

**This document is for Private Candidates only**

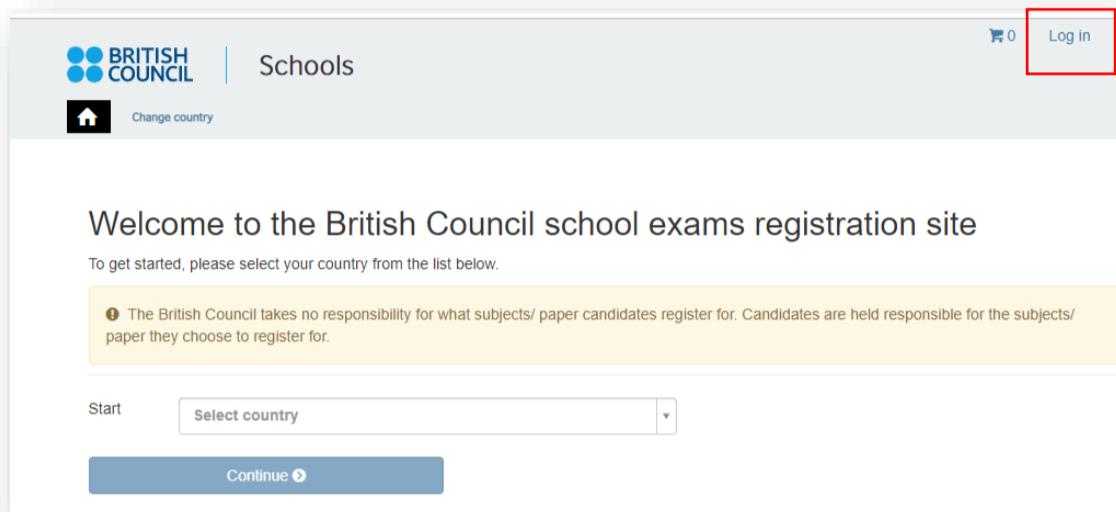
## Easy Step Guide for candidates who are below 18 years old

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

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

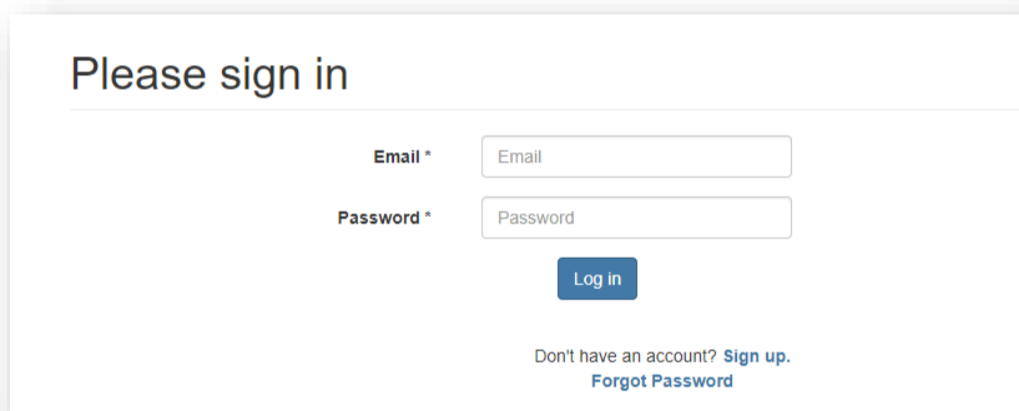
**Step 1: Log on to <https://schoolexams.britishcouncil.org>**

- Click on **Log in**



**Step 02: Sign into your account**

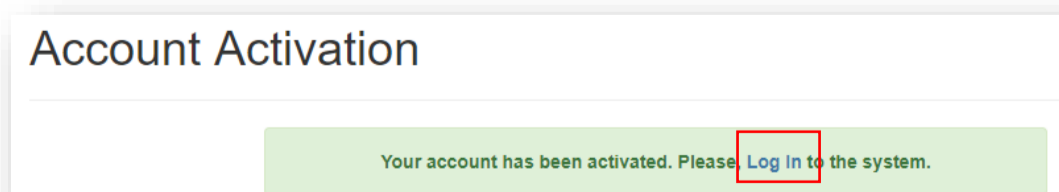
- Existing user: Use your previous credentials to login.



- 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

- Select awarding body as **Edexcel**
- Select session as **January 2021**
- Select qualification level as **International Advanced Level / 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

- 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 January 2021.

### 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)

### Candidate exams

Have you already sat for the session and have UCI number? ([more info](#))

Yes

No

Name: **ACCOUNTING 1 - ACCOUNTING 1** Price: 20,600.00 LKR

Option code: **WAC11**

Level: **International Advanced Level**

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**Step 11: 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 successful in one attempt, failing which needs to be paid over the counter or 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!