

TO BOOK A SHORTHAND EXAM

1. decide which date you want to sit the exam on
 2. look at the venues holding the speed you wish to sit
 3. decide which venue you wish to sit at and call the person detailed on the number listed
- PLEASE NOTE, not all centres accept external candidates**
4. you book and pay for the exam directly through the centre.
 5. take photographic ID with you to the exam - valid passport, driving licence, student ID card, company ID card

N.B - This page is regularly updated with details of all centres that have applied to hold exams.

FRIDAY 3 FEBRUARY

Centre	Location	Contact name	Contact no.	Speed
Aberdeen College	Aberdeen	Robert Laird	01224 612052	60, 70, 80
Bournemouth University	Dorset	No external candidates	No external candidates	60, 80, 100
Cardiff University	Cardiff	No external candidates	No external candidates	100
City College Brighton & Hove	Brighton	No external candidates	No external candidates	60, 70, 80, 100
Glasgow Caledonian University	Glasgow	Eleanor Bryans	0141 331 3844	60, 70
Guernsey College	Guernsey	Anne Setters	01481 737935	70, 80
Harlow College	Harlow	Exams Office	01279 868030	60, 80
Highbury College	Portsmouth	No external candidates	No external candidates	60, 80, 100
Lambeth College	Clapham	No external candidates	No external candidates	60, 100
Liverpool Community College	Liverpool	Paula Brown	0151 252 4366	70, 80, 100
News Assc - London	London	No external candidates	No external candidates	100
News Assc - Manchester	Manchester	No external candidates	No external candidates	80, 100
North Devon Journal	Barnstaple	Heather Saunders	01271 347445	100
Nottingham Trent University	Nottingham	Dora Johnson	0115 848 4188	60, 80
Press Association	London	No external candidates	No external candidates	80
Sheffield College	Sheffield	Nawar Alawi	0114 260 3645	60
South Essex College	Southend-on-Sea	No external candidates	No external candidates	60
Staffordshire University	Stoke-on-Trent	Jo Goodall	01782 294597	60, 70, 80, 100
University of Central Lancashire	Preston	No external candidates	No external candidates	80, 100
University of Sheffield	Sheffield	Kaye Carl	0114 222 2500	80, 100

THURSDAY 23 FEBRUARY

Centre	Location	Contact name	Contact no.	Speed
Archant Norfolk	Norwich	Sandra Mackay	01603 772401	100, 120
Bournemouth University	Dorset	No external candidates	No external candidates	80, 90, 100
Cardiff University	Cardiff	No external candidates	No external candidates	100
Darlington & Stockton Times	Darlington	Sylvia Warne	01325 505109	90, 100
Harlow College	Harlow	Exams Office	01279 868030	80, 100
News Assc - London	London	No external candidates	No external candidates	100
Sheffield College	Sheffield	Nawar Alawi	0114 260 3645	80, 90, 100

University of Central Lancashire Preston No external candidates No external candidates 80, 100

FRIDAY 2 MARCH

Centre	Location	Contact name	Contact no.	Speed
Cardiff University	Cardiff	No external candidates	No external candidates	100
Harlow College	Harlow	Exams Office	01279 868030	60, 100
Sheffield College	Sheffield	Nawar Alawi	0114 260 3645	60, 70, 100
University of Central Lancashire	Preston	No external candidates	No external candidates	100

THURSDAY 15 MARCH

Centre	Location	Contact name	Contact no.	Speed
Cardiff University	Cardiff	No external candidates	No external candidates	80, 90, 100
Harlow College	Harlow	Exams Office	01279 868030	80, 100
Sheffield College	Sheffield	Nawar Alawi	0114 260 3645	80, 90, 100
University of Central Lancashire	Preston	No external candidates	No external candidates	80, 100

FRIDAY 30 MARCH

Centre	Location	Contact name	Contact no.	Speed
Cardiff University	Cardiff	No external candidates	No external candidates	80, 90, 100
Harlow College	Harlow	Exams Office	01279 868030	80, 100
University of Central Lancashire	Preston	No external candidates	No external candidates	80, 100