

Step 01:

Log on to <https://schoolexams.britishcouncil.org> please use “Google Chrome” instead of “Internet Explorer”

Step 02:

Select the country “Sri Lanka” from the drop-down list
Click on “Continue” button

Step 03: Search for Exams

- Select awarding body as Edexcel
- Select qualification level (i.e. IGCSE or International Advanced Level).
- Select the location (i.e. Colombo (British Council Colombo) or Kandy (British Council Kandy)).
- Select subjects that you intend to take or cash-in
- To select multiple subjects click in the “Subjects” box and select the subjects
- Once you select all the subjects, click on “search” button

Step 04: Search for Exams cont...

- Select the correct subject unit or cash-in options by clicking on “Add to basket”.
- Once you have chosen the correct units or cash-in options for each subjects, please click on “Proceed to Basket”
- To remove a subject/option click on “Remove” button
- To add a new subject/option click on “Add Another Exam” button and repeat the above steps
- Click on “Register and pay now” to proceed further

Step 05: Please sign in

- If you have already registered in the same Schools Registration System for another qualification previously, you may use the email and password given by you at the time of the registration. (If you cannot remember the password, click on “Forgot Password” to receive your password to your email.)
- If you are using the Schools Registration System for the first time, click on “Sign up” to create your profile (this will be valid for future exam series as well)

Step 06: Register for an Account”

- Enter your first name: This refers to **all** the names other than your surname/last name
- Enter your last name
(Your statement of entry, results sheets/certificate will have the same name you mention in the above two fields)
- Enter your email address (please use a **valid email address** as all the future email communications will be sent only to this)
- Enter the password (should be alpha-numerical and at least 8 characters)
- Confirm your password
- Tick on “I am not a robot” and select all images as per the given requirement.
- Please read and Tick on “I have read and accepted the Account Registration Terms and Conditions”
- Click on “Complete Account Registration”

Step 07: Candidate Details

- Select your title from the drop-down menu
- Your first name, last name and the email address should be there by default
- Enter your date of birth (dd/mm/yyyy)
- Select your gender
- Fill in your mailing address in lines 1,2,3,4 accordingly
- Enter your city (should be part of your address)
- “state” and “post code” are not mandatory though you can fill in accordingly
- Select the country “Sri Lanka” from the drop down list
- Enter your telephone number - mandatory
- Enter your mobile number – mandatory
- Click “Next” to proceed

Step 08: Candidate Details Continued – Read ‘Important Information’

- Select your identification document type from the drop down list.
Acceptable Identity Documents are
IAL - Passport and NIC only
IGCSE - Passport, NIC or Postal ID (Select the option “Other” to indicate the Postal ID)
- Key in your ID number accordingly
- Key in your ID document expiry date (for NIC, please tick “My National ID does not have an expiry date” and proceed without entering expiry date)
- Enter your ID issuing authority (i.e. Department of Immigration and Emigration (DIAE), Department of Registration of Persons Sri Lanka (DRPSL) or Postal Department)
- Enter of any representative/agent (i.e. Officer of Immigration and Emigration, Commissioner of Registration of Persons or Head of Postal Department)

Step 09: Candidate Exams

Very Important:

- Enter your Unique Candidate Identifier (UCI) if you have done any Edexcel exams previously. **(Entering a wrong UCI or not entering the UCI at all will result in your results not being captured under the correct UCI and will affect the cash-in in the future)**
- Do not enter anything for Unique Candidate Identifier (UCI) if you are registering for an Edexcel exam for the first time.
- If you require Access Arrangement facilities, please click “Yes” and provide brief description in the section regarding Access Arrangement. If you do not require any Access Arrangement facilities please click on “No”. (note that you need to bring such requests to us separately through the relevant forms – contact British Council Customer Services team)
- Click on “next” button

Step 10: Summary Terms and Conditions

- Place read terms and conditions and tick against “I have read the terms and conditions”
- Click on “Accept T&Cs”

Step 11: Select Payment Method

Online method: Pay through Visa or MasterCard credit and debit cards

- Select “Pay online” and click on “Continue”
- Enter your payment details and click on “submit payment”

What to submit to British Council:

- You need to email us a scanned copy of your ID, passport size photograph (taken within the last 3 months) and previous results sheet/statement entry if you are applying for cash-in, to Schoolexams_lk@britishcouncil.org
- Please mention “Edexcel” and your name and registration reference number in the subject line

Offline method: Pay through credit/debit card or cash over the counter (No bank transfers are accepted)

- Click on “Pay another way” and click on “Continue”
- Make a note of your reference number
- Click on “My Registrations” on top of the page
- Click on “Summary” and then “Print” to take a print out of the registration
- Alternatively you can Login to the same Schools Registration System (SRS) later using the given email address and password to take a print out of the “Registration Summary” by following the above two steps

What to submit to British Council:

- Signed registration summary (Only the registration summary printed by following the above steps is accepted. **Registration confirmation email or any email communication printouts are not accepted.**)
- Affix two passport size photographs (taken within the last 3 months) to the “Registration Summary”
- Your original ID
- Copy of your ID document
- Previous results sheets/statement of entries if you are applying for cash-in
- Four self-address envelopes (will be provided at the customer services counter)