

Information and Key Dates for Oct-Nov 2023

For all Private and School Candidates

1. Registration Deadlines, Links and Fees

Qualification – Type of Entry	Start	End
Normal Registration Period	11 July 2023	09 August 2023
Re-take Entries from May/June 2023	10 August 2023	02 September 2023
Late Penalty Registration Period	10 August 2023	02 September 2023

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

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

2. Documentation required for Registrations

- Valid Passport
 - Check “Alterations & Observations Page” for any entries making the passport invalid.
- Valid National Identity Card (if you have received the ID confirmation (issued by the government) as a replacement for the plastic NIC you eligible to use it for registrations)
- Valid Postal Identity (Only for O Level and IGCSE Candidates – Age below 16)

Note: Invalid Passport/National Identity Card will not be permitted to use at the examination venue.

3. 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 **1 October 2005**, they can register on their own.
- If a candidate is born after **1 October 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 October/November 2023**” available at <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.

Important – 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)

4. Registration regulations

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

Cambridge IGCSE

Syllabus Code	Option Code(s)	Syllabus Name
0400	All options	Art and Design
0413	All options	Physical Education
0445	AY/BY/CY	Design and Technology
0600	AY/BY	Agriculture
0411	All options	Drama
0648	AY	Food and Nutrition
0408	All options	World Literature
0460	AY	Geography
0471	BY	Travel and Tourism
0457	All options	Global Perspectives
0470	AY	History
0488	A	Literature (Spanish)
0475	CY	Literature in English
0454	AY	Enterprise
0500	AS/AY	First Language English (oral endorsement)
0410	All options	Music
0502	BY	First Language Spanish

Cambridge O Level

Syllabus Code	Option Code(s)	Syllabus Name
6130	All options	Fashion & Textiles
6065	AY	Food and Nutrition
6043	AY	Design & Technology
5038	All options	Agriculture
7096	BY	Travel & Tourism

Cambridge International AS & A Levels / Cambridge Pre-U

Syllabus Code	Option Code(s)	Syllabus Name
9980	All options	Cambridge International Project
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
9607	All options	Media Studies
9479	All options	Art and design
9483	All options	Music
9395	All options	Travel and Tourism
9631	All options	Design & Textiles

5. 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 – 21 July 2023

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

6. Payment Methods

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

- **Private Candidates:** Payments needs 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:

- **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)
 - **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.

7. Submission of Coursework

Only applicable for School candidates. **Submission date – 15 September 2023.**

8. 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 1 & 11.**

9. Personal Data Amendments

Changes to your name(s), date of birth and contact details must be notified to us by following the steps given at <https://forms.office.com/e/tVUC0WCkAd>

Deadline – 9 August 2023

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

10.1 Cambridge International AS & A Level – Staged Assessment

Subject to the requirements of the 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.

10.2 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 Oct/Nov 2023 is possible only from the below exam series:

- Cambridge May/June 2023
- 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., Candidates 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.

11. Late Entries and Entry Amendments

Applications submitted during the below time periods 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 10 August to 2 September 2023	Normal Fee + 22,160.00 per subject
Very Late Fee for Late Entry Amendments informed to us from 03 September 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 + 54,580.00 per subject

12. Statement of Entries (SOE)

Your SOE (except for Late Registrations), Venue Details and Timetable will be sent via email by **15 September 2023**. Contact us if you fail to receive it by then.

13. Practical Letters

Practical letters will be sent via email **by 15 September 2023**.

14. Refund Deadlines

	Stage 1	Stage 2
First Time Entries	10 August 2023	Submission Period: 02 October to 22 November 2023
Retake Entries	03 September 2023	Submission Period: 02 October to 22 November 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>

15. Results and Certificates – Due Dates:

- **Online Results** - Will be released by **mid-January 2024 for all qualifications**.

Each candidate will receive an online access login detail from the British Council via email. Hard copies of results are expected in late-March 2024 and will be couriered to respective schools and private candidates

- **Certificates** - Expected by **late March 2024** and will be couriered to respective schools / eligible candidates.

Note: Please note that you need to pay **LKR 4,800** (Non-refundable) per courier at customer services if you require your results sheet/ certificate to be couriered to an overseas address.

16. 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 – **5 January 2024**.

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) 117 521 521
Website	https://www.britishcouncil.lk