

**This document is for Private Candidates only**

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

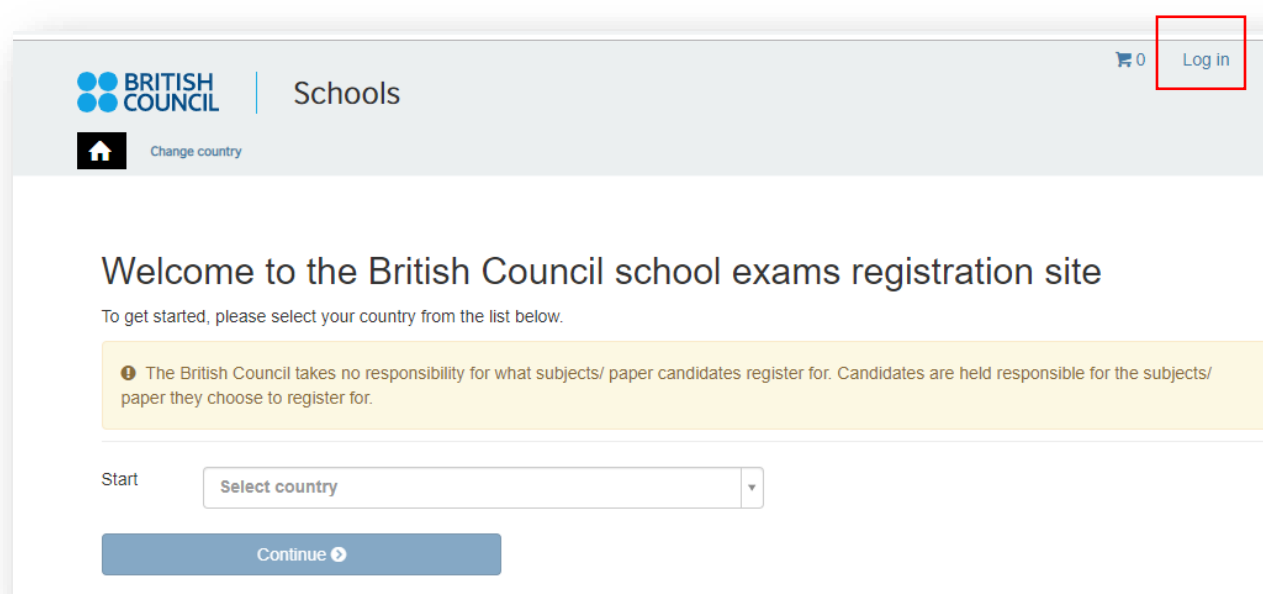
### **Important: Please complete the exam registration on Google Chrome**

All candidates under age 18 will be subject to the Child Safe Collection Policy (a child is defined as any person who has not reached their 18th birthday).

- If a candidate has reached his or her 18th birthday by the time they register for the exam, then candidate can register on their own.
- If a candidate is a minor (has not reached 18th birthday by the registration date), then one of the parents/guardians should do the registration on behalf of the minor.

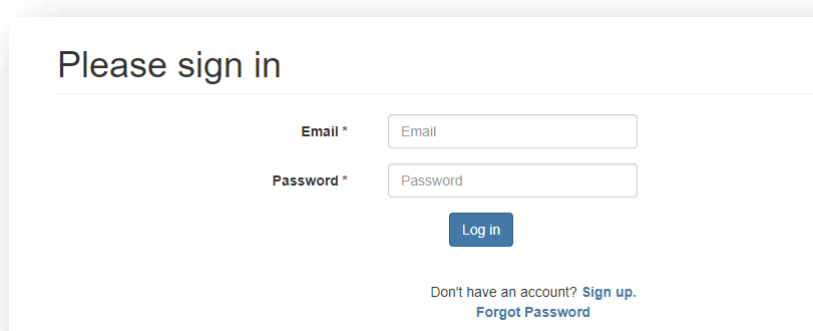
### Step 01: Log on to <https://schoolexams.britishcouncil.org>

- Click on **Log in**



### Step 02: Sign into your account

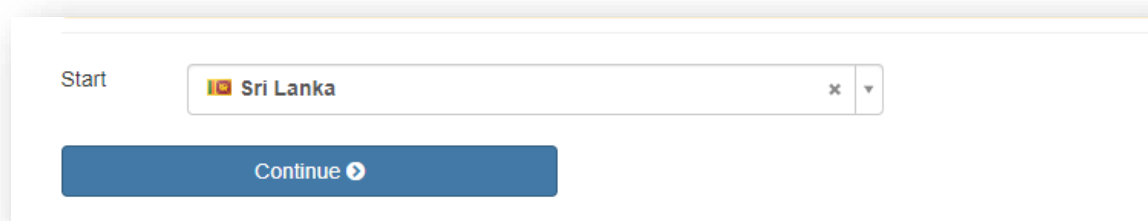
- **Existing user: Use your previous credentials to login.**



- **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



The screenshot shows a web interface with a 'Start' label on the left. To its right is a dropdown menu containing the text 'Sri Lanka' with a small flag icon to the left and an 'x' icon to the right. Below the dropdown menu is a blue button with the text 'Continue' and a right-pointing arrow.

### Step 04: Search for Exams

## Search for exams

#### Special Notice to Private Candidates about Pearson’s May/June 2021 exam series

Pearson will not run their International GCSE and International AS/A Level exams in the May/June 2021 series. Instead, they will offer an alternative assessment approach. We are waiting for final details on how the alternative assessment arrangements will work, but it is possible that the British Council cannot help you receive a grade. Should this be the case, we will help you understand the reasons, and the next steps you’ll need to take. Please read this letter closely for further information. [Click here for more information.](#)

1. Awarding body	Edexcel
2. Session	Summer 2021
3. Qualification level	Select qualification level...
4. Location	Select location...
5. Subjects	Select from available subjects...

- Select awarding body as **Edexcel**
- Select session as **Summer 2021**
- 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

### Candidate Details

**Important Information**

**It is your responsibility** to ensure that all personal details entered below are accurate and match with those in the valid ID that you will bring on the day of your examination.

(The spelling and order of your first, middle, last/family name, Date/Month/Year of Birth, ID number, ID expiry date, ID issuing authority and ID category must be exactly the same as in your ID)

If the information entered below does not match exactly, you may not be allowed to sit your examination. Please refer to Terms and Conditions for refunds.

Who are you booking the test for?

Myself
 Child

- 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
  - Sri Lankan National Identity Card
- 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 \***

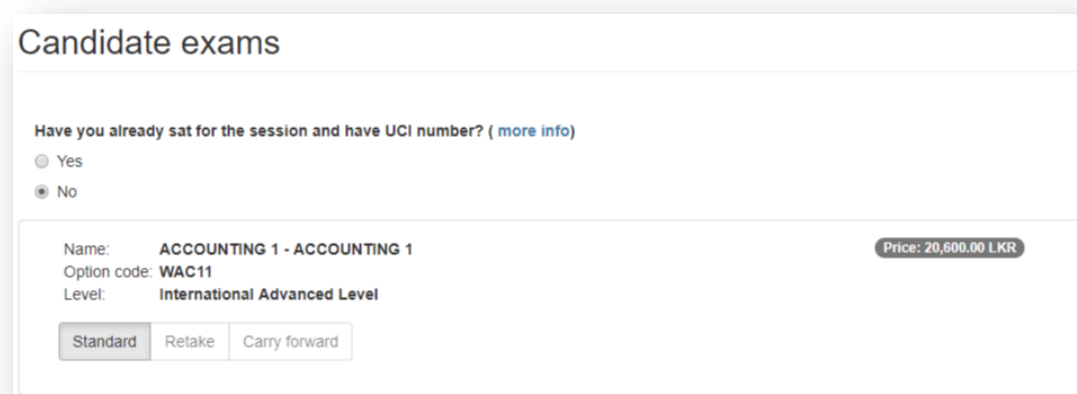
**Identification Document Expiry Date \*** Day  Year

**Identification Document Issuing Authority \***

**Name of any representative / agent**

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## Step 08: Candidate Exams: **Very Important**



The screenshot shows a web form titled "Candidate exams". It contains a question: "Have you already sat for the session and have UCI number? ( more info)". There are two radio button options: "Yes" and "No", with "No" selected. Below this, the exam details are displayed: "Name: ACCOUNTING 1 - ACCOUNTING 1" with a price tag of "Price: 20,600.00 LKR"; "Option code: WAC11"; and "Level: International Advanced Level". At the bottom, there are three buttons: "Standard", "Retake", and "Carry forward".

- 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)

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## Step 9: Summary and Terms and Conditions

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

### **Important:**

When making your entry please select the ‘Pay Online’ Option. Payments needs to be made online by Visa/ Master card during your online registration process on or before 15 March 2021. In the instance your online payment fails, please send an email to [LK-bankdeposits@britishcouncil.lk](mailto:LK-bankdeposits@britishcouncil.lk) for advice on an alternate payment method. Please include the candidate details.