

**This document is for Private Candidates only**

## Easy Step Guide for candidates who are below 18 years old

**Registration should be done by your parent/guardian**

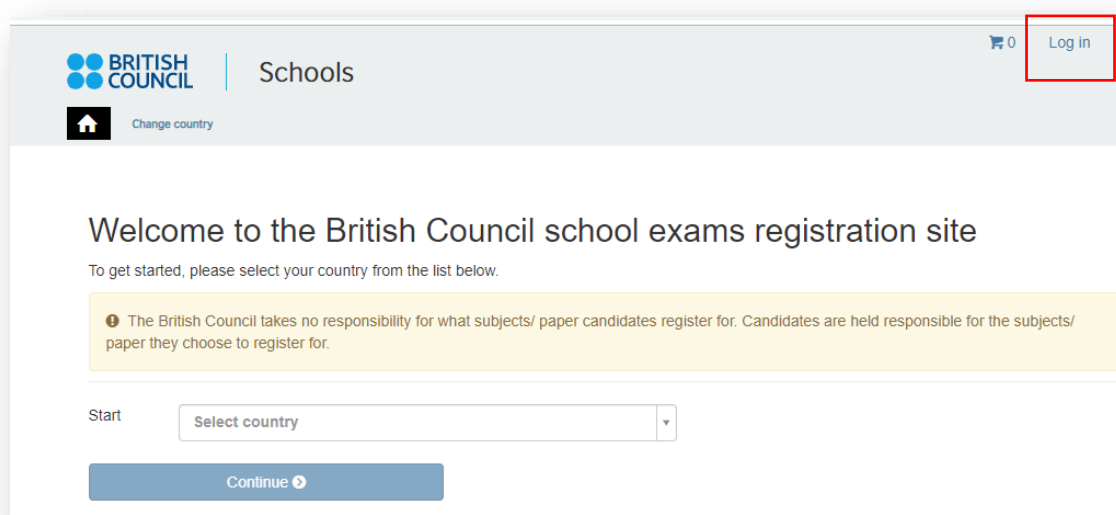
**Important: Please complete the exam registration on Google Chrome**

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.

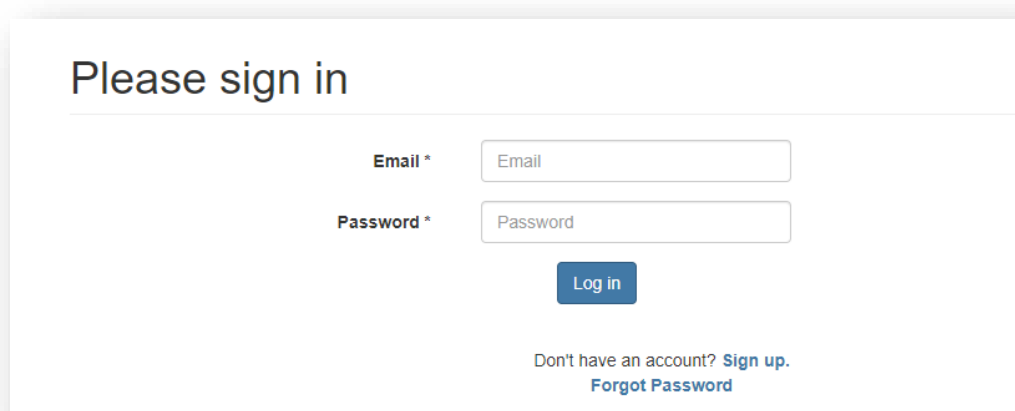
**Step 1: Log on to <https://schoolexams.britishcouncil.org>**

- Click on **Log in**



**Step 02: Sign into your account**

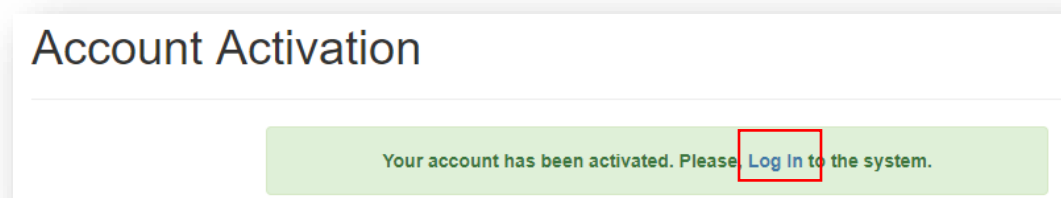
- Existing user: Use your previous credentials to login.



- New users click on “Sign Up” to create an account.
- Complete the fields with **Parent/Guardian's** 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')**.

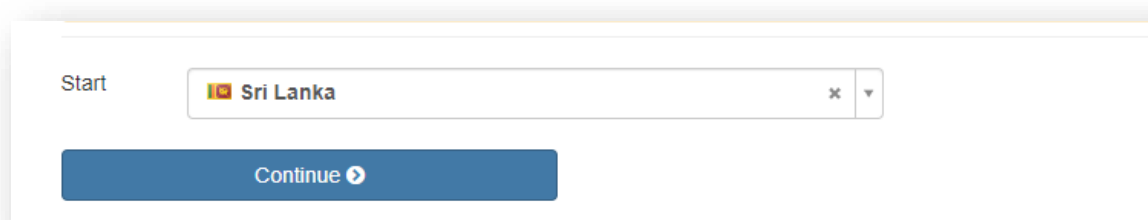
### Step 03: Parent/Guardian should login to their email

- You will receive a 'no reply' email with the subject – “**Account Activation**” In case you do not receive this email to your inbox, please check your SPAM or Junk folder.
- Click on the link in the email. This will take you to the **ACCOUNT ACTIVATION** page.
- Click on **Log In** and it will take you to the **sign in** page on School Registration System.



### Step 04: Select the country “Sri Lanka” from the drop-down list and click on “Continue” button

- Click on **Continue** button



### Step 05: 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/ cash-in codes that you intend to take/apply
- Once you've entered all your codes, click on the **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 06: Exam Basket

- **Important:** Please check the unit codes/ cash-in codes and the total exam fees.
- To add a new unit code/cash-in code click on **Add Another Exam** button and follow the instructions in **Step 5**
- To remove a unit code/cash-in code please click on **Remove**
- Click on **Register and pay now** to proceed further

## Step 07: 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 **Child** since you are doing the registration for your child.
- Please select the relationship to the child from the drop-down menu.
- Then input your contact number because you have selected “Child”
- Fill in the following mandatory fields
  - Enter the candidate’s first name. (This refers to all the names other than the surname/last name)
  - Enter the candidate’s last name.
  - Enter the candidate’s email address
  - Enter the candidate’s date of birth
  - Select the candidate’s gender
  - Fill in the candidate’s **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 the candidate’s city (should be part of the address)
  - Select the candidate’s country from the drop-down list
  - Enter **your** local mobile and telephone numbers (The results login and certain exam related information will be sent to the given mobile number at the time of registration)

## Step 08: Parent consent (**Very Important**)

- Please give your consent with regards to the candidate leaving the exams hall unaccompanied  
**Are you happy for your child to leave the exam premises unaccompanied at the end of the test?**
- If you select “**Yes I give my permission**” you can proceed by clicking “**next**” button
- If you select “**No I want to specify who will pick them up**” please fill in the details of the person who will be picking up the candidate. You may add more than one person.

Please click on “**The child will be over 18 at exams day**” if the candidate will turn 18 years old by 01<sup>st</sup> of May 2021.

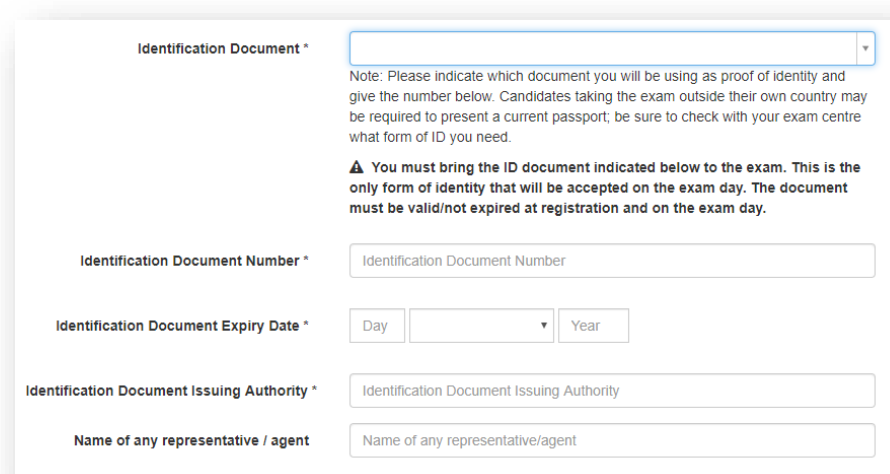
Are you happy for your child to leave the exam premises unaccompanied at the end of the test?

Yes I give my permission  
 No I want to specify who will pick them up  
 The child will be over 18 at exam date

[Child Protection Policy](#)

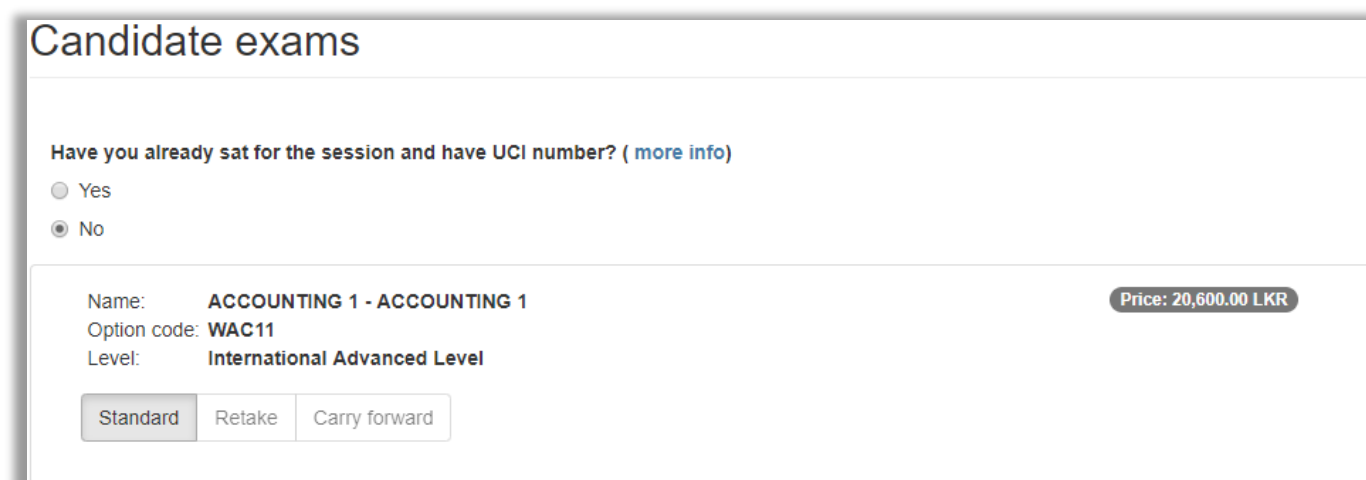
## Step 09: Candidate Details Continued...

- Select your identification document type from the drop-down list.
  - Valid Passport
  - Sri Lankan National Identity Card
- Enter your Identification document number
- Enter your ID document expiry date (Applicable for passports only)
- Enter your ID issuing authority
  - Passport: Department of Immigration and Emigration
  - NIC: Department of Registration of Persons Sri Lanka
- Enter Name of any representative/agent – Not mandatory to fill



## Step 10: Candidate Exams: **Very Important**

- 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 below option (UCI- Unique Candidate Identifier is a 13 digit number which can be found on your previous session's Statement of Entry or Result Sheet)



## Step 11: 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.