Pearson Edexcel
Schools Registration System
October/November 2023

This document is for Private Candidates only

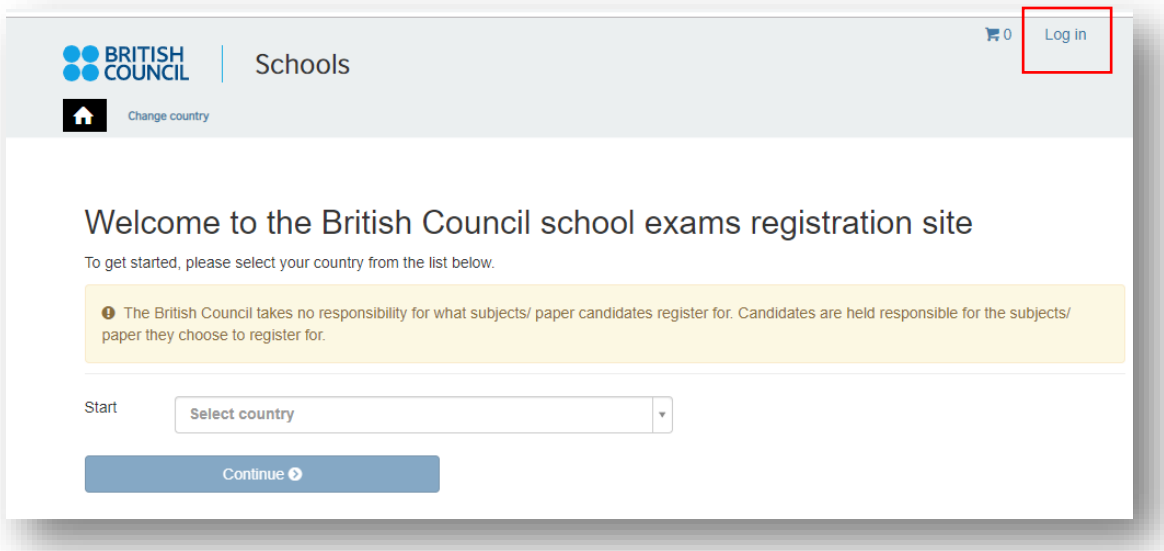
Easy Step Guide for candidates who are **below 18 years old**

Registration should be done by your parent/guardian

Important: Please complete the exam registration on Google Chrome

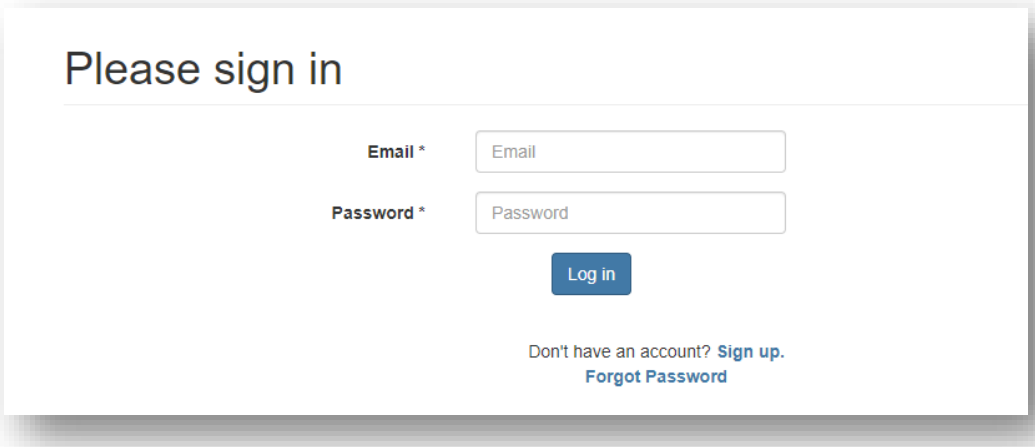
Step 1: Log on to https://schoolexams.britishcouncil.org

- Click on **Log in**



Step 02: Sign into your account

- **Existing user: Use your previous credentials to login.**

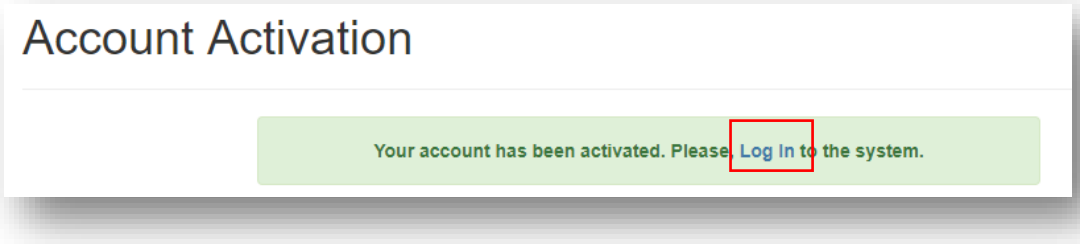


- **New users click on "Sign Up" to create an account.**

- Complete the fields with **Parent/Guardian's** details (First Name, Last Name, Email, Date of birth and password of your choice)
  - Passwords should be *alpha-numerical*
  - Passwords must have *at least one digit ('0'-'9').*
  - Passwords must have *at least one uppercase ('A'-'Z').*

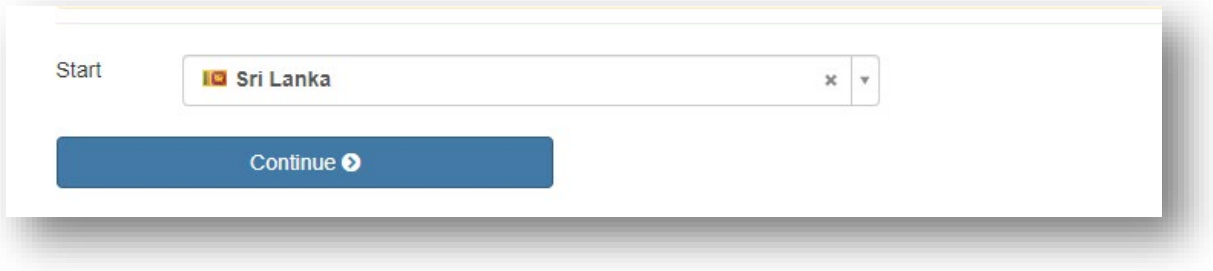
Step 03: Parent/Guardian should login to their email

- You will receive a 'no reply' email with the subject – "**Account Activation"** In case you do not receive this email to your inbox, please check your SPAM or Junk folder.
- Click on the link in the email. This will take you to the **ACCOUNT ACTIVATION** page**.**
- Click on **Log In** and it will take you to the **sign in** page on School Registration System**.**

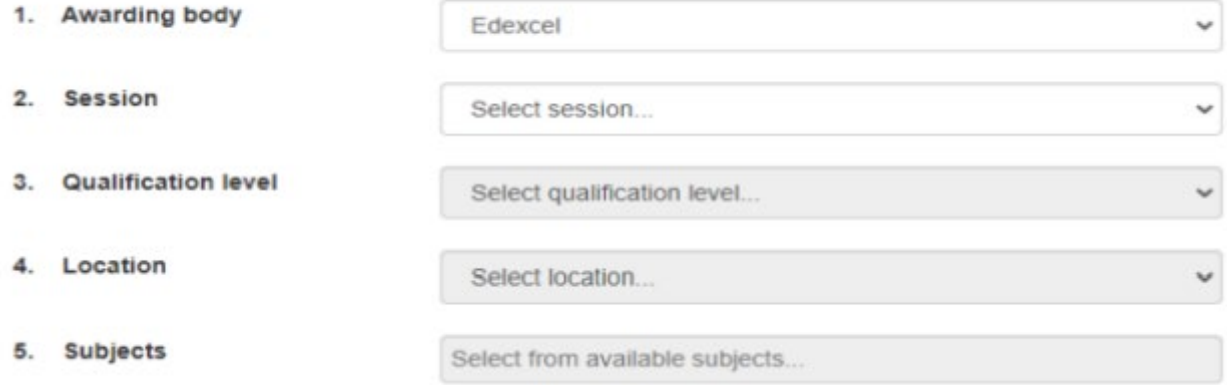


Step 04: Select the country “Sri Lanka” from the drop-down list and click on “Continue” button

- Click on **Continue** button



Step 05: Search for Exams

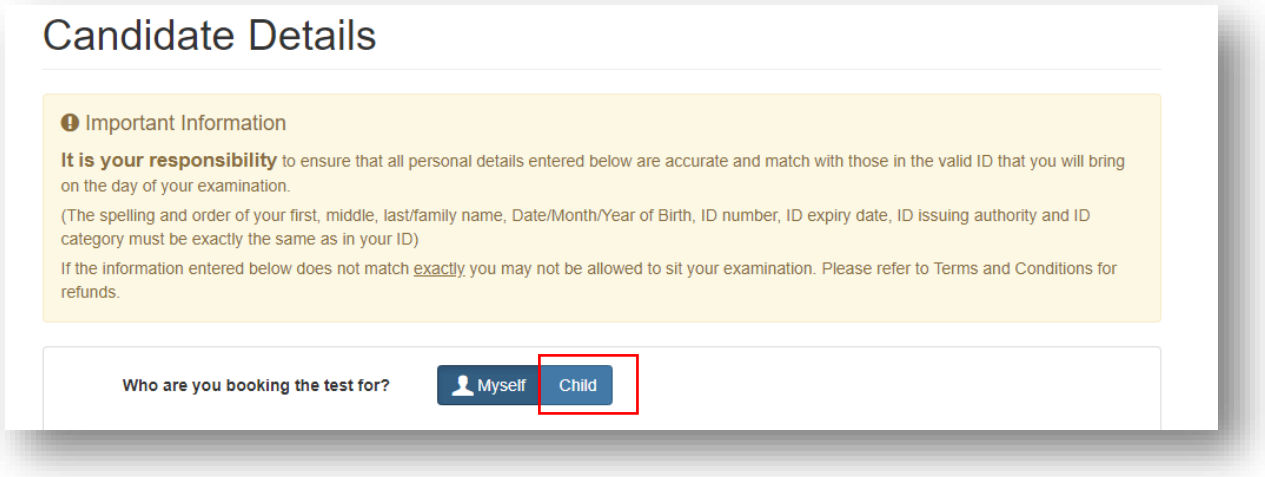


- Select awarding body as **Edexcel**
- Select session as **Autumn 2023.**
- Select qualification level as **International Advanced Level / GCE or International GCSE**.
- Select the location (i.e. Colombo).
- Enter your unit codes/ cash-in codes that you intend to take/apply
- Once you’ve entered all your codes, click on the **Search** button
- You will be able to view the unit codes and their respective prices. Confirm your unit codes/cash-in codes by clicking on **Add to basket**.
- To view the unit codes/cash-in codes you have added along with the total amount due please click on **Proceed to Basket**

Step 06: Exam Basket

- **Important:** Please check the unit codes/ cash-in codes and the total exam fees.
- To add a new unit code/cash-in code click on **Add Another Exam** button and follow the instructions in **Step 5**
- To remove a unit code/cash-in code please click on **Remove**
- Click on **Register and pay now** to proceed further

Step 07: Candidate Details



- Select **Child** since you are doing the registration for your child.
- Please select the relationship to the child from the drop-down menu.
- Then input your contact number because you have selected “Child”

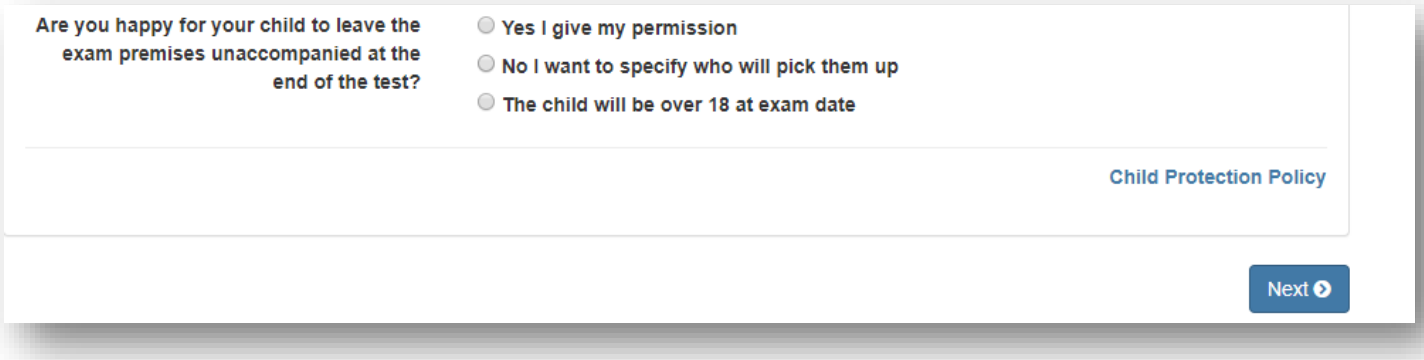
- Fill in the following mandatory fields

  - Enter the candidate’s first name. (This refers to all the names other than the surname/last name)
  - Enter the candidate’s last name.
  - Enter the candidate’s email address
  - Enter the candidate’s date of birth
  - Select the candidate’s gender
  - Fill in the candidate’s **local** mailing address in lines 1,2,3,4 accordingly. ***Note: Only one address should be entered.*** **(Statement of Entries will not be sent to overseas addresses and will need to be collected from British Council)**
  - Enter the candidate’s city (should be part of the address)
  - Select the candidate’s country from the drop-down list
  - Enter **your** local mobile and telephone numbers (The results login and certain exam related information will be sent to the given mobile number at the time of registration)

Step 08: Parent consent (Very Important)

- Please give your consent with regards to the candidate leaving the exams hall unaccompanied
  Are you happy for your child to leave the exam premises unaccompanied at the end of the test?
- If you select **“Yes I give my permission”** you can proceed by clicking “**next**” button
- If you select **“No I want to specify who will pick them up”** please fill in the details of the person who will be picking up the candidate. You may add more than one person.

  Please click on **“The child will be over 18 at exams day”** if the candidate will turn 18 years old by 01st of October 2022.



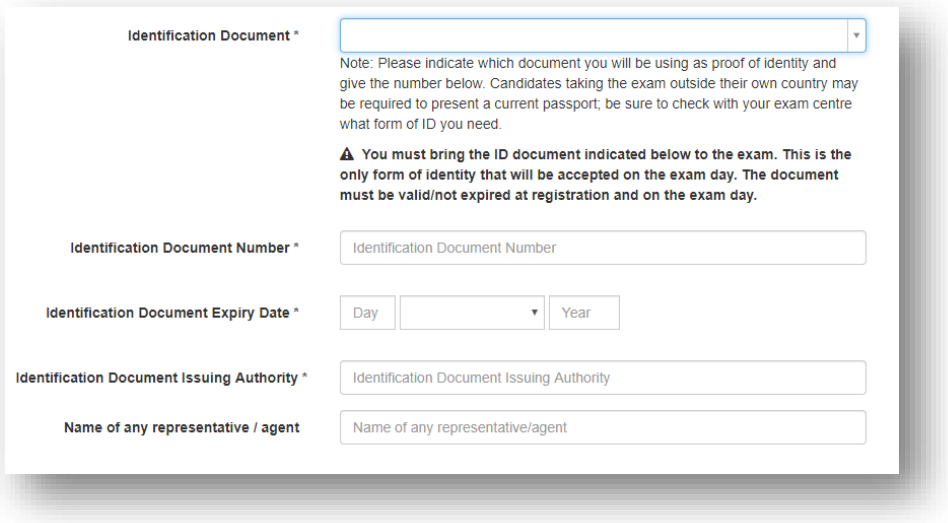
Step 09: Candidate Details Continued…

- Select your identification document type from the drop-down list.

    - Valid Passport - Check “Alterations & Observations Page” for any entries making the passport invalid.
    - Valid National Identity Card (if you have received the ID confirmation (issued by the government) as a replacement for the plastic NIC you eligible to use it for registrations).
    - Valid Postal Identity (Only for O Level and IGCSE Candidates – Age below 16).

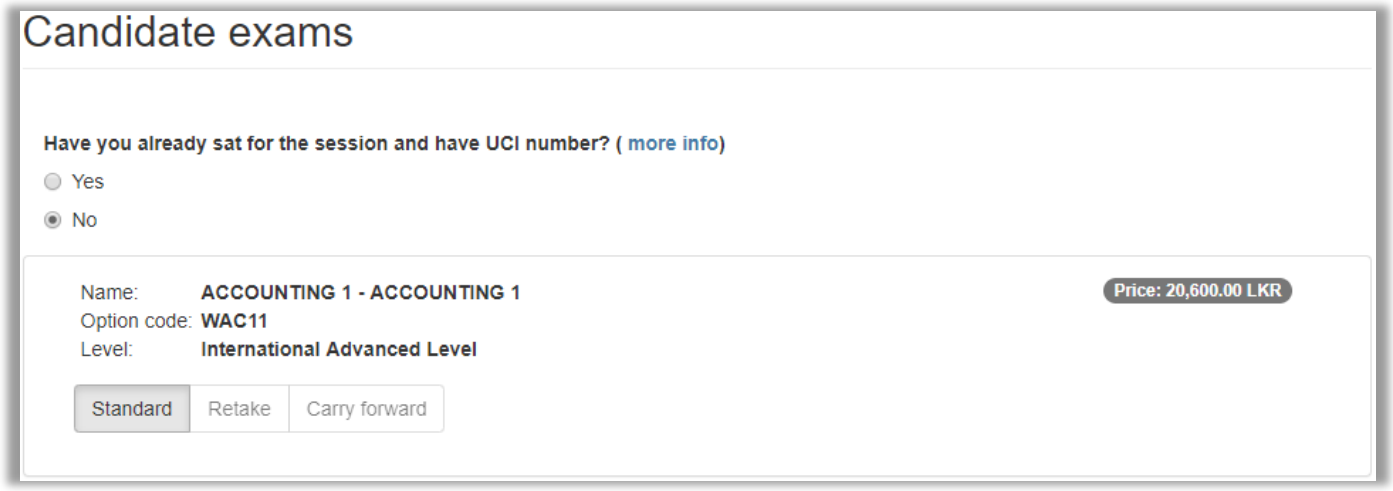
  Note: Invalid Passport/National Identity Card will not be permitted to use at the examination venue.

- Enter your Identification document number
- Enter your ID document expiry date (Applicable for passports only)
- Enter your ID issuing authority
    - Passport: Department of Immigration and Emigration
    - NIC: Department of Registration of Persons Sri Lanka
- Enter Name of any representative/agent – Not mandatory to fill



Step 10: Candidate Exams: Very Important

- Your selected unit codes/cash-in codes should be listed on this page.
- If you have sat for the IAL exam in a previous session, please enter your previous UCI number by clicking **‘Yes’** on the below option
  (UCI- Unique Candidate Identifier is a 13 digit number which can be found on your previous session’s Statement of Entry or Result Sheet)



Step 11: Summary and Terms and Conditions

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

Important: Online Payment should be made in one attempt. Failing which, you should create a new account and complete from the beginning.

PLEASE REFER TO THE INFORMATION SHEET FOR PAYMENT METHODS AND INSTRUCTIONS ON DOCUMENT SUBMISSION

Good luck!

ESG for Pearson Edexcel