

<p><b>Step 01:</b> Log on to <a href="https://schoolexams.britishcouncil.org">https://schoolexams.britishcouncil.org</a></p>
<p><b>Step 02:</b> Select the country “Sri Lanka” from the drop-down list Click on “Continue” button</p>
<p><b>Step 03: Search for Exams</b></p> <ul style="list-style-type: none"> <li>• Select awarding body as CIE</li> <li>• Select qualification level (i.e. A level, AS Level, IGCSE or O level). Select AL subject list for A2 qualification</li> <li>• Select the location (i.e. Colombo or Kandy). This is your parent centre.</li> <li>• Select subjects that you intend to take (note that option codes are not visible at this stage)</li> <li>• Once you select all the subjects, click on “search” button</li> </ul>
<p><b>Step 04: Search for Exams cont....</b></p> <ul style="list-style-type: none"> <li>• Select the correct option code relevant to each subject by clicking on “Add to basket”. Please note that the components corresponding to each option code is also mentioned</li> <li>• Once you have chosen options for each subjects, please click on “Proceed to Basket”</li> <li>• To remove a subject/option click on “Remove” button</li> <li>• To add a new subject/option click on “Add Another Exam” button</li> <li>• Click on “Register and pay now” to proceed further</li> </ul>
<p><b>Step 05: Please sign in</b></p> <ul style="list-style-type: none"> <li>• Click on “sign up” to create your profile ( this will be valid for future exam series as well) -</li> <li>• You may click on “sign-in” if you already have an account.</li> </ul>
<p><b>Step 06: Register for an Account”</b></p> <ul style="list-style-type: none"> <li>• Enter your first name: This refers to all the names other than your surname/last name</li> <li>• Enter your last name ( Your statement of entry, results sheets/certificate will have the same name you mention in the above two fields)</li> <li>• Enter your email address ( please use a valid email address)</li> <li>• Enter the password (should be alpha-numerical) <ul style="list-style-type: none"> <li>▪ Passwords must have at least one digit ('0'-'9').</li> <li>▪ Passwords must have at least one uppercase ('A'-'Z').</li> </ul> </li> <li>• Confirm your password</li> <li>• Click on “I am not a robot”</li> <li>• Please read and Tick on “I have read and accepted the Account Registration Terms and Conditions”</li> <li>• Click on “Complete Account Registration”</li> </ul>
<p><b>Step 06: Candidate Details</b></p> <ul style="list-style-type: none"> <li>• Select your title from the drop-down menu</li> <li>• Your first name, last name and the email address should be there by default</li> <li>• Enter your date of birth (dd/mm/yyyy)</li> <li>• Select your gender</li> <li>• Fill in your mailing address (one address only) in lines 1,2,3,4 accordingly</li> <li>• Enter your city (should be part of your address)</li> <li>• “state” and “post code” are not mandatory though you can fill in accordingly</li> <li>• Select the country “Sri Lanka” from the drop down list</li> <li>• Enter your telephone number</li> <li>• Enter your mobile number</li> </ul>
<p><b>Step 07: Candidate Details Continued</b></p> <ul style="list-style-type: none"> <li>• Select your identification document type from the drop down list. Acceptable Identity Documents are A Levels – Passport and NIC only IGCSE and O Level: Passport, NIC or Postal ID</li> <li>• Key in your ID number accordingly</li> <li>• Key in your ID document expiry date (for NIC, please tick “My National ID does not have an expiry date” and proceed without entering expiry date)</li> <li>• Enter your ID issuing authority (i.e. <u>Department of Immigration and Emigration, Department of Registration of Persons Sri Lanka or Postal Department</u>)</li> </ul>

- Enter of any representative/agent (i.e. Officer of Immigration and Emigration, Commissioner of Registration of Persons or Head of Postal Department)

### Step 08: Candidate Exams

#### Very Important:

- If you are a school candidate submitting registration through your school (should have a centre number), please select your school from the drop down list
- If you are a private candidate entering exams through the British Council or attending to any other school which is not available in the drop down list then do not select any school from the drop down list.
- Your chosen subject/options should be listed in this page. Please click on “carry-forward” if you are carrying forward marks from May/June or Oct/Nov 2016. Please fill in
  - Previous centre number
  - Previous candidate number
  - Previous session
- Keep the option “None” selected in the Group awards section.
- If you require Access Arrangement facilities, please click “Yes” and provide brief description in the section regarding Access Arrangement. If you do not require any Access Arrangement facilities please click on “No”. (note that you need to bring such requests to us separately through the relevant forms – contact British Council Customer Services team)
- Click on “next” button

### Step 09: Registration Summary

- At this stage you can still amend your personal details
- If you are satisfied with your registration content appear in the registration summary, place a tick against “Yes I Agree” and click on “next” button

### Step 10: Summary Terms and Conditions

- Place a tick against “I have read the terms and conditions”
- Click on “Accept T&Cs”

### Step 11: Select Payment Method

Important: **School candidates** – please pay your school

School Candidates:

- Click on “Pay another way” and click on “Continue”
- Make a note of your reference number

What to submit to your school:

- Login to your email account to take a print out of the “Registration Summary”
- Sign on the registration summary
- Please also attached two passport size photographs, copy of your ID and previous results sheet/statement entry( if you are carrying forward marks)

#### Private candidates:

Online method: Pay through Visa or MasterCard, credit and debit cards

- Select “Pay online” and click on “Continue”
- Enter your payment details and click on “submit payment”

What to submit to British Council:

- You need to email us a scanned copy of your ID, 2 passport size photographs and previous results sheet or statement of entry(if you are carrying forward marks) to [Schoolexams\\_uk@britishcouncil.org](mailto:Schoolexams_uk@britishcouncil.org)
- Please mention Cambridge and your name and registration reference number in the subject line.

Offline method: Pay through credit/debit card or cash over the counter (No bank transfers are accepted)

- Click on “Pay another way” and click on “Continue”
- Make a note of your reference number

What to submit to British Council:

- Login to your email account to take a print out of the “Registration Summary”
- Place your signature on the registration summary
- Affix two passport size photographs to the “registration summary”
- Your original ID
- Copy of your ID document
- Previous results sheets/statement of entry, if you are carrying forward your marks
- Four self-address envelopes (will be provided at the customer services counter)

