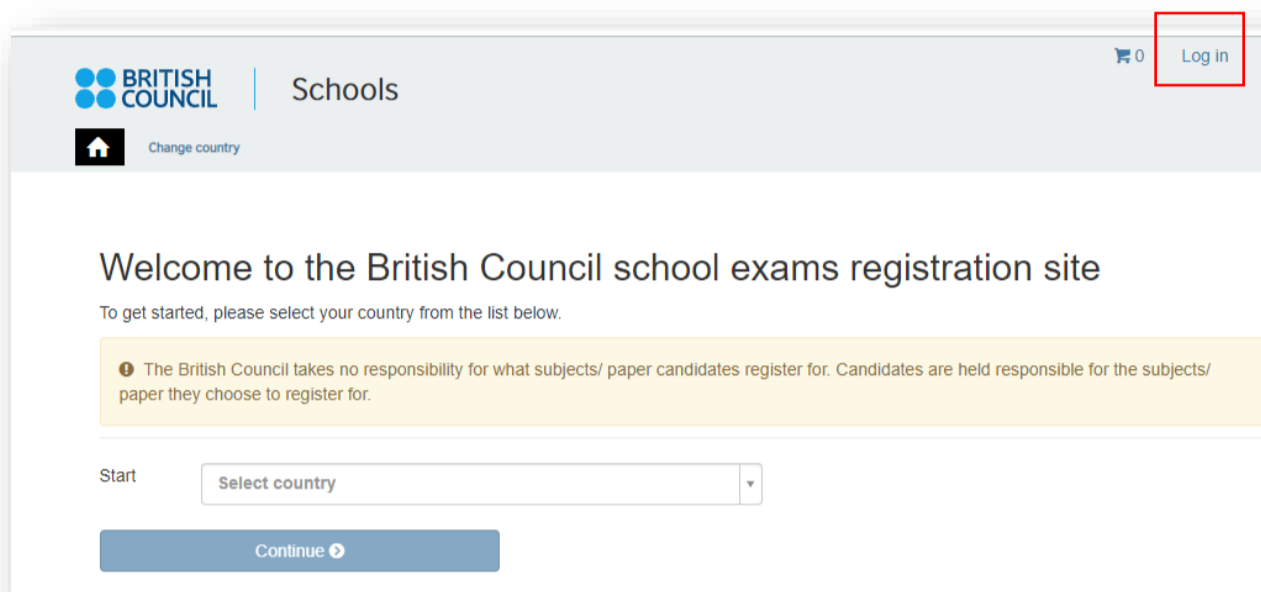


**This document is for Private Candidates only**

## Easy Step Guide for candidates who are 18 years and above

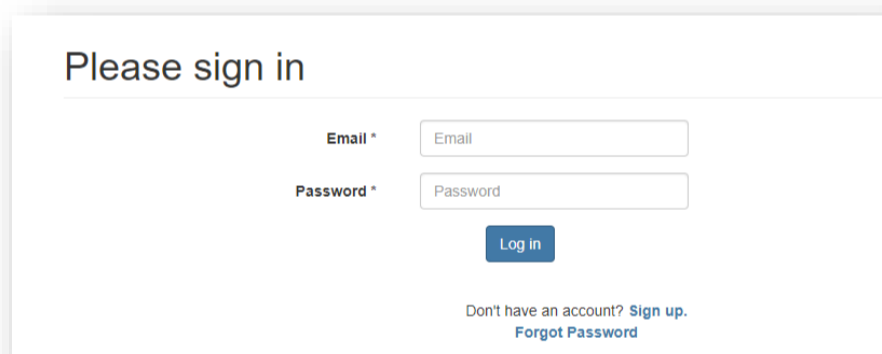
### Step 01: Log on to <https://schoolexams.britishcouncil.org>

- Click on **Log in**



### Step 02: Sign into your account

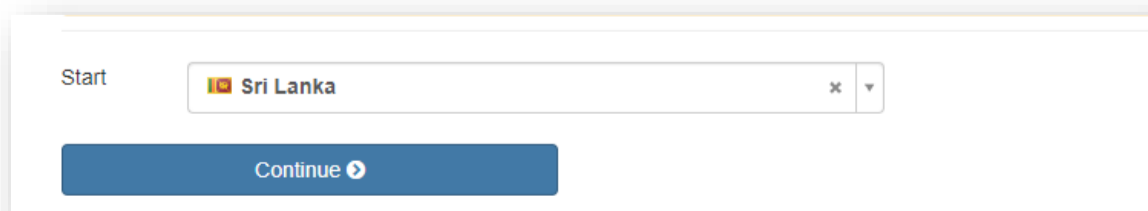
- **Existing user: Use your previous credentials to login.**



- **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 **Log In** and it will take you to the **Sign in** page. Then enter your registered email and the password.

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

- Click on **Continue** button



## Step 04: Search for Exams

- Select awarding body as **Cambridge International** and the session as October/November 2020.
- Select qualification level (i.e. A level, AS Level, IGCSE or O level).
  - IGCSE & O Level
  - AS level: Subject codes starts with 8
  - A level: Subject codes starts with 9
- Select the location (i.e. Colombo).
- Enter your subjects that you intend to take (Note: Option codes are not visible at this stage)
- Once you enter all the subjects, click on **Search** button
- 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
- Once you have chosen options for each subject, please click on **Proceed to Basket** (To remove a subject/option, click on **Remove from basket** button)

## Step 05: Exam Basket

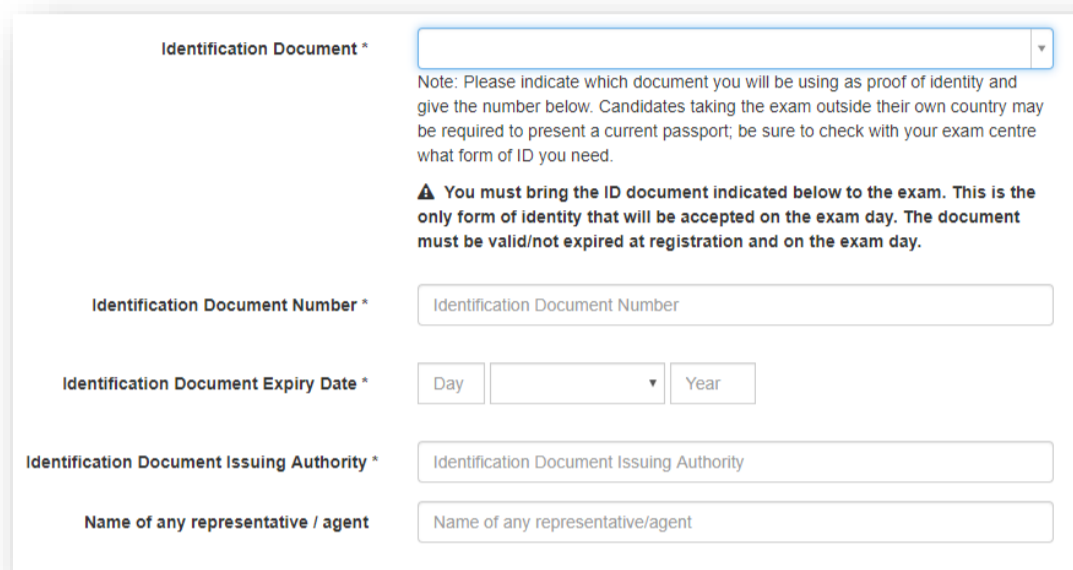
- Your selected subjects should appear on this page
- **Important:** Please check the option code, the relevant component numbers and the total exam fees.
- To add a new subject/option click on **Add Another Exam** button and follow the instructions above
- To remove a subject please click on **Remove**
- 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. (**Note: Character limit is 60, including spaces. This will be reflected on your certificate**)
  - 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)

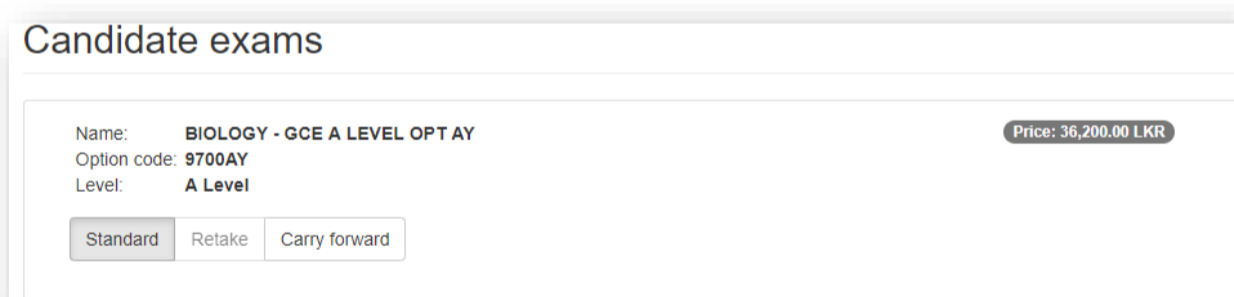
## Step 07: Candidate Details Continued...

- Select the candidate's identification document type from the drop-down list.
  - Valid Passport
  - Sri Lankan National Identity Card
  - Sri Lankan Postal Identity card (if you are below 16 years old at the point of online registration)
- 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 chosen subject/options should be listed on this page.
  - Please click on **Carry-forward** if you are carrying forward marks from **Oct/Nov 2019, May/June 2020 & May/June 2020**.
- Proceed by completing following fields.
  - Previous center number
  - Previous candidate number
  - Previous session
  - Click on "Next"



## Step 9: Summary and Terms and Conditions

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

### Important:

- **Online Payments should be made in one attempt, failing you should create a new registration and follow the process from the beginning.**
- **Payments needs to be made ONLY online by Visa/ Master card during your online registration process.**
- **Please note that our offices are closed to public until further notice due to prevailing situation in the country.**
- **Offline payment is not available until further notice.**

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

Good luck!