

Cambridge Assessment International Education Schools Registration System May/June 2023

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.

Please sign in		
Email *	Email	
Password *	Password	
	Log in	
	Don't have an account? Sign up. Forgot Password	

- 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 <u>alpha-numerical</u>
  - Passwords must have <u>at least one digit ('0'-'9').</u>
  - 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

our off for ox	arrio		
1. Awarding body	Cambridge International	~	
2. Session		~	
0. Qualification level	Select qualification level	~	
4. Location	Select location	~	
5. Subjects	Select from available subjects		

- Select awarding body as **Cambridge International** and the session as May/June 2023.
- 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**

Candidate Details	
Important Information	
It is your responsibility to ensure that all personal details entered below are accurate and match with those i on the day of your examination.	n the valid ID that you will bring
(The spelling and order of your first, middle, last/family name, Date/Month/Year of Birth, ID number, ID expiry date, category must be exactly the same as in your ID)	D issuing authority and ID
If the information entered below does not match <u>exactly</u> you may not be allowed to sit your examination. Please refunds.	er to Terms and Conditions for
Who are you booking the test for?	



- 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
  - o Enter your date of birth
  - o 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)
  - o 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
  - o 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
  - o Sri Lankan National Identity Card: Department of Registration of Persons Sri Lanka
- Enter Name of any representative/agent Not mandatory to fill

	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.
	A 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 Number
Identification Document Expiry Date *	Day Year
entification Document Issuing Authority *	Identification Document Issuing Authority

## 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 sessions within 13 months.
- Proceed by completing following fields.
  - o Previous center number
  - Previous candidate number
  - Previous session
  - Click on "Next"
- If it is a **Retake**, please click the retake option.

Candidate exams				
Name: Option c Level:	BIOLOG ode: 9700AY A Level	Y - GCE A LEVEL OPT AY		
Standa	d Retake	Carry forward		- 1



# **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!