

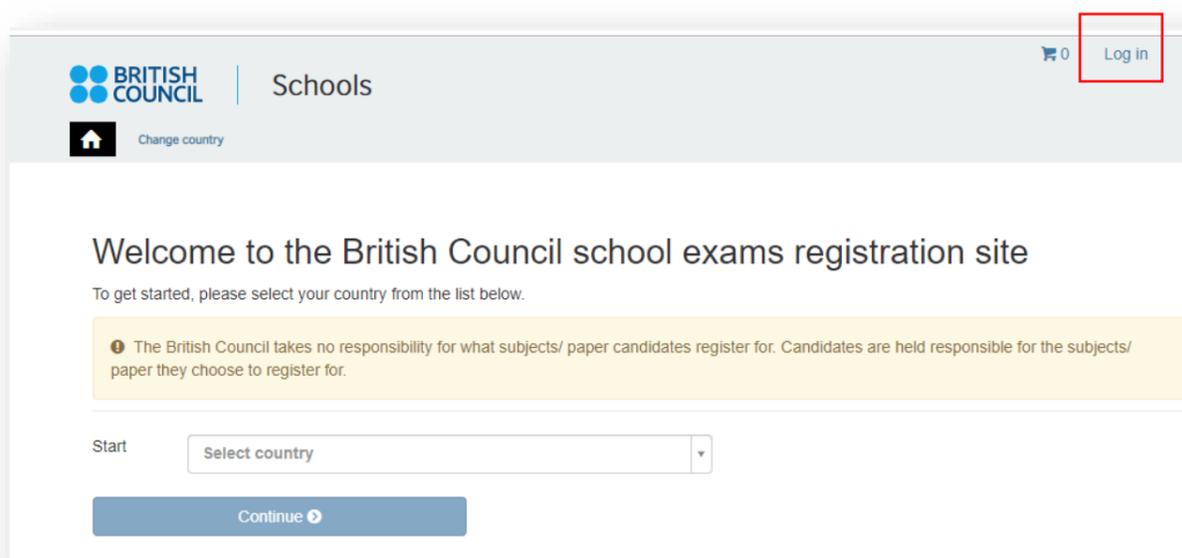
This document is for Private Candidates only

Easy Step Guide for candidates who are 18 years and above

Important: Please complete the exam registration on Google Chrome

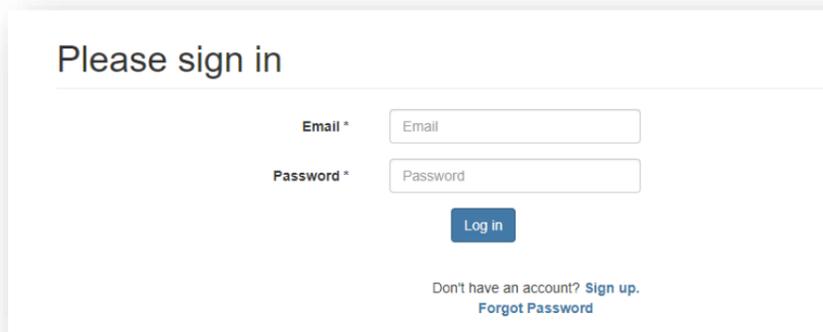
Step 01: Log on to <https://schoolexams.britishcouncil.org>

- Click on **Log in**



Step 02: Sign into your account

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



- **New user: Click on “Sign Up” to create an account**
- Complete the fields with Candidate 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')**.
- You will receive an email with the subject – “Account Activation”. In case you do not receive this email into your inbox, please check your SPAM or Junk folder.
- Click on the link in the email. This will take you to the **Register for an Account** page on the School Registration System.
- Enter the email address and password to login to your account.

Step 03: Select the country “Sri Lanka” from the drop-down list

- Click on **Continue** button

Step 04: Search for Exams

| | |
|------------------------|-----------------------------------|
| 1. Awarding body | Edexcel |
| 2. Session | Select session... |
| 3. Qualification level | Select qualification level... |
| 4. Location | Select location... |
| 5. Subjects | Select from available subjects... |

- Select awarding body as **Edexcel**
- Select session as **January 2024**
- Select qualification level as **International Advanced Level / GCE or International GCSE**.
- Select the location (i.e. Colombo).
- Enter your Unit codes or Cash-in codes that you intend to take.
- Once you enter all the codes, click on **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 05: Exam Basket

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

Step 06: Candidate Details

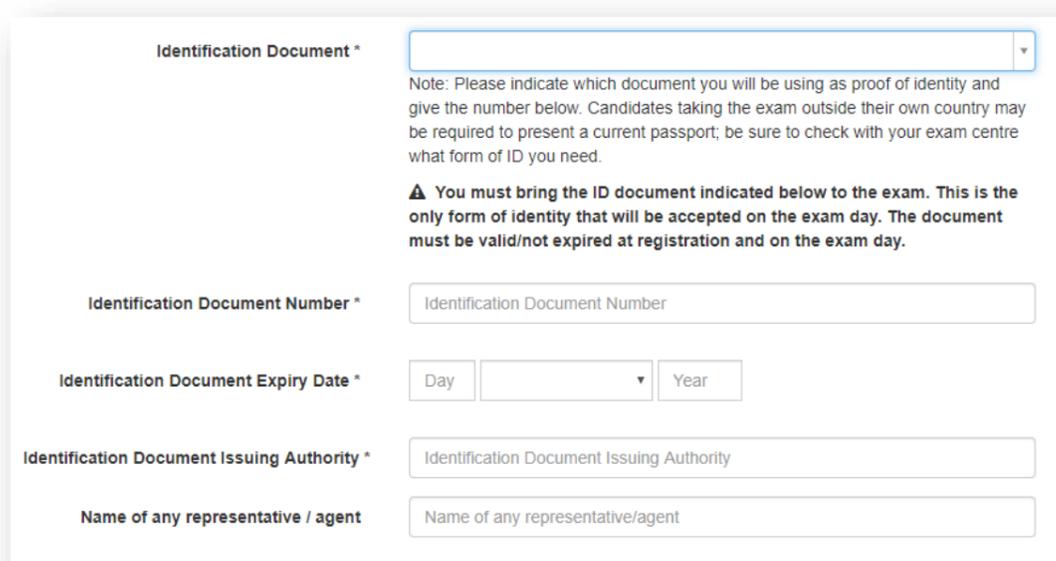
- Select the **Myself** option
- Fill in the following mandatory fields
 - Enter your first name. (This refers to all the names other than your surname/last name)
 - Enter your last name.
 - Enter your email address
 - Enter your date of birth
 - Select your gender
 - Fill in your **local** mailing address 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 your city (should be part of your address)
 - Select the country from the drop-down list
 - Enter your local mobile and telephone numbers (Your results login and certain exam related information will be sent to the given mobile number at the time of registration)

Step 07: Candidate Details Continued...

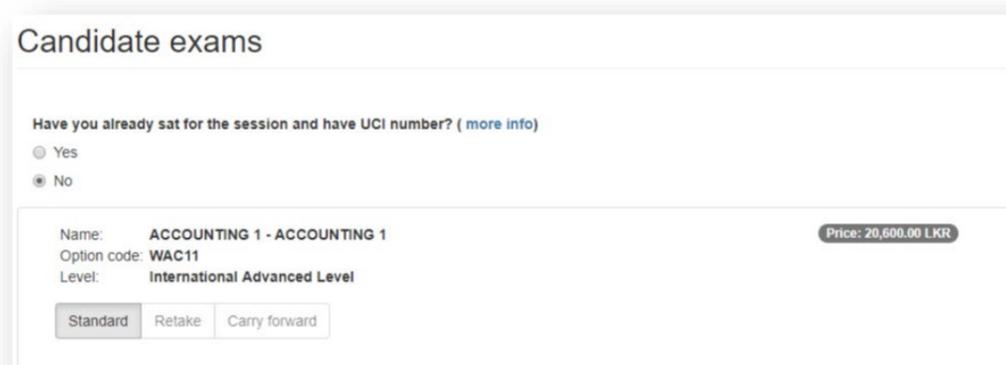
- Select your identification document type from the drop-down list.
 - Valid Passport - Check "Alterations & Observations Page" for any entries making the passport invalid.
 - Valid National Identity Card (if you have received the ID confirmation (issued by the government) as a replacement for the plastic 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 the document expiry date (Applicable for passports only)
- Enter the ID issuing authority
 - Passport: Department of Immigration and Emigration
 - Sri Lankan National Identity Card: Department of Registration of Persons Sri Lanka
- Enter Name of any representative/agent – Not mandatory to fill



Step 08: 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 above option.

(UCI – Unique Candidate Identifier is a 13 digit number which can be found on your previous session’s Statement of Entry or Results Sheet)

Step 9: Summary and Terms and Condition

- 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!