

Information and Key Dates for Oct-Nov 2022

For all Schools and Private Candidates

1. Who should be eligible to register?

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 reaches his or her 18th birthday by **20 September 2022**, then candidate can register on their own.
- If a candidate is a minor candidate by **20 September 2022**, the parents/guardians should do the registration on behalf of the Candidate.

Before you proceed, we would advise you to familiarise yourself with the “**Syllabus/Option code**” document, “**Easy Step Guide**” and the “**Fee for Oct/Nov 2022 Exams**” 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:

Online registrations will be open from **22 July to 15 August 2022**

- Registration link for Private candidates: <https://schoolexams.britishcouncil.org>
- Registration link for School candidates - Please contact your school Exams Officer/Coordinator to get your registrations link which is only specific to your school.

Qualification – Type of Entry	Start	End
Normal Registration Period	22 July 2022	15 August 2022
Re-take Entries from June 2022 series	16 August 2022	14 September 2022
Late Penalty Registration Period	16 August 2022	14 September 2022

The fees for the **Oct/Nov 2022** examinations can be accessed through our website <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.

3 Registration Regulations:

We **do not** accept registrations from private candidates for following-Syllabus/codes.

Cambridge IGCSE Examinations (IGCSE)

Syllabus Code	Option Code	Syllabus Name
0400	All options	Art and Design
0548	All options	Afrikaans as a second language
0600	All options	Agriculture
0653	BY/FY	Combined Science
0637	All options	Child Development
0413	AY	Physical Education
0511	EY/JY	English as a second language (Count-in Speaking)
0548	All options	Afrikaans as a second language
0600	All options	Agriculture
0653	BY/FY	Combined Science
0637	All options	Child Development
0413	All options	Physical Education
0652	BY/FY	Physical Science
0445	All options	Design and Technology
0411	All options	Drama
0510	DY/IY	English as a second language (Speaking Endorsement)
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	A/C	Literature (Spanish)
0475	CY/DY	Literature in English
0525	All options	German
0531	All options	IsiZulu as a second language
0454	All options	Enterprise
0500	CU/CV /AS/AY	First Language English (oral endorsement)
0549	B	Hindi as a second Language

0519	All options	Japanese
0410	All options	Music
0620	BY/FY	Chemistry
0502	BU/BV/CV/DU/DV/EU/EV/FU/FV	First Language Spanish
0530	All options	Spanish

Cambridge Ordinary Level Examinations

Syllabus Code	Option Code	Syllabus Name
6065	All options	Food and Nutrition
7096	BY/CY	Travel & Tourism
6130	All options	Fashion & Textiles
7048	All options	CDT: Design & Communication
6065	All options	Food and Nutrition
6043	All options	Design and Technology
5180	All options	Marine science
5070	AY	Chemistry
5038	All options	Agriculture
5090	AY	Biology
5054	AY	Physics

Cambridge International Advanced Subsidiary (AS) and Advanced Level (AL) and Pre-University (Pre U)

Syllabus Code	Option Code	Syllabus Name
8291	All options	Environment Management
9706	DV/EV	Accounting
8679	All options	Afrikaans language
9679	All options	Afrikaans
9980	All options	Cambridge International Project
9239	All options	Global Perspectives and Research
9695	CY/FY/IY/LY/1V/2V/3V/4V/5V/6V	Literature in English
9609	DY/EV	Business
9239	All options	Global Perspectives and Research
9705	All options	Design & Technology
9481	All options	Digital media and design
9093	DV/EV	English language
9482	All options	Drama
9336	All options	Food studies

8683	All options	German language
8281	All options	Japanese language
9396	All options	Physical education
9990	DV/EV	Psychology
8685	All options	Spanish language
9607	All options	Media Studies
9700	DV/EV/IV	Biology
9479	All options	Art and design
9704	All options	Art and design
9483	All options	Music
9703	All options	Music
9701	DV/EV/IV	Chemistry
9395	All options	Travel and Tourism
9631	All options	Design & Textiles
9708	DV/EV	Economics
8291	All options	Environmental management
9626	DV/EV	Information technology
9709	LV/NV/OV/PV/RV	Mathematics
9702	DV/EV/IV	Physics
9719	All options	Spanish

4. Access Arrangements

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. This allows candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and modified question papers.

Access arrangement requests pertaining to **Oct/Nov 2022** exam series should be submitted on or before the given deadlines for exam board approvals.

October/November exam series application deadline	05 August 2022
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Please note that access arrangement applications and supporting documents need to be emailed to info.lk@britishcouncil.org on or before 05 August 2022, please note that hard copies will not be accepted.

The access arrangement application can be downloaded from <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.

5. Payment Methods:

All fees are payable in **Sri Lankan Rupees**.

- **Private candidates:** Please note that you need to pay the relevant amount in **LKR** on or before **15 August 2022** to confirm your registration.

Payments need to be made **online** by **Visa/ Master card** during your online registration process.

Important – Due to the ongoing payment transaction restrictions we advise you to check with your bank if the transaction amount can be authorized prior to attempting to make the payment.

In the instance your online payment fails, you will need to make a bank transfer. Please visit <https://www.britishcouncil.lk/exam/school-exams> for bank details.

Important: You must quote your registration reference number and name in all available reference fields when making this payment.

Once you have completed the payment, kindly email the “Confirmation/Screenshot of Bank Transfer” to LK-bankdeposits@britishcouncil.lk. Before the respective deadline using “**Reg reference number-CAIEON22**” as the subject line. Please note that if we do not receive the email by the respective deadline, you will be subjected to the late penalty fee.

E.g: “**A2LK-G1234567- CAIEON22**”.

- **School candidates: Please consult your school authorities to find out the approved closing date and make the payment accordingly.**

Furthermore, please note that late applications will not be accepted for subjects that include coursework, practical or speaking test components.

Example:

- AS and 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).

Note: Acceptance of applications for speaking component will be based on the availability of examiners. Therefore, it is mandatory that the candidate check with us on the examiner availability before registering for such subjects.

6. Submission of coursework

Coursework should be submitted to British Council on or before 25 September 2022, Please go through the specifications for information on coursework.

7. Subject entry amendments

If you have any changes that need to be made to your examination entries, please notify the British Council on or before **15 August 2022**. No entry amendments will be accepted after this date. Late entry amendment fee structure is given in **section 10** (If a candidate is applying for a late entry amendment, candidate needs to pay the late entry fee for that amended subject and the incorrect fee which was paid on the normal period will be refunded.)

8. Personal Data amendments

Centre and the candidate details including the spelling of names, date of birth must be checked when the Statement of Entry is issued. Any inaccuracies must be reported to the test day supervisor on the test day on or before **18 November 2022**.

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 in the attached instruction booklet.

The 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. CIE 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**.

For Cambridge IGCSE or Cambridge O Level subjects, marks can only be carried forward once, while Cambridge International AS Level marks can be carried forward twice. If candidates wish to use marks from a previous series, you should enter them for the relevant 'Mark Carried Forward' component when making their entries.

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.

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

Important – If a wrong carry forward option is chosen an additional payment will be charged for amendments or at a situation when amendments cannot be done candidates will not receive the outcome for the subject.

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.

<p>Late Registration Fee applies for late entries/entry amendments submitted during</p> <p>16 August to 14 September 2022</p>	<p>Normal fee + 20,850.00 per subject</p>
<p>Very Late Fee applies for late entry amendments informed to us from 15 September 2022 onwards.</p> <p>These will be processed as off system entries following the approval from the exam board. Kindly send your request to info.ik@britishcouncil.org” with the subject line “Approval for late registrations” and the details of the relevant subject/s.</p>	<p>Normal fee + 51,450.00 per subject</p>

11 Documentation required for registrations:

When performing the registration please make sure to check the validity of the passport on the Alterations and Observations page as well. Invalid passport/national identity card will not be permitted to use at the examination venue.

12 Statement of Entry and timetables

Your timetable and the statement of entry (other than late entries) should reach you by **15 September 2022 via email**. If it does not reach you by this date, please contact British Council using the information given on the contact details section

13 Refunds

N.B. We thoroughly advise you to read our “**School Exams Refund Policy**” published on our website before submitting a refund request.

You may access the policy via https://www.britishcouncil.lk/sites/default/files/refund_policy_-_school_exams.pdf

Medical certificates should be obtained from one of the approved hospitals. A list of approved hospital can be found on our website. No other medical certificates will be accepted.

We will not accept the documents for partial refunds. If you wish to withdraw from a subject, you are required to request the refund of the full subject entry.

13.1 Refund Deadlines

	Stage 1	Stage 2
First time entries	Deadline 16 August 2022	From 30 September to 19 November 2022
Re-take entries	Deadline 15 September 2022	From 30 September to 19 November 2022

The refund applications can be downloaded from <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.

14 Results and Certificates

➤ Online results

Online Results for Cambridge IGCSE, O Level and International AS & A Level- **Oct/Nov 2022** exam series will be available during **mid-January 2023**. Each candidate will receive the online access login details from the British Council via email.

Hard copies of results are expected in **late-March 2023** and will be couriered to respective schools and private candidates.

➤ Certificates

Certificates for **Oct/Nov 2022** exams series are expected in **late March 2023** and will be couriered to respective schools/candidates.

Note: Please note that couriers done for over seas addresses will be subjected to a payment.

15 Return of Artwork

- Artwork for **9704/01** will be returned in end of **January 2023** free of charge.
- Artwork for **0400/01 and 0400/02** will be returned to the school. There will be an additional payment for return of artwork requests. Please note that the deadline to request for the return of Artwork is **15 August 2022**

16 Exemptions due to Covid-19 – Oct/Nov 2022

The **Covid-19 exemption** process gives you a flexible option for Schools to request **exemptions** from components - such as speaking tests and science practical. Exemptions can be requested in cases where teaching or assessment was disrupted by the pandemic where it required. This will also include working with others in a way that wasn't possible due to Covid-19 and access to facilities or equipment in a way that wasn't possible.

If any candidate is unable to complete a component that meets these criteria, then you will be able to apply, before the test series, to be exempted from these components. You need to make an application for this service. If the application is accepted and candidates complete all the other components in the syllabus option, Cambridge assessment team will calculate an assessed mark for the exempted component and issue a syllabus grade. Please read the **factsheet for an explanation of the Covid-19 exemptions** document in our website to understand more about Covid-19 exemptions process.

Important Links

The full list of eligible components for exemptions is published on <https://www.cambridgeinternational.org/covid/november-2022/running-exams/component-exemptions-nov2022/what-exemptions-are-available/>.

Candidates are advised to go through the link prior to applying for exemptions.

The Covid-19 exemption regulations supplement: November 2022 exam series can be found in <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>

Please visit <https://forms.office.com/Pages/ResponsePage.aspx?id=wXVirt3MRkCyoWJFosyj7HjjRDqhK-xKigRGSFn6oL5UODRUM1ZQNUZXNThKSzhGUDFEOTBGTEcxWC4u> for the exemption application. Please note that all applications need to be submitted on or before **10 September 2022**.

17. Contact Information

Address	49, Alfred House Gardens, Colombo 03
Opening Hours	Please check https://www.britishcouncil.lk/about/contact
Email	info.lk@britishcouncil.org
Contact	070 7521521
Website	www.britishcouncil.lk