharpener                      |   |
| ✓ Calculator (subject to inspection)    |   |

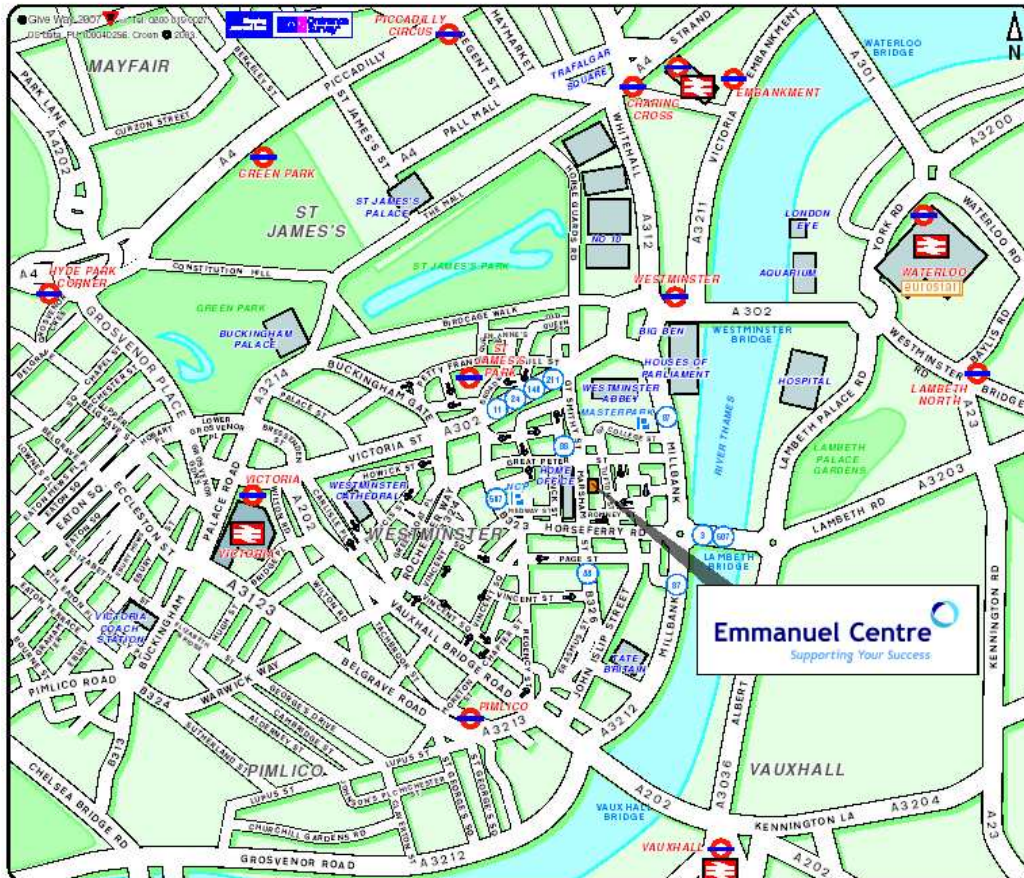
**DURING THE EXAM...**

- There must be no talking or communication between candidates
- Borrowing of stationery from other candidates is not permitted
- If you wish to ask a question, raise your hand and wait for an invigilator to come to you
- Answer books and relevant stationery will be provided
- Candidates may not leave the room in the first 30 or the last 15 minutes
- The invigilator reserves the right to refuse admission to anyone who arrives late without prior arrangement
- Anyone behaving in a disruptive or abusive manner will be asked to leave the examination room

If you have any questions about this timetable, or the exam, please contact the Examinations Officer or Student Services as soon as possible.

Emmanuel Centre  
9-23 Marsham Street, Westminster, London SW1P 3DW

Tel: 020 7222 9191 Fax: 020 7233 1922  
www.emmanuelcentre.com



## How to find us



**By Underground**  
St James Park - Circle Line, District Line.  
Approx. 7 minutes walk away (.30mile).  
Westminster - Jubilee Line, Circle Line & District Line.  
Approx. 9 minutes walk away (.6mile).  
Victoria - Circle Line, District Line & Victoria Line.  
Approx. 15 minutes walk away (1mile)  
Pimlico - Victoria Line.  
Approx. 5 minutes walk away (.66mile).



**By Rail**  
Victoria Railway Station - Aprox. 15 minutes walk away (1mile).  
Charing Cross Railway Station - Aprox 19 minutes walk away (1.5mile).



**By Bus**  
Nearest bus stop is in Marsham Street and the bus number is 88.  
Numbers 87, 3 along Millbank.  
Numbers 11, 24, 211, 148 travelling along Victoria Street.  
Numbers 507 along Horseferry Road.  
Numbers 53, 453, 12, 159 for Whitehall.

*For more information regarding transport around London check their website [www.tfl.gov.uk](http://www.tfl.gov.uk)*



**Car Parks**  
Abingdon Masterpark in Great College Street and Medway Street NCP both within 3 minutes walk away.