

Submitting Post-Results Service Requests on Schools Registration System for Cambridge International Exams

Last updated: August 2024

Introduction

This user guide is for private candidates who submitted their Cambridge International May/June 2024 registrations using the Schools Registration System.

This guide provides step-by-step instructions on how to submit enquiries about results on the Schools Registration System.

Post-Results Activities

Private candidates can use the Schools Exam Registration Portal to submit Post-Results Service requests for the latest exam series. This service is only available for exams that have already been assessed.

Use the following steps to submit your request.

1. Log in to the Schools Registration System (<https://schoolexams.britishcouncil.org/>)
(If you have forgotten your password, please use the 'Forgot Password' button to reset the password.)

BRITISH COUNCIL | SCHOOLS B2C

Username

Password

→ Sign In

Forgot password?

2. When you log in, you will see a notification banner at the top of the page, informing you that you can apply for post-results services for the Cambridge International May/June 2024 exam series.

Click on '**Post Result Service**'.

You can now apply for Post Results Services for the following exam series:

- Cambridge International May/June 2023.

Apply for **Post Result Service**

Hello, acand acand Log out 0

BRITISH COUNCIL | Schools | Bangladesh

Change country/territory My registrations Change password My profile Inbox (0) Post results services 1

3. Click on '**Create Request**'.

BRITISH COUNCIL | Schools

Hello, TEST PRS POST UAT Log out 0

Change country/territory My registrations Change password My profile Inbox (0) Post results services 1

Post results services

Create request

Session Candidate

Select... Select...

Select session & candidate to display post results services requests

4. Complete the four boxes as outlined below.

1 – Candidate full name.

2 – Type of Post-Results Service.

See below for details of the different Post-Result Services available.

3 – Subject and option code.

4 – Component (specific paper)

Note: If required you can submit multiple EAR requests

Service name	Details of service	Availability of service
Clerical re-check: Service 1	This service checks that all parts of the script were marked, and that the marks were totalled and recorded correctly.	Available for components we have assessed.
Clerical re-check with copy of script: Service 1S	The same as Service 1 but you also receive a copy of the script.	Available for components we have assessed, except for Art & Design syllabuses.
Review of marking: Service 2	A review of the original marking to check the agreed mark scheme was applied correctly. This service also includes the re-checks in Service 1. In this context, the 'original marking' means the marking used to determine the candidate's provisional result. This is often, but not always, the marking of the first examiner to mark the script.	Available for components we have assessed, except for multiple-choice question papers.
Review of marking with copy of script: Service 2S	The same as Service 2 but you also receive a copy of the script	Available for components we have assessed, except for multiple-choice question papers and Art & Design syllabuses.

Important information

- You can only submit enquiries about results at the component level (ie for a specific paper sat).
- You must submit requests for all the components you wish to review within the same syllabus at the same time. The awarding organization will not accept additional component enquiries for the same syllabus at a later date.
- For clerical re-check or review of marking services, you may only select one type of review or re-check service. For example, you cannot ask for a Service 1S for one component and then a Service 2S for another component if they are in the same syllabus. You cannot ask for the same or another service for the same syllabus if a previous request has already been submitted.
- All the components you wish to review must already have been marked.

5. Tick the check box (1) to confirm that you accept the Terms and Conditions. Then click 'Create' (2).

accuracy and reliability of the information provided by the communication materials sent to me, from time to time, as the candidate it's my responsibility to read the information carefully and bring to the notice of the British Council in writing, in a timely manner, any inaccuracies with my personal details, exam entries, the qualification and timetables the British Council will not accept any resulting responsibility, liability and legality. I recognise that I am liable to pay fees for any entry amendment made after the British Council entry deadline. I understand that I shall be allowed to sit only for those subjects and papers for which I have entered on this form. I also understand that the British Council is not responsible for resolving any clash papers between/of two different boards. I understand my obligation to report for any morning or afternoon examination paper at least half an hour before the scheduled examination start time as is required by British Council administrative arrangements.

The British Council reserves the right to disallow me to take the examination if they are not satisfied with the identification produced at the time of examination. I have not made an exam registration at any other centre for the same exam board for current exam series. I have read and understood the Registration Information Manual of the examination series

Kind regards

The British Council

I accept Terms & Conditions

[Previous](#) [Create](#)

6. Select the preferred payment method and confirm payment.

We recommend that you pay online to ensure there are no delays in processing your request.

Payment method

Request number S109-LK001-0001-1-0014 has been created.

We have received your application, please be patient. Our support team will look into the matter at the earliest available time. 2000 LKR

Please select preferred payment method to complete payment

Payment deadline: 00/09/2024

Online payment You selected an online payment method

We accept Visa and Mastercard credit and debit cards.

You will be directed to a secure payment page.

Pay now

Offline payment Select this checkbox if you want to pay offline.

Payment summary:

CAMBRIDGE INT PROJECT

9980A	
Component	Price
PROJECT 998001	2000 LKR
Total price: 2000 LKR	

Please follow the below steps if you would like to pay offline:

Step 1 – Make the payment via online bank transfer to our account.

(Note: We accept ONLY Online Bank/Payment Transfers or Over the Counter Payments at Banks. No Easy Pay/ATM/CDM Machine Payments Accepted)

Bank: HSBC
Branch: PO Box 73, Colombo 1
Account Name: British Council
Account number: 001-002377-002
Narration: CAIE EAR - Registration Reference Number (shortened)
(Example: CAIE EAR - A2LK-G1234567)

****Failure to mention the correct narration may result in your request not being processed****

Step 2 – Email the below to LK-bankdeposits@britishcouncil.lk with the Subject Line.

“Cambridge EAR June 2024 – [Registration Reference Number]”

– Confirmation / Screenshot of Bank Transfer

– Please mention the request number you receive from the School Registration System in the body of the email (**Example: S109-LK001-0001-0014**)

7. Go to the Post-Results Service page and choose the relevant criteria to view the ongoing and past requests. You will be able to check on the status of your outcome here.

Processing Timeline - Approximately 35 days from the submission acknowledgment.

The outcome letter will be sent to the email used for exam registration. In the event, you are eligible for a refund we will share instructions on how to apply for it with the outcome letter.

The screenshot shows a web interface for post-result services. At the top, there are two dropdown menus: 'Post result services type' and 'Status', both set to 'All'. Below these are two buttons: 'Choose to cancel' and 'Choose to pay'. The main content area displays details for a service:

Exam:	THINKING SKILLS 9694AY
Post results services reference ID:	S109-LK001-0001-1-0010
Qualification Level:	A Level
Post result service type:	Clerical re-check
Date of creation:	23/07/2024
Status:	Submitted

Component:	PROBLEM SOLVING 12 969412	Component:	CRITICAL THINKING 22 969422
Price:	1000.00 LKR	Price:	1000.00 LKR

Note: If you are unable to apply for EAR through the online portal, please use the below platform to submit your request

<https://forms.office.com/e/RUYg6ksvWe>

8. To cancel **unpaid requests**, click on 'Choose to Cancel' and provide the required details to proceed with the cancellation.

The screenshot shows the 'Post results services' page. At the top right is a 'Create request' button. Below are fields for 'Session' (redacted) and 'Candidate' (TEST PRS POST UAT). There are also dropdowns for 'Post result services type' and 'Status', both set to 'All'. Below this is a section titled 'Select the records to be cancelled.' with a checkbox selected. The details for the selected record are:

Exam:	CAMBRIDGE INT PROJECT 9980A
Post results services reference ID:	S109-LK001-0001-1-0014
Qualification Level:	A Level
Post result service type:	Clerical re-check
Date of creation:	30/07/2024
Status:	Unpaid

Component:	PROJECT 998001
Price:	2000.00 LKR

At the bottom, there are two buttons: 'Discard' and 'Choose to cancel', with the latter highlighted by a red box.