

APPLICATION FOR SHORTHAND SPEED EXAMINATION

This form should be completed fully and returned to the NCTJ to arrive at least **TWO WEEKS** before the examination. Separate forms should be completed for each examination date required.

Late applications may be accepted up to two days after the deadline however an administration fee of £10 + vat will apply.

Please note application forms can now be submitted online through our website:
<http://www.nctj.com/forms/exam-booking.php>

Date of examination:

Place of examination:

Course name (if applicable):

Telephone number:

Email address:

Speeds:

Centre approval number:

Name of reader:

Name of invigilator:

Examination material to be sent to:

It would greatly assist the NCTJ if centres admitted external candidates to their shorthand exams. Please indicate whether or not you are prepared to accept external candidates for this exam:

Yes No

Before commencing the examination please read the rules and regulations which must be adhered to and hand the instructions to the candidate(s). Any departure from the NCTJ's conditions will render the examination void.