



West London College
Certificate in Business Administration
Examination Timetable
15-19 June 2009

PLEASE NOTE: Exams take place at **Conway Hall** (map attached) and candidates should arrive at the venue 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 student card**.

Exam paper	Date	Start time	Venue	Duration
Accounting (ACC)	Monday 15 June	9.30 am	Conway Hall	2 ½ hours
Business English (BE)	Tuesday 16 June	9.30 am	Conway Hall	2 ½ hours
Mathematics for Business (BM)	Wednesday 17 June	9.30 am	Conway Hall	2 ½ hours
Management (MAN)	Thursday 18 June	9.30 am	Conway Hall	2 ½ hours
Principles of Business (POB)	Friday 19 June	9.30 am	Conway Hall	2 ½ hours

BRIEF SUMMARY OF EXAMINATION REGULATIONS

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

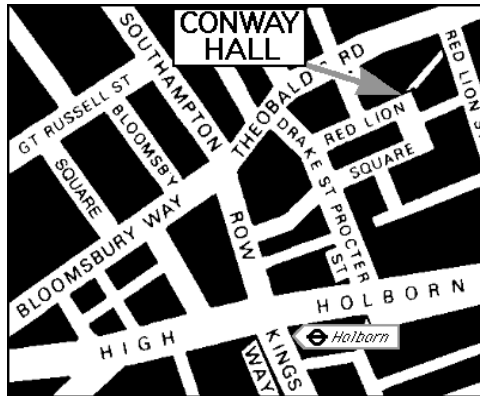
- | | |
|---|---|
| ✓ ALLOWED | × NOT ALLOWED |
| ✓ Pens (black or blue ink only) | × Mobile phones, PDAs, MP3 players etc. |
| ✓ Pencils (for graphs or diagrams only) | × Bags must be left at the back of the examination room |
| ✓ Ruler | × Food or drink, except for a small bottle of still water |
| ✓ 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.

Getting to Conway Hall



Conway Hall

25 Red Lion Square

London WC1R 4RL

tel 020 7242 8032

www.conwayhall.org.uk

Underground

Nearest station is **Holborn** (Central and Piccadilly lines) approx 3 min walk. Also within reasonable walking distance are Chancery Lane and Russell Square. London Underground Infoline: 020 7222 1234.

Buses

The following buses pass through or near Holborn stopping just a few minutes walk to the Hall:

- from Oxford Street: 8, 25, 55; 98 (terminates in Red Lion Square)
- from Euston Station: 59, 68, 91, 188
- from Waterloo Station: 1, 59, 68, 188, 521, 243
- from Victoria: 38 (Theobalds Rd, rear side of Hall)

London Buses Infoline: 020 7222 1234

British Rail

Excellent connections via numerous bus routes from most central London main line stations. British Rail Infoline: 0845 748 4950.

Parking

There is metered parking available in Red Lion Square and adjacent streets, unrestricted weekdays after 6.30 p.m., Saturdays after 1.30 p.m. and Sundays all day. Please note some parking areas are for "Residents Only" and other local restrictions. For info ring LB Camden 020 7278 4444.