

## Cambridge English Data Change Policy

### Submission Timeline

There are **4 stages** in which you can apply for data amendments **within 2 years from the exam date**.

1. **Stage 1: Before the exam registration deadline.**
2. **Stage 2: On the exam day.**
3. **Stage 3: After receiving your certificate, within 6 months of the exam date.**
4. **Stage 4: After 6 months from the exam date.**

Online Data Change Submission Link: <https://forms.office.com/e/eW9WKFDh3M>

### How to Apply

1. Fill out this online form within the relevant stages mentioned above.
2. If it's a stage 3 or 4 request, make the necessary payment to the bank details below.
  - **Stage 3:** LKR 3,000/=
  - **Stage 4:** LKR 18,500/=

(Note: We accept ONLY Online Bank/Payment Transfers or Over the Counter Payments at Banks. No Easy Pay/ATM/CDM Machine Payments Accepted)

#### Bank Details:

- Bank: HSBC
- Branch: PO Box 73, Colombo 1
- Account Name: British Council
- Account Number: 001 002377 002
- Swift Code: HSBCLKLX
- Payment Narration/Reference/Remarks: CEDC – Candidate name

3. Submit the required documents below as a reply to the acknowledgement email you receive after completing this form.

- **Stage 1:**

- English translated ID for candidates above 18 (NIC, Driving License, Passport).
- No fee is applicable.

- **Stage 2:**

- Confirmation of entry (COE).
- English translated ID for candidates above 18 (NIC, Driving License, Passport).
- No fee is applicable.

**Stage 3:**

- Confirmation of entry (COE).
- English translated ID for candidates above 18 (NIC, Driving License, Passport).
- A scanned copy of the certificate.
- LKR 3,000 will be charged per certificate.

- **Stage 4:**

- Confirmation of entry (COE)
- English translated ID for candidates above 18 (NIC, Driving License, Passport)
- A scanned copy of the certificate
- LKR 18,500 will be charged per certificate.

## **Important**

- Failure to send the required documents within 5 days will result in your request being rejected.
- Requests made after 2 years from the exam date will not be accepted.
- Requests made after stage 1 will not reflect on the online statement of results.
- Name additions and removals can only be done during stage 1.
- Only spelling errors will be accepted after stage 1.
- All information provided below must be the same as on your ID.
- The British Council is not liable for errors caused by incorrect information provided.