

Dear Candidate,

Pearson Edexcel Examinations – January 2017

Thank you for using the Schools Registration System. Please download the “**Easy Step Guide**” and the “**Fees for January 2017 Examination series**” through www.britishcouncil.lk, before you register for your exams.

Private Candidates: <https://schoolexams.britishcouncil.org>

School Candidates: Click on the unique link which has been sent to your email from school. If you haven't received a link, please contact your school.

YOU ARE STRONGLY RECOMMENDED TO READ THE TIMETABLE BEFORE COMPLETING THE ONLINE REGISTRATION.

You can refer to the Fees document to find out the **available subjects/units codes and the pricing**.

For further details and instructions on subject related matters please refer to the relevant specifications on Pearson Edexcel website www.edexcel.com. We will not be responsible for any errors made in your application due to your failing to follow the subject specific instructions and guidelines.

A. Submission of applications

Online Registrations: During **22 September to 13 October 2016**

Private candidates: Please note that you need to pay the relevant amount to the British Council on or before **Thursday 13 October 2016**.

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

Colombo Office: Monday to Saturday, 8.00 a.m. to 5.30 p.m. and Sunday from 8.30 a.m. to 5.00 p.m. for payments and until 6.30 p.m. and 6.00 p.m. respectively for enquires.

Kandy Office: Tuesday to Saturday, 9.00 a.m. to 4.00 p.m. for payments and until 5.30 p.m. for enquiries.

Jaffna Office: Wednesday to Sunday, 8.30 a.m. to 4.30 p.m. for payments and until 6.00 p.m. for enquiries.

NOTE: Any entry amendments done to the application after the closing date will be subjected to late penalty

B. Fees:

The fees for the January 2017 examinations can be accessed via the following link.

<https://www.britishcouncil.lk/exam/school-exams>

NOTE: Candidates applying cash-in only for a subject that you have already completed in the previous examination series,

You need to pay 1500 LKR per cash-in plus 1000 LKR per candidate.

Late Entry Fees / Amendment Fees

If you fail to submit your application before the deadlines set by the British Council you will be subjected to a **Late Entry Fee**.

Official Late entry deadlines are:

| Qualifications – Type of Entry | From | To |
|--|------------------|------------------|
| International GCSE, IAL – Stage 1 Late Penalty entries | 14 October 2016 | 07 November 2016 |
| International GCSE, IAL – Stage 2 Late Penalty entries | 08 November 2016 | 21 November 2016 |

Late cash-in requests accompanied by your late entries will be charged a fee of 1500 LKR per cash-in.

C. Method of Payment:

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

Private candidates:

Online payment method:

- Fees can be paid online via **credit card/debit card** (Visa and Master only)

Offline payment methods:

- Cash
- Producing credit/debit card (Visa, Master or Amex) over the counter
- **No bank transfers are accepted**

School candidates:

Offline payment methods:

- Contact your school to find out the payment methods.

D. What to submit

Private candidates:

Candidates selected online payment method:

- You need to email us a scanned copy of your ID, passport size photograph 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

Candidates selected offline payment method:

- Signed registration summary (Only the registration summary printed by following the steps in the easy step guide 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)

School candidates:

Please submit the following to the school:

- Signed registration summary (Only the registration summary printed by following the steps in the easy step guide 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

E. Statement of entry and timetables:

The statement of entry for **International GCSE & IAL** should reach you by **20 December 2016**. If they do not reach you by this date please contact British Council, Colombo on **(011) 4521521/ Kandy on (081) 7222410** or email us at ***Schoolexams_lk@britishcouncil***

If there is an error in your name or date of birth on the statement of entry, please inform us as soon as you receive your statement of entry. Otherwise, a fee of Rs 10,200/- will be payable for any amendment requested on the certificate.

F. EDEXCEL withdrawal periods:

Please note applications are considered for refunding:

| | | |
|--|--|---|
| | <p>Stage 1 Refunds will be given less an admin fee of LKR 2,000/- per subject for International GCSEs and per unit for IALs.</p> <p>Processing period: Please note it will take approximately <u>four</u> months from the local closing date to process the refunds.</p> | <p>Stage 2 This service is available only during the exam period. Refunds will be given on medical grounds and should have supporting evidence.</p> <p>Approved list of hospitals will be published in our website in early January.</p> <p>Acceptance/rejection of the medical refunds will be at the discretion of the exam board, Pearson Edexcel.</p> <p>Upon the approval British Council will be issuing the refund, less an administrative fee of LKR 2,500/- per subject for International GCSEs and per unit for IALs.</p> <p>Processing period: Please note it will take approximately <u>five</u> months from the local closing date to process approved refunds.</p> |
| International GCSE and Advanced Level | Deadline 13 October 2016 | From 19 January to 02 February 2017 (Deadline 02 February 2017) |

G. Pre-release materials

International Advanced Level Preparatory Material:

- **Biology WBI05-** the pre-release scientific article will be posted to candidates a minimum one month before the examination date of **Tuesday 17 January 2017**.

H. Results and Certificates

Official Results released date for;

| | |
|-------------------------------------|-------------------------------|
| International GCSE | Thursday 02 March 2017 |
| International Advanced Level | Thursday 02 March 2017 |

Private candidates: certificates will be couriered to you in early June.

School candidates: certificates will be couriered to respective schools in early June.

We wish you best of luck in your examinations!