

Dear Candidate,

**Cambridge IGCSE, Cambridge O Level, Cambridge International AS and A Level:  
- May/June 2017**

Thank you for using the Online Registration System. Please download the relevant “**Subject/option code**” document” and “**Easy Step Guide**” and the “**Fee for May/June 2017 Exams**” through [www.britishcouncil.lk](http://www.britishcouncil.lk), before you register for your exams.

**Customised registration link for your school is published in the easy-step guide.**

Please make sure to select the correct syllabus number, option code, and syllabus title. British Council will not be responsible for any errors made in your application.

We **do not accept** registrations from **private candidates** for following subjects/codes.

**Cambridge IGCSE**

Art and Design – 0400/C	Food and Nutrition- 0648
Child Development - 0637	Geography- 0460/AY
Design and Technology – 0445/AY/CY/EY	Global Perspectives - 0457
Drama - 0411	History – 0470/AY
English as a second language (Count-in Speaking)- 0511/BY/FY	India Studies - 0447
English as a second language (Speaking Endorsement) – 0510/BY/FY	Literature (English) – 0486/CY
Enterprise – 0454	Literature (Spanish) – 0488/AY
Environment Management- 0680/AY	Music - 0410
First Language English – 0500/AV/AW/BU/BV/BW/CV/CW/DU/DV/DW/EV/EW/FV/FW	Physical Education - 0413
First Language Spanish – 0502/AV/BU/BV/CV/DU/DV/EV/FV	Travel and Tourism – 0471/BY
Urdu as a Second Language- 0539/AO	World Literature - 0408

**Cambridge O Level**

Food and Nutrition - 6065
---------------------------

**Cambridge International AS and A Level and Pre U**

Environment Management - 8291	Media Studies - 9607
Global Perspectives and Research* - 9239	Music - 8663
Literature in English* – 9695/CY/FY/IY/LY	Music* - 9703
Global Perspectives and Independent Research 9766	Travel And Tourism* - 9395

Please also note that **late applications will not be accepted** for subjects include coursework, practical or speaking test components,

**e.g.**

- **AS and A level:** Art and Design, AICT, Information Technology, Chemistry, Physics, Biology and subjects including speaking components (i.e. French, French Language, Portuguese, Portuguese Language, Spanish, Spanish Language)
- **IGCSE:** Art and Design, ICT, subjects including speaking components (i.e. Arabic, Chinese as a second language, Dutch, English as second Language, First Language English, First Language Spanish, French, German, Italian, Mandarin(Chinese),Portuguese, Spanish.

Acceptance of applications for **speaking component** based subjects will depend on the availability of the examiners. Therefore it is advisable to check with us before you register for such subjects.

**1. Submission of coursework**

Please handover your project work for Art and Design (0400/03 and 04) , Enterprise (0454/02), Environmental Management (0680/03), Geography (0460/03), Global Perspectives (0457/1/2), History (0470/3), Literature in English (0486/05), Travel and Tourism (0471/3), Art & Design (9704/02, 9704/03, 9704/04), Travel and Tourism (9395/02) Cambridge Pre-U Global Perspectives & Research (9766/04) on **20 April 2017**.

Global Perspectives and Research (9239/2 and 3) Global Perspectives and Independent Research (9766/02, 03 and 04) on **19 May 2017**.

## 2. Subject entry amendments

If you have any changes that need to be made to your examination entries, please notify the British Council on or before **10 April 2017**. No entry amendments will be accepted after this date. Entry amendment fee structure is given in section 7.

## 3. Personal data amendments

Centre and the candidate details including the spelling of names, date of birth must be checked when the Statement of Entry is issued. Any inaccuracies must be reported to British Council on or before **01 September 2017**. Otherwise a fee of LKR 16,600/- is payable for any amendment requests.

## 4 Registrations and submission of applications:

**Online Registrations:** During **10 January and 07 February 2017**

**Private candidates:** Please note that you need to pay the relevant amount to the British Council on or before **07 February 2017**. Payment can be made online (Credit/Debit Card), or alternatively you can pay the British Council via cash or credit/debit card.

**School candidates:** Please consult your school to find out the closing date approved by your school and make the payment accordingly.

Entries accepted after the **Absolute closing date** will be subject to a **late payment**. Please refer to section 7 for late entry closing dates and late fees.

## 5. Important information

### 5.1 Cambridge International AS & A Level- Staged assessment

Subject to the requirements of the particular A Level syllabus, an award in an AS Level syllabus may be used toward the award of an A Level in the same subject in a subsequent session within a 13 month period ("Staged assessment"). These syllabuses are shown with the asterisk in the syllabus key in the attached instruction booklet.

The following routes apply:

Route 1	Candidate enters for all A Level papers in a single session
Route 2	Candidate enters for A Level who wishes to have the AS Level result achieved in the previous June counted toward the A Level award and is not retaking those components that contributed to the AS again.
Route 3	Candidate enters for A Level who wishes to have the AS Level result achieved in the previous November counted toward the A Level award and is not retaking those components that contributed to the AS again.
Route 4	Candidate enters for all A Level papers in the same session; wishes to have the result from either or both of a previous June and/or November session considered for the A Level award. CIE will award the best possible grade.

### 5.2 Cambridge IGCSE O Level and AS & A Level – Carry Forward options

Some syllabuses permit candidates to carry forward marks from a previous series within a 13-month period. For Cambridge IGCSE or Cambridge O Level subjects, marks can only be carried forward once, while Cambridge International AS Level marks can be carried forward twice. If candidates wish to use marks from a previous series, you should enter them for the relevant 'Mark Carried Forward' component when making their entries. It is not possible to carry forward an AS Level result to session other than those specified, or to carry forward a result in an individual component unless it constitutes a full AS Level award.

## 6. Fees

The fees for the May/June 2017 examinations can be accessed through following link.  
<https://www.britishcouncil.lk>

**Registration:** Monday - Saturday 8.00 AM - 5.30 PM  
Sunday 8.30 PM - 5.00 PM

## 7. Fees: Late entries and entry amendments

Applications submitted during the below time period will be subject to late entry fees. Late fees will be charged in addition to the subject and candidate fees stated in section 6.

<b>Late Registration Fee</b> applies for late entries/entry amendments submitted during <b>8 February to 3 April 2017</b>	<b>LKR 8,705/- per syllabus</b>
<b>Very Late Registration Fee</b> applies for late entries/entry amendments submitted during <b>4 April to 10 April 2017</b>	<b>LKR 21,350/- per syllabus</b>

## 8. Method of payment

### School candidates:

Please consult with the school authority and pay school. **Please select only offline payment method (online payments will not be considered)**

### Private candidates:

All fees are payable in **Sri Lankan Rupees**.

Online payment methods:

- Fees can be paid online via **credit card/debit card** (Visa and Master only)

Offline payment methods:

- Cash
- Producing credit/debit card (Visa, Master or Amex) over the counter

## 9. What to submit

### School candidates:

- Login to your SRS (school registration system) account to take a print out of the "Registration Summary"
- Place your signature on the registration summary
- Please also attached two passport size photographs (taken within last three months' time), copy of your ID and previous results sheet/statement entry( if you are carrying forward marks)

### Private candidates:

#### Candidates selected online payment method:

- You need to email us a scanned copy of your ID, passport size photograph (taken within last three months' time) and previous results sheet/statement entry(if you are carrying forward marks) to [Schoolexams\\_lk@britishcouncil.org](mailto:Schoolexams_lk@britishcouncil.org)
- Please mention Cambridge and your name and registration reference number in the subject line.

**Important: If you do not produce the above said documents you may not receive your statement of entry on time.**

#### Candidates selected offline payment method:

- Login to your SRS (School Registration System) account to take a print out of the "Registration Summary"
- Place your signature on the registration summary
- Affix two passport size photographs (taken within last three months' time) to the "registration summary"
- Your original ID
- Copy of your ID document
- Previous results sheets/statement of entries if you are carrying forward your marks
- Four self-address envelopes (will be provided at the customer services counter)

## 10. Statement of Entry and timetables:

Your timetable and the statement of entry (other than late entries) should reach you by **06 April 2017**. If they do not reach you by this date please contact British Council Examinations Services.

T: 011-4521521

E: [Schoolexams\\_lk@britishcouncil.org](mailto:Schoolexams_lk@britishcouncil.org)

**Examinations Period:** 26 April to 09 June 2017

## 11. Refunds

<b>IGCSE/ O/Level &amp; A/level:</b>	<b>Deadline 07 February 2017</b>	<b>From 02 May to 16 June 2017 (Deadline 16 June 2017)</b>
<p><b>Stage 1</b> Refunds will be given less an admin fee of <b>LKR 2,000/- per subject</b>.</p> <p><b>Processing period:</b> Please note it will take approximately <u>three</u> months from the local closing date to process the refunds.</p>		<p><b>Stage 2</b> This service is available only during the exam period. Refunds will be given on medical grounds and should have supporting evidence.</p> <p><b>Approved list of hospitals can be found on the British Council website.</b></p> <p><b>Further guidance on what should contain in a medical will be published, prior to the commencement of examination.</b></p> <p>Acceptance/rejection of the medical refunds will be at the discretion of the exam board, Cambridge.</p> <p>Upon approval, British Council will issue the refund, less an administrative fee of LKR 2,500/- per subject.</p> <p><b>Processing period:</b> Please note it will take approximately <u>four</u> months from the local closing date to process approved refunds.</p>

**Partial refunds will not be processed (registered subject needs to be withdrawn – not individual papers(components))**

In addition, following fees will not be refunded

- Late fees
- Practical fee included in the subject fee for Science subjects and ICT subjects,
  - ICT, AICT, Information Technology: LKR 1300 (per practical component)
  - Chemistry, Physics and Biology: LKR 3000.00

For details, please refer to the refund procedure published on our website.

## 12. Results

### Online results

Online publications of the May/June 2017 exam series results for AS/AL, OL and IGCSE will be in **mid-August 2017**. Each candidate will receive an online access login details from the British Council via an email and SMS to the given email and the mobile number at the time of the registration.

**Hard copies of results** will be expected in **late-August 2017**. School candidates' results will be sent to schools and private candidates' results will be posted.

## 13. Certificates

Certificates for May/June 2017 exams series are expected in **late-October 2017** and will be couriered to respective schools/candidates.

**Note: Please note that you need to pay LKR 2000 per courier, if you require your results sheet/certificate to be couriered to an address in overseas.**

## 14. Return of Art Work

- Art work for 9704/01 will be returned in end of November 2017 free of charge.
- Art work of 0400/01 and 0400/02 will be returned to the school. Payment for each component will be LKR 38600/- for all candidates per school. Deadline for accepting request is **20 April 2017**. Please note that the coursework components for the following will be automatically returned free of charge:  
0400/03,04

**We wish you best of luck for your examinations!**