

Step 1

Log on to <http://srilanka.exams.britishcouncil.org/>

click on the “Register Now” tab to start registration for “Edexcel January 2015 Series”.

Step 2 (Select Centre)

Select the Parent Centre (Colombo or Kandy as appropriate) and *click* “next” to proceed.

Step 3 (Select type and Level)

Select the qualification level(s), i.e. “International GCSE”, “IAL” (International Advanced Level)

If a candidate has previously taken an Edexcel qualification, select “yes” and enter the UCI number or else select “no”.

Select the candidate’s status, i.e. private or school. If it’s a school candidate, select the school name.

Click next to view the next page

Step 4 (Candidate details)

Enter the candidate’s details in CAPITAL letters except for the email address.

Click next to view the next page

Step 5 (Select subjects)

Select the units/subjects that you intend to apply.

Click next to view the next page

Step 6 (Verification)

Verify all information provided. If you wish to make a change, you can select the appropriate tab and change details. Once you are satisfied with the data entered, you need to agree and accept the declaration and confirm your registration.

Step 7

Print off the registration form (registration summary document will show the total registration fees). Attached the following when you submit your application,

- copy of a valid proof of identity
 - International GCSEs - Postal ID, NIC or Passport
 - Advanced Levels - NIC and Passport only
 - N.B: original to be produced at the time of registrations (private candidates only)
- Copy of a Statement of Entry/results sheet to confirm your UCI (if you have taken an Edexcel exam before)
- If you are a school candidate: submit your form to your respective school.
- If you are a private candidate: submit your form to the British Council Customer Services team.