

Dear Candidate,

**Cambridge IGCSE, Cambridge O Level, Cambridge International AS and A Level:
- October/November 2015**

Thank you for using the Online Registration System. Please download the relevant “**Subject/Option code**” document and “**Easy Step Guide**” using the link below, before you register for your exams.

Please note the link below.

<https://www.cie.exams.britishcouncil.org/srilanka>

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.

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, Chemistry, Physics, Biology and subjects including speaking components and subjects with coursework based components.
- **O level:** Subjects including speaking components, subjects with coursework based components.
- **IGCSE:** Art and Design, ICT, subjects including speaking components, subjects with coursework based components.

Acceptance of applications for **speaking component** 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

16 October 2015: Deadline for receipt at the British Council of project work for Computing (9691/04), Art and Design (0400/03/04), Art & Design (9704/02, 9704/03, 9704/04) from private candidates and school candidates,

Global Perspectives (8987/02/03), Global Perspectives and Research (9239/02/03), Global Perspectives and Independent Research (9766/02/03/04) and Travel and Tourism (0471/03, 7096/03 and 9395/02) from school candidates.

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 **18 September 2015**. 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 **23 November 2015**. Otherwise a fee of LKR 16,600/- is payable for any amendment requests.

4 Submission of applications:

4.1 First-time entries:

A first time entry refers to a candidate entry being made for the November examination series who has not previously sat for the same syllabus in the previous June examination series (May/June 2015) of the same year.

Online Registrations: During **22 July and 7 August**

Private candidates: Please note that you need to pay the relevant amount to the British Council on or before **7 August 2015**.

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

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

4.2 Re-take entries

Examination board will only consider a syllabus as a retake entry if the candidate sat the same syllabus, regardless of the option code in the previous June exam series of the same year (May/June 2015).

N.B. If you are applying for a syllabus that you have not taken in May/June 2015, such entries will be considered as first time entries. Hence, you need to apply by the first-time entry deadline.

Online Registrations: During **13 August and 11 September**

Private candidates: Please note that you need to pay the relevant amount to the British Council on or before **11 September 2015**.

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

Entries accepted after the **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 GCE 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 GCE AS & A Level – Retaking GCE AS & A Levels and 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 October/November 2015 examinations can be access through following link.

<https://www.cie.exams.britishcouncil.org/srilanka>

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.

1st level late entry fee applies for late entries/entry amendments submitted during 08 August to 28 August 2015 (first time entries only)	LKR 6,450/- per syllabus
3rd level late entry fee applies for late entries/entry amendments submitted during 29 August to 18 September 2015 (first time entries only)	LKR 24,150/- per syllabus
3rd level late entry fee applies for late entries/entry amendments submitted during 12 September to 18 September 2015 (re-take entries only)	LKR 24,150/- per syllabus

8. Method of payment

School candidates:

- Please liaise with the school authority.

Private candidates:

- All fees are payable in **Sri Lankan Rupees**.
- Fees can be paid in cash/ credit card
- You can also make a **direct bank transfer** to the following account (please submit the bank receipt at the time of registration)

Bank name: HSBC
Account name: British Council, Sri Lanka
Account number: 001-002377-002
Message: (i) Oct/Nov 2015
(ii) Your full name

Note: "The depositor should fill the exams candidate's details under the "depositor details" in the slip [However the depositor can sign on behalf of the candidate on the slip]". "The exam name/ session / date etc. to be written under the 'Reference No' [DFCC Vardana] or 'Purpose of Deposit' [HSBC] on the deposit slip as applicable.

9. Handover your online application and identification
Please submit your application with the following items:

- 4 self addressed envelopes (9" x 4") provided by the **British Council** for posting your entry form, results sheet and etc. Please write your name and address clearly in **block letters on the right hand side** of the envelope as shown in the diagram.

<p>Stamps are not required</p> <p style="text-align: right;">Name Address 1 Address 2 Address 3</p>

- copy of a valid proof of identity
 - IGCSEs and O Levels - **Postal ID, NIC or Passport only**
 - Advanced Levels - **NIC and Passport only**

N.B: **original to be produced at the time of registrations (private candidates only)**

10. Statement of entry and timetables:

Your timetable and the statement of entry should reach you by **01 October 2015**. If they do not reach you by this date please contact British Council Examinations Services.

T: 011-4521521

E: info.lk@britishcouncil.org

Examination Period: 8 October to 23 November 2015

11. Refunds

Please note applications are considered for refunding:

	<p>Stage 1 Refunds will be given less an admin fee of LKR 2,000/- per subject.</p> <p>Processing period: Please note it will take approximately <u>three</u> months from the local closing date to process the refunds.</p>	<p>Stage 2 This service is available only during the exam period. Refunds will be given on medical grounds when applied for with supporting evidence (eg, doctor's note). Please note that all medical refunds should be approved by the examination board. Upon the approval British Council will be issuing the refund, less an administrative fee of LKR 2,500/- per subject.</p> <p>Processing period: Please note it will take approximately <u>four</u> months from the local closing date to process approved refunds.</p>
First time entries	Deadline: 07 August 2015	From 08 October to 27 November 2015 (Deadline 27 November 2015)
Re-take entries	Deadline 11 September 2015	From 08 October to 27 November 2015 (Deadline 27 November 2015)

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

12. Results

Online results

Online publications of the October/November 2015 exam series results for GCE AS/AL, OL and IGCSE will be in **mid-January 2016**. Each candidate will receive an online access login details from the British Council.

Hard copies of results will be expected in **early-February 2016**. School candidates' results will be sent to schools and private candidates' results will be posted.

13. Certificates

Certificates for October/November 2015 exams series are expected in **end of March 2016** and will be couriered to respective schools/candidates.

14. Return of Art Work

- Art work for 9704/01 will be returned in end of March 2016 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 **16 October 2015**. 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 in your examinations!