

Dear Candidate,

Pearson Edexcel Examinations – January 2021

Thank you for choosing British Council for your school exams registration.

Please use our online “Schools Registration System (SRS)” to submit your application. We acknowledge receipt of your registration once you complete the application process online. However, no legally binding agreement will be formed between you and us until we have sent you a registration confirmation stating this. We shall send you a registration confirmation once we have successfully received the relevant registration materials from you and processed your payment.

1.1 Registration procedure

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

- If a candidate has reached his or her 18th birthday by the time they register for the exam, then candidate can register on their own.
- If a candidate is a minor (has not reached 18th birthday by the registration date), then one of the parents/guardians should do the registration on behalf of the minor.

Before you proceed, we would strongly advise you to familiarise yourself with the timetable and instructions on subject related matters by referring to the Edexcel Pearson link given below,

<https://qualifications.pearson.com>

British Council will not be responsible for any errors made in your application due to your failing to follow the subject specific instructions and guidelines.

1.2 Registration links

Registration link for private candidates: <https://schoolexams.britishcouncil.org>

Please complete your registration following the “Easy Step Guide” which can be accessed via

<https://www.britishcouncil.uk/exam/school-exams/register/private-edexcel>

Registration link for school candidates: You will be given a unique registration link for each school. Please contact your school Exams Officer / Coordinator to obtain your link along with the customised Easy Step Guide.

2.1 Application submission Process

▪ **Private candidates:**

- You need to email copies of the previous results sheets if you are applying for cash-in/s. Our email address is info.lk@britishcouncil.org.
- Please mention “Pearson Edexcel January 2021” and your name, registration reference number generated by SRS (School Registration System) and Colombo or Kandy in the subject line.

▪ **School candidates:**

Please submit copies of your previous results sheets if you are applying for cash-in/s to the school at the time of your registration.

2.2 Registration deadlines

Qualification – Type of Entry	Start	End
IAL & IGCSE Normal Registration Period	08 October 2020	19 October 2020
IAL & IGCSE Stage 1 Late Penalty Registration Period	20 October 2020	15 November 2020
IAL & IGCSE Stage 2 Late Penalty Registration Period	16 November 2020	15 December 2020

2.2.1. Any entry amendments regarding subject changes/additions made after the normal registration deadline will be subjected to a late penalty.

2.3 Late entry fees

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

The fees for **January 2021** examination session can be accessed through our British Council web link given below <https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel>.

2.4 Cash-in and late Cash-in fees

Cash-in requests submitted along with supporting units during the normal registration period will not incur an additional fee. However, cash-in requests accompanied by your late entries will be charged a fee of **2,700 LKR per cash-in**.

Please refer to the British Council website <https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel> for more details on late cash-in fees.

Candidates entered for **October 2020** exam series and wish to apply for cash-in/s, should follow the guidelines which will be sent along with the Candidate Statement of Provisional Results.

3.1 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 **19 October 2020** to confirm your registration.

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

In the instance your online payment fails, please send an email to LK-bankdeposits@britishcouncil.lk for advice on an alternate payment method. Please include the candidate details.

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

Entries accepted after the closing date will be subjected to a late payment.

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

3.2 Refunds

We strongly advise you to read the refund policy at <https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel> before completing your registration.

	Stage 1 Deadline	Stage 2 Deadline (Medical Refunds)
Pearson Edexcel IAL & IGCSE	20 October 2020	Within five working days after the first missed test date <i>(Please refer to the British Council Website for the British Council approved refund policy)</i>

4 Statement of entry

*The statement of entry for **IAL and IGCSE** should reach you by **05 November 2020**. If it does not reach you by this date, please contact British Council using the information given on the contact details section.*

If there is an error in your name or date of birth on the statement of entry in comparison to your identification document, please inform us as soon as you receive the statement of entry to avoid ID verification issues on the exam date.

5. Coursework Submission

Coursework should be submitted to British Council on or before **05 December 2020**, along with required documents (CAS/Mark sheets).

6. Results

Official results will be released on **Thursday 04 March 2021**.

Candidates can view their results using **ResultsPlus Direct** online service.

- **New users** - You'll receive an email along with the login details to your email address (provided at the registration) before the results release date.
- **Existing users** - If your email address is already registered with ResultsPlus Direct, you will not receive an email with login details since you already have access to ResultsPlus Direct account.

7. 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 the January 2021 exam series should be submitted on or before **14 October 2020** in order to be considered for approvals. You can download the application form and more information from our website at <https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel>.

Please note that access arrangement applications to be submitted to the British Council Customer Service Counters separately at the time of handing over your application form. If you have prior approval on Access Arrangements, please submit the same documents at the time of you handing over the application.

8. Contact Information

	Colombo	Kandy
Contact Number	011 4521521	
Email Address	Info.lk@britishcouncil.org	
Web	www.britishcouncil.lk	