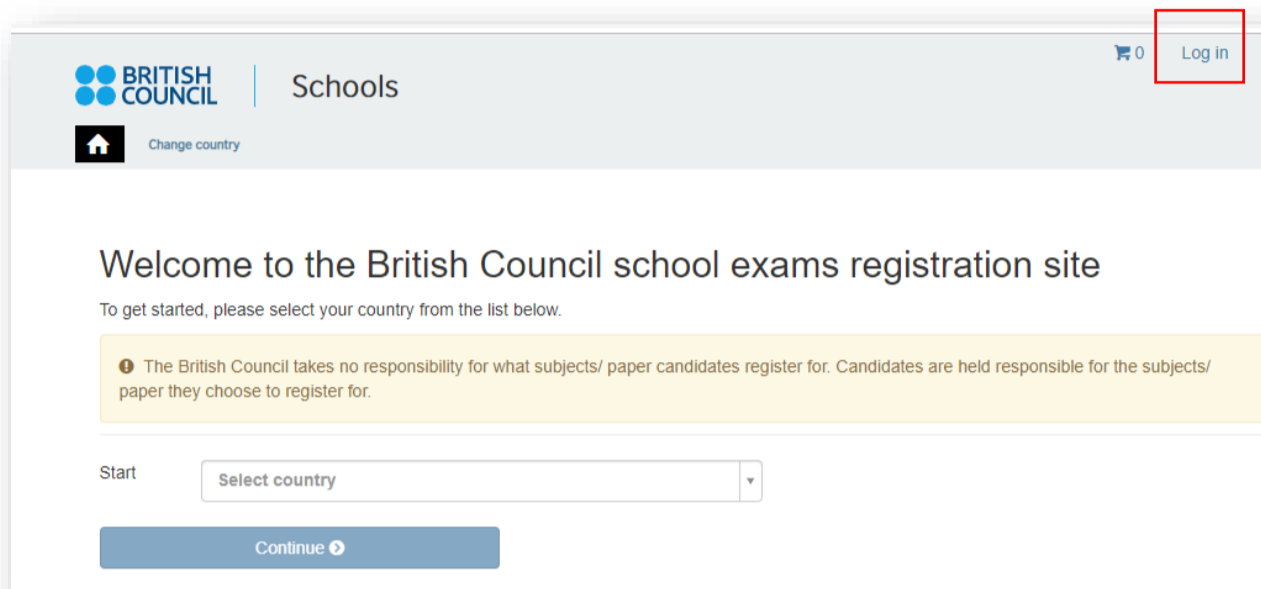


**This document is for Private Candidates only**

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

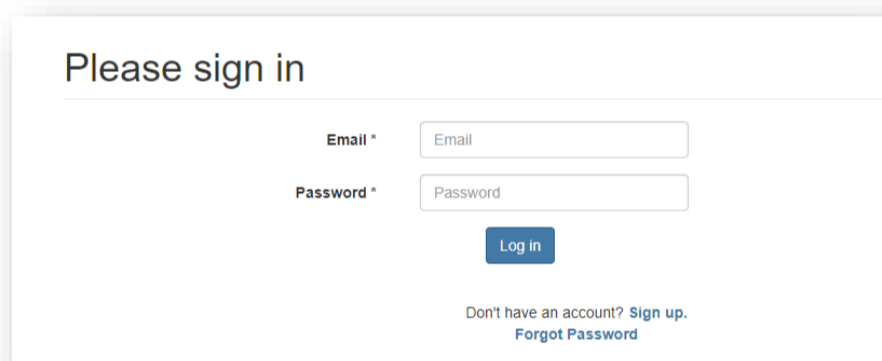
### Step 01: Log on to <https://schoolexams.britishcouncil.org>

- Click on **Log in**



### Step 02: Sign into your account

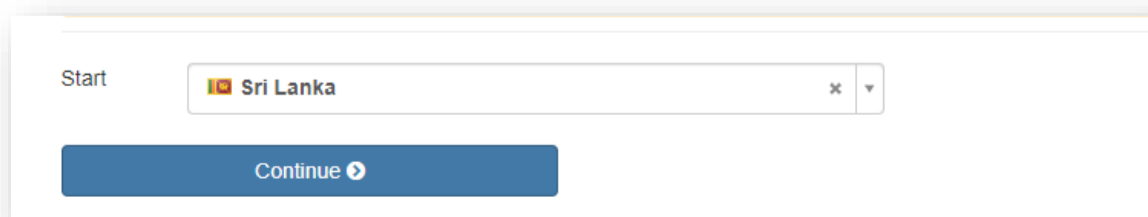
- Existing user: Use your previous credentials to login.**



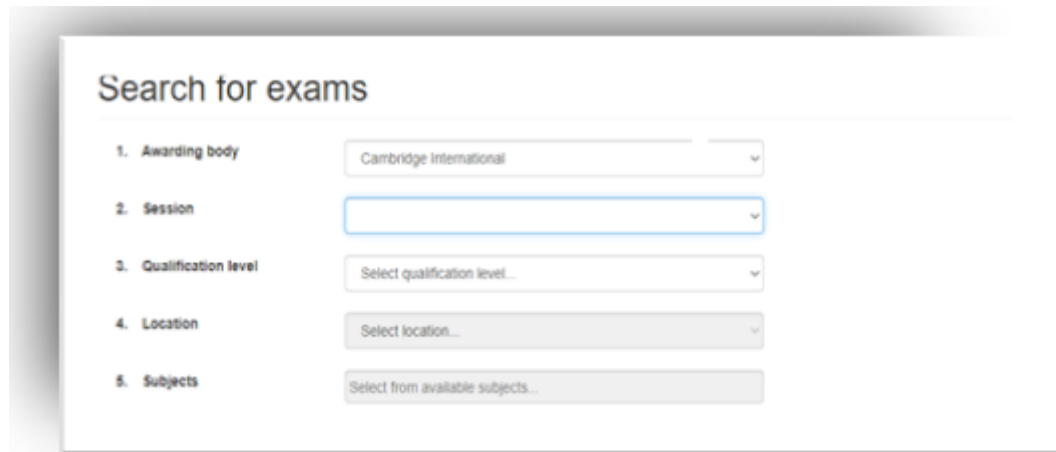
- New user: Click on “Sign Up” to create an account**
- Complete the fields with Candidate details (First Name, Last Name, Email, Date of birth and password of your choice)
  - Passwords should be **alpha-numerical**
  - Passwords must have **at least one digit ('0'-'9')**.
  - Passwords must have **at 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

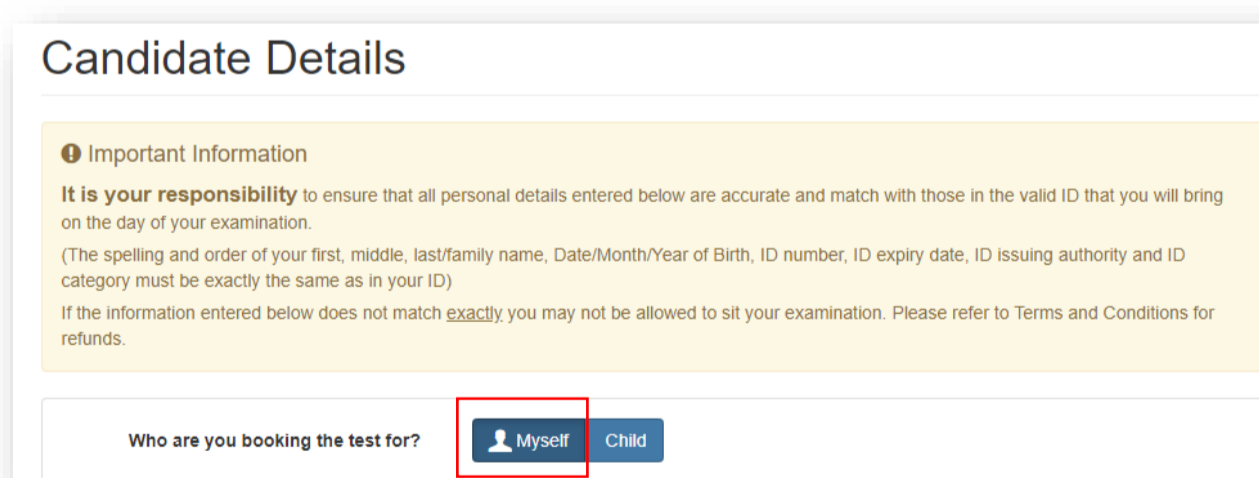


- Select awarding body as **Cambridge International** and the session as October/November 2022.
- Select qualification level (i.e. A level, AS Level, IGCSE or O level).
  - IGCSE & O Level
  - AS level: Subject codes starts with 8
  - A level: Subject codes starts with 9
- Select the location (i.e. Colombo).
- 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

**Identification Document \***

Note: Please indicate which document you will be using as proof of identity and give the number below. Candidates taking the exam outside their own country may be required to present a current passport; be sure to check with your exam centre what form of ID you need.

**⚠ You must bring the ID document indicated below to the exam. This is the only form of identity that will be accepted on the exam day. The document must be valid/not expired at registration and on the exam day.**

**Identification Document Number \***

**Identification Document Expiry Date \***

**Identification Document Issuing Authority \***

**Name of any representative / agent**

### 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 May/June2022 or Oct/Nov 2021.
- Proceed by completing following fields.
  - Previous center number
  - Previous candidate number
  - Previous session
  - Click on "Next"
- If it is a **Retake** please click the retake option.

**Candidate exams**

Name: **BIOLOGY - GCE A LEVEL OPT AY**  
 Option code: **9700AY**  
 Level: **A Level**

Standard Retake Carry forward

### 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 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!