

Information and Key Dates for May-June 2023

For all Private and School Candidates

1. Registration Eligibility

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

- If a candidate is born on or before the **23 April 2005**, they can register on their own.
- If a candidate is born after **23 April 2005 (Minor)**, parents/guardian should do the registration on behalf of the candidate.

Before you proceed, we would advise you to familiarise yourself with the “**Syllabus/Option Code**”, “**Easy Step Guide**”, “**Information on Carry Forward**” and “**Exam Fees for May/June 2023**” available at <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.

Please make sure to select the correct syllabus code, option code, and syllabus title. **British Council will not be responsible for any errors made in your application.**

- A syllabus code: four-digit numeric code indicates which subject the candidate is taking. (Example, for IGCSE Chemistry :0620)
- An option code: two digits long and indicates which combination of exam components the candidate will be sitting. The option code will always start with a letter. (Example IGCSE Chemistry: BY/CY/FY/GY)

2. Registration Deadlines, Links and Fees:

Qualification – Type of Entry	Start	End
Normal Registration Period	21 December 2022	13 February 2023
Late Penalty Registration Period	14 February 2023	30 March 2023

- Registration Link for Private Candidates: <https://schoolexams.britishcouncil.org>
- School Candidates – Obtain the Registration Link from your school.

Exam Fees for Cambridge May/June 2023 - <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.

3. Registration Regulations

We **do not** accept registrations from private candidates for following Syllabuses/Option Codes.

Cambridge IGCSE

Syllabus Code	Option Code	Syllabus Name
0400	All options	Art and Design
0653	BY/FY	Combined Science
0413	All options	Physical Education
0445	All options	Design and Technology
0411	All options	Drama
0648	All options	Food and Nutrition
0610	BY/FY	Biology
0408	All options	World Literature
0654	BY/FY	Co-ordinated science
0460	AY/CY	Geography
0471	BY/CY	Travel and Tourism
0625	BY/FY	Physics
0457	All options	Global Perspectives
0470	AY/CY	History
0488	All Options	Literature (Spanish)
0475	CY/DY	Literature in English
0525	All options	German
0539	AO	Urdu as a Second language
0454	All options	Enterprise
0500	AS/AY	First Language English (oral endorsement)
0262	B	Swahili
0410	All options	Music
0620	BY/FY	Chemistry
0502	BY	First Language Spanish
0530	All options	Spanish

Cambridge O Level

Syllabus Code	Option Code	Syllabus Name
6130	All options	Fashion & Textiles
6065	All options	Food and Nutrition
5070	AY	Chemistry
5090	AY	Biology
5054	AY	Physics
2069	All options	Global Perspectives

Cambridge International AS & A Levels / Cambridge Pre-U

Syllabus Code	Option Code	Syllabus Name
9980	All options	Cambridge International Project
9239	All options	Global Perspectives and Research
9239	All options	Global Perspectives and Research
9705	All options	Design & Technology
9481	All options	Digital media and design
9482	All options	Drama
9396	All options	Physical education
8685	All options	Spanish language
9607	All options	Media Studies
9479	All options	Art and design
9483	All options	Music
9395	All options	Travel and Tourism
9719	All options	Spanish

4. Access Arrangements

Access Arrangements are pre-examination adjustments which allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment.

E.g., Readers, Scribes and Modified Question Papers.

Submission Deadline	20 January 2023
----------------------------	-----------------

How to apply – By following the steps given at <https://forms.office.com/e/t6QhQneKuP>

5. Payment Methods

All fees are payable in **Sri Lankan Rupees (LKR)**.

- **Private Candidates:** Payments need to be made online by **Visa / Master Card (Credit/Debit)** during your online registration process.

We recommend checking with your bank if the transaction amount can be authorised before attempting the payment.

In the event your online payment fails, please follow the “Offline Payment Method” given at <https://forms.office.com/e/30BiEC7hRN>

- **School Candidates:** Check with the respective school / institute.

Important:

- Late Applications will not be accepted for subjects that include Coursework, Practical or Speaking Test components.

For example:

- o AS & A Level: Art and Design, Information Technology, Chemistry, Physics, Biology and subjects including speaking components (i.e., French, French Language, Portuguese, Portuguese Language, Spanish, Spanish Language)
- o IGCSE: Art and Design, ICT, subjects including speaking components (i.e., Arabic, Chinese as a second language, Dutch, English as second Language, First Language English, First Language Spanish, French, German, Italian, Mandarin (Chinese), Portuguese, Spanish)
- Acceptance of applications for speaking component will be based on the availability of examiners. Therefore, it is mandatory that the candidate checks with us before registering for such subjects.

6. Submission of Coursework

Submit to British Council Office between **4 and 5 April 2023** (9.00 am to 4.00 pm).

7. Subject Entry Amendments

Candidate would have to apply for the correct subject and refund the erroneous one in line with the “School Exam Refund Policy” available at Registration Timeline & Fees as per **Section 2 & 10**.

8. Personal Data Amendments

Changes to your name(s), date of birth and contact details to be notified to British Council Customer Services on or before 13 Feb 2023.

Any subsequent changes to be notified at one of the writing exam venues to the test day supervisor.

9. General Information about Cambridge Examinations Staged Assessment and Carry Forward Options

9.1 Cambridge International AS & A Level – Staged Assessment

Subject to the requirements of the particular A Level Syllabus, an award in an AS Level syllabus may be used toward the award of an A Level in the same subject in a subsequent session within a **13-month period** (“Staged Assessment”). These syllabuses are shown with the asterisk (*) in the syllabus key.

Following routes apply:

Route 1 - Candidate enters for all A Level papers in a single session.

Route 2 - Candidate enters for A Level who wishes to have the AS Level result achieved in the previous June counted toward the A Level award and is not retaking those components that contributed to the AS again.

Route 3 - Candidate enters for A Level who wishes to have the AS Level result achieved in the previous November counted toward the A Level award and is not retaking those components that contributed to the AS again.

Route 4 - Candidate enters for all A Level papers in the same session; wishes to have the result from either or both of a previous June and/or November session considered for the A Level award. Cambridge will award the best possible grade.

9.2 Cambridge IGCSE, O Level and AS & A Level – Carry Forward options

Some syllabuses permit candidates to carry forward marks from a previous series within a **13-month period only**.

Carry forwarding your results to May/June 2023 is possible only from the below series:

- Cambridge May/June 2022
- Cambridge Oct/Nov 2022

Carry Forward Entry Rules

- For all syllabuses – Marks must be carried forward within 13 months from the first time a candidate took the syllabus.
- Cambridge IGCSE, O Level, and Pre-U – Marks can be carried forward only once.
- Cambridge International AS Level – Marks can be carried forward twice.
- Marks can only be carried forward for the same qualification and syllabus.
 - E.g. Candidate cannot carry forward marks from Cambridge IGCSE English as a Second Language (0510) to Cambridge IGCSE English as a Second Language (0511) because these are different syllabuses

- To see which marks can be carried forward, check the correct syllabus in the Subject Availability List published on <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.
- If a candidate wishes to use marks from a previous series within the 13-month period, you should enter them for the relevant 'Mark Carried Forward' component when registering.
- It is not possible to carry forward an AS Level result to session other than those specified, or to carry forward a result in an individual component unless it constitutes a full AS Level award.

More information on choosing the carry forward option - <https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-2-entries/carry-forward-entry-rules>.

Important:

- If a wrong carry forward option is chosen, candidate will have to opt for a subject entry amendment in line with Section 7. In an instance when amendments cannot be done, candidates will not receive a grade for the subject even though the candidate sat for the paper.
- If a candidate chooses a carry forward option beyond the 13-month period, the registration will be invalid even though the candidate sat for the paper.
- Above issues will only be notified to British Council by Exam Board (Cambridge) during the exam series. Therefore, candidates will have to adhere to the above terms and conditions even though the payments had been done / candidate had sat for the exam.
- No refunds will be issued in any of the above instances.

10. Late Entries and Entry Amendments

Applications submitted during the below time period will be subjected to a late entry fee. Late fees will be charged in addition to the subject and candidate fees.

Late Registration Fee for Entries / Entry Amendments From 14 February to 30 March 2023	Normal Fee + 21,300.00 per subject
Very Late Fee for Late Entry Amendments informed to us from 31 March 2023 onwards. These will be processed as off system entries following the approval from the exam board. Send your request to info.lk@britishcouncil.org with the subject line " Approval for Very Late Registrations " and the details of the relevant subject(s).	Normal Fee + 52,440.00 per subject

11. Documentation required for Registrations

- Valid Passport
 - Check "Alterations & Observations Page" for any entries making the passport invalid.
- Valid National Identity Card
- Valid Postal Identity (Only for O Level and IGCSE Candidates – Age below 16)

12. Statement of Entries (SOE)

Your SOE (except for Late Registrations), Venue Details and Timetable will be sent via email by **12 April 2023**. Contact us if you fail to receive it by then.

13. Refunds

Refund Deadlines

Stage 1	Stage 2
14 February 2023	Submission Period: 24 April to 09 June 2023

How to apply – Please follow the steps found on our School Exams Refund Policy – available at <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>

14. Results and Certificates – Due Dates:

➤ Online Results

Online Results for,

- Cambridge AS & A Level will be released on 10 August 2023.
- Cambridge IGCSE & O Level will be released on 16 August 2023.

Each candidate will receive an online access login detail from the British Council via courier. Hard copies of results are expected in late-August 2023 and will be couriered to respective schools and private candidates.

➤ Certificates

Certificates for the **May/June 2023** exam series are expected in **late October 2023** and will be couriered to respective schools/candidates.

Note: Please note that you need to pay **LKR 3000**(Non-refundable) per courier, at customer services if you require your results sheet/ certificate to be couriered to an overseas address.

15. Return of Artwork

Artwork of 0400/01 and 0400/02 will be returned to the school on request. Payment for each component will be LKR 41,600/-. Deadline for accepting requests is 31 March 2023.

16. Exemptions due to Covid-19 – May/June 2023

Private Candidates – No Exemptions

17. Contact Information

Address	British Council, 49, Alfred House Gardens, Colombo 03
Opening Hours	https://www.britishcouncil.lk/about/contact
Email	info.lk@britishcouncil.org
Contact	+94 (0)11 7 521 521
Website	www.britishcouncil.lk