

PEARSON EDEXCEL REGISTRATION INFORMATION MANUAL OCTOBER/NOVEMBER 2018

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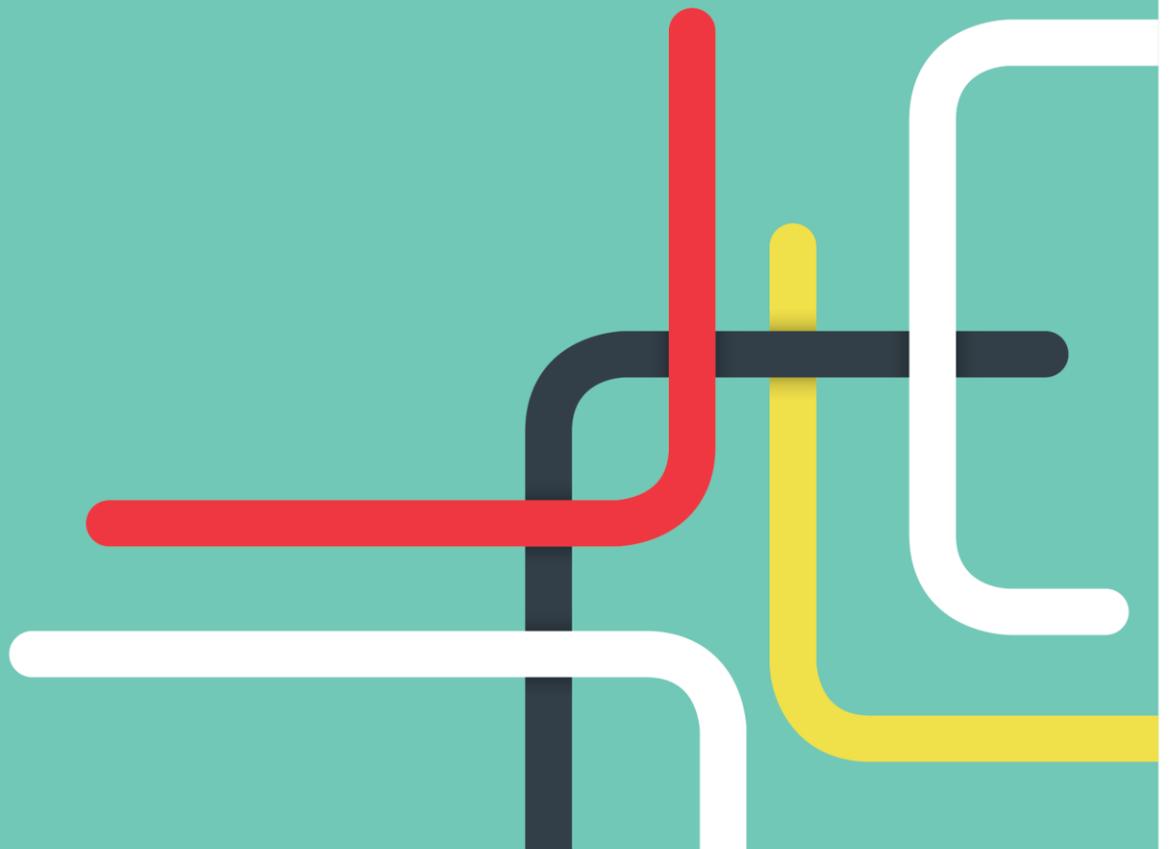
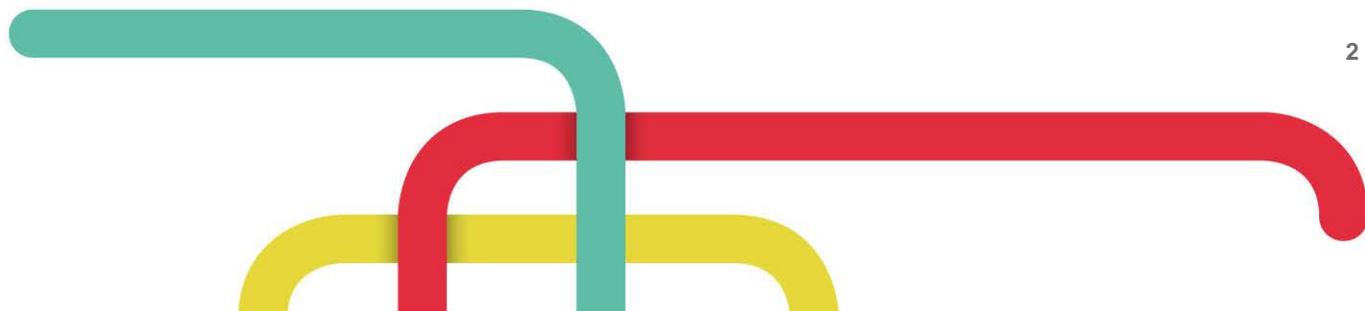




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1. CONTACT INFORMATION

	Colombo	Kandy	Jaffna
Address	49, Alfred House Gardens, Colombo 03	88/3, 1st Floor, E L Senanayake Veediya, Kandy	70, Rakka Road, Chundikuli, Jaffna
Contact Number	T +94 (0)11 7521 521 T +94 (0)11 4521 521		
Opening Hours	Monday - Saturday: 08:00 - 17:30 (Payments) 08:00 - 18:00 (Enquiries)	Tuesday - Saturday: 09.00 - 16.00 (Payments) 09.00 - 17.30 (Enquiries) Sunday: 09.00 - 14.00 (Payments) 09.00 - 15.00 (Enquiries)	Wednesday - Sunday: 08.30 - 16.30 (Payments) 08.30 - 18.00 (Enquiries)
Email Address	info.lk@britishcouncil.org		





2. KEY DATES

2.1. Registration deadlines

Qualification – Type of Entry	Start	End
IAL – Normal Registration Period	25 July 2018	22 August 2018
IAL - Stage 1 Late Penalty Registration Period	23 August 2018	10 September 2018
IAL - Stage 2 Late Penalty Registration Period	11 September 2018	15 September 2018

NOTE: Any entry amendments made after the normal registration deadline will be subjected to a late penalty.

2.2. Late entry fees

After the normal registration period, late fees will be incurred. *(Please refer to [section 3.3](#) for late penalty fees)*

2.3. Late cash-in fees

A fee is charged for any cash-in requests made after the Normal Registration Period. *(Please refer to [section 3.3](#) for cash-in fees)*





2.4. Refunds

	Stage 1 Deadline	Stage 2 Deadline (Medical Refunds)
Pearson Edexcel IAL	25 August 2018	Within five working days after the first missed test date <i>(Please refer to section 4 for the refund policy)</i>

NOTE: We thoroughly advise you to read the refund policy ([section 4](#) in this manual) before completing your registration.

2.5. Statement of entry

The statement of entry for **IAL** should reach you by **15 September 2018**. If it does not reach you by this date, please contact British Council using the information given on the contact details section of this manual.

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 your statement of entry to avoid ID verification issues on the exam day.

2.6. Results

Official results will be released on **Thursday 24 January 2019**.

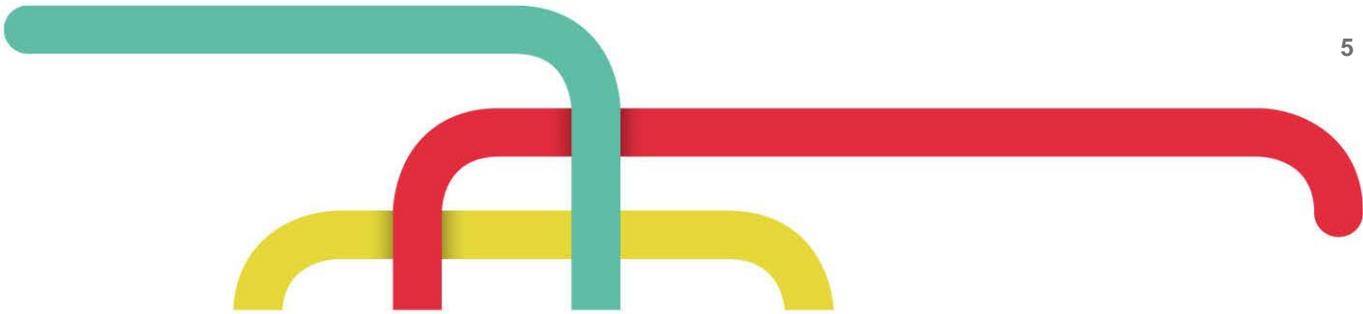
Candidates can view their results using **ResultsPlus Direct** online service.

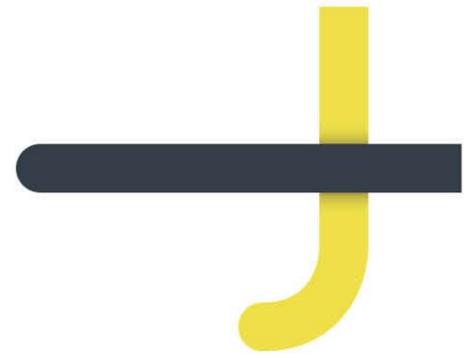
- **New users** - You'll receive an email along with the login details to your email address (provided at the registration) before the results release date.
- **Existing users** - If your email address is already registered with ResultsPlus Direct, you will not receive an email with login details since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

2.7. Certificates

Private candidates: Certificates will be couriered to your residence using the address provided in your application by the **end of March 2019**.

School candidates: Certificates will be couriered to your school by the **end of March 2019**.





3. INTERNATIONAL ADVANCED LEVEL

3.1. 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/guardian should do the registration on behalf of the minor.

Before you proceed, we would advise you to familiarise yourself with the timetable (please refer to [section 3.5](#)) and for further details and instructions on subject related matters please refer to the relevant specifications on Pearson Edexcel website (please refer to [section 3.2](#) for the relevant links). **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.**

3.1.1. 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.lk/exam/school-exams/register/private-edexcel>

Important notice from Pearson Edexcel Country Office for private candidates:

All candidates studying in private or international schools applying for Pearson Edexcel IAL October 2018 series examination will be required to produce a letter of consent from their respective schools. Please note that this is not applicable to students studying in public state funded schools.

(Source: Message from Regional Director – Asia, Pearson Qualifications International -

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

Registration link for school candidates: Registration link for each school varies. Please contact your school Exams Officer / Coordinator to obtain your link along with the customised Easy Step Guide.





3.1.2. Required documents

Private candidates:

Candidates selected **online** payment method:

- You need to email the following to Schoolexams_uk@britishcouncil.org
 - Scanned copy of your identification document
 - Passport size photograph (**taken within the last 3 months**)
 - Previous results sheets/statement of entries if you are applying for cash-in/s
 - Letter of consent from the head of the school (applicable only if you are studying in private or international schools)
- Please mention “**Pearson Edexcel**” and your **name** and **registration reference number** in the subject line

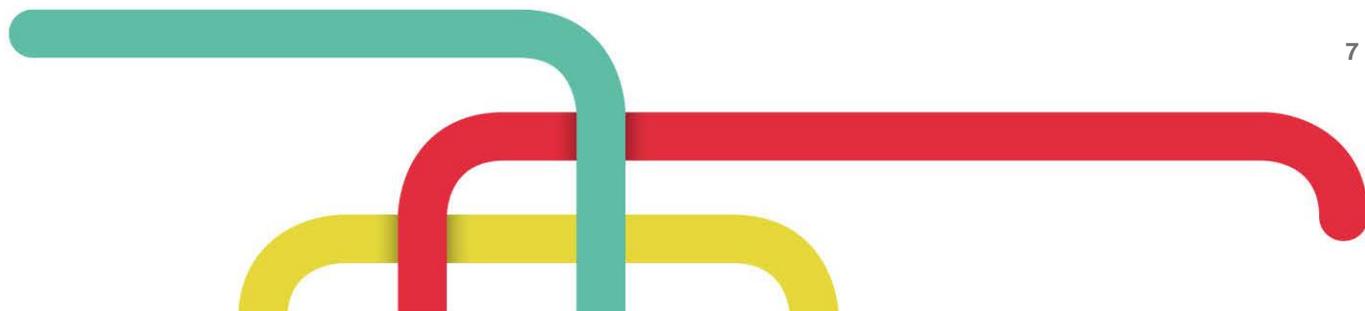
Candidates selected **offline** payment method:

- 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.)
- Two passport size photographs (**taken within the last 3 months**)
- Copy of the identification document
- Previous results sheets/statement of entries if you are applying for cash-in/s
- Letter of consent from the head of the school (applicable only if you are studying in private or international schools)

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.)
- Two passport size photographs (**taken within the last 3 months**)
- Copy of the identification document
- Previous results sheets/statement of entries if you are applying for cash-in/s





3.2. Unit, option and cash-in codes and availability

Subject	Available Cash-ins	Available Units
Accounting	XAC11, YAC11	WAC11, WAC12
Biology	XBI01, YBS01	WBI01, WBI02, WBI03, WBI04, WBI05, WBI06
Business Studies	XBS01, YBS01	WBS01, WBS02, WBS03, WBS04
Chemistry	XCH01, YCH01	WCH01, WCH02, WCH03, WCH04, WCH05, WCH06
Economics	XEC01, YEC01	WEC01, WEC02, WC03, WEC04
History	XHI01, YHI01	WHI01, WHI02, WHI03, WHI04
Law	-	YLA1
Mathematics	XMA01, YMA01	WMA01, WMA02, WST01, WST02, WME01, WME02
Physics	XPH01, YPH01	WPH01, WPH02, WPH03, WPH04, WPH05, WPH06
Psychology	XPS01, YPS01	WPS01, WPS02, WPS03, WPS04

IAL subject specifications can be accessed by visiting the below link:

<https://qualifications.pearson.com/en/qualifications/edexcel-international-advanced-levels.html>





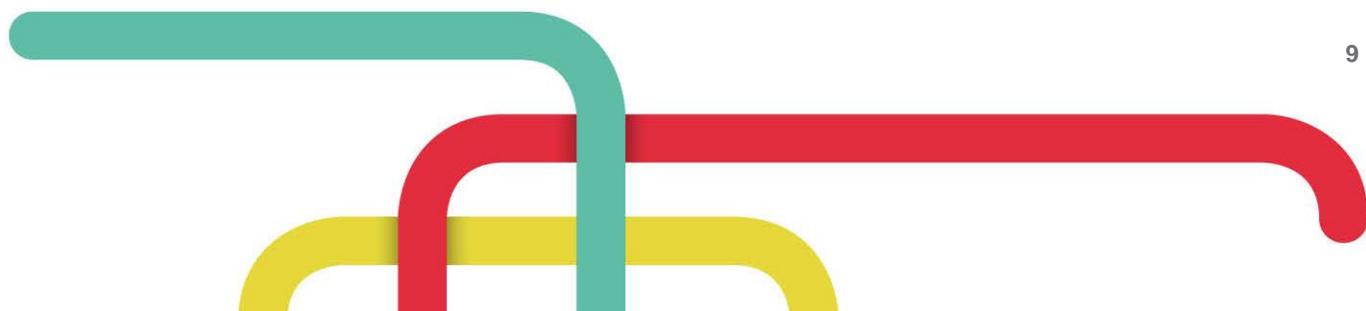
3.3. Fees

3.3.1. Unit fees

Subject	Available Units	Normal Registration Fee (per unit in LKR)	Stage 1 Late Penalty Fee (per unit in LKR)	Stage 2 Late Penalty Fee (per unit in LKR)
Accounting	WAC11, WAC12	17,500.00	34,100.00	50,700.00
Biology	WBI01, WBI02, WBI03, WBI04, WBI05, WBI06	8,600.00	17,900.00	27,200.00
Business Studies	WBS01, WBS02, WBS03, WBS04	11,400.00	22,800.00	34,200.00
Chemistry	WCH01, WCH02, WCH03, WCH04, WCH05, WCH06	8,600.00	17,900.00	27,200.00
Economics	WEC01, WEC02, WEC03, WEC04	11,400.00	22,800.00	34,200.00
History	WHI01, WHI02, WHI03, WHI04	11,400.00	22,800.00	34,200.00
Law	YLA1	27,600.00	51,000.00	74,300.00
Mathematics	WMA01, WMA02	14,400.00	28,700.00	43,000.00
	WST01, WST02, WME01, WME02	8,600.00	17,900.00	27,200.00
Physics	WPH01, WPH02, WPH03, WPH04, WPH05, WPH06	8,600.00	17,900.00	27,200.00
Psychology	WPS01, WPS02, WPS03, WPS04	11,400.00	22,800.00	34,200.00

Private candidates: Please note that you need to pay the relevant amount to the British Council on or before Wednesday 22 August 2018.

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





3.3.2. 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 **1,700 LKR per cash-in**.

NOTE: Candidates applying for cash-in/s only for a subject that you have already completed in a previous examination series and missed the late cash-in period for the respective exam series should pay 1,700 LKR per cash-in plus 5,000 LKR per candidate and submit with a Special Late Cash-in request form. Please note that the cash-in will be applied to the final examination series of a particular subject and a grade will be awarded according to the qualification guidelines.

Candidates entered for May/June 2018 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.

3.3.3. Payment methods

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

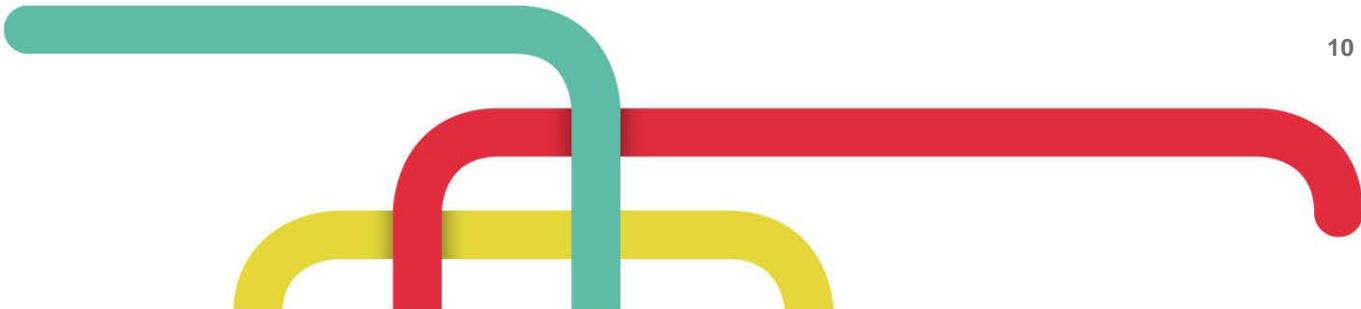
	Online payment method	Offline payment methods
Private candidates	<ul style="list-style-type: none"> Fees can be paid online via credit card/debit card (Visa and Master only) 	<ul style="list-style-type: none"> Cash Producing credit/debit card (Visa, Master or Amex) over the counter No bank transfers are accepted
School candidates	-	Contact your school to find out the payment methods

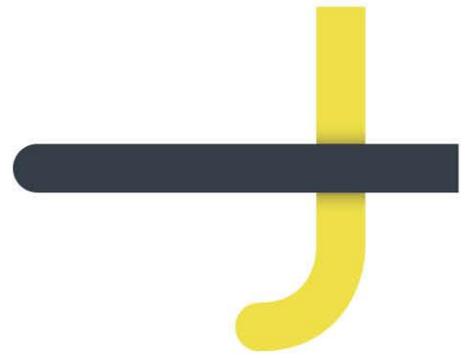
3.4. Pre-release materials

Preparatory materials will be sent to the candidate’s email address after it’s published in the Pearson Edexcel website.

IAL Preparatory Material:

- Biology WBI05** - the pre-release scientific article will be available on the Pearson Edexcel website (www.edexcel.com) minimum one month before the examination date of Thursday 01 November 2018.





3.5. Timetable

Please follow the below steps to access the October/November 2018 IAL timetable.

Step 1 – Visit <https://qualifications.pearson.com/en/support/support-topics/exams/exam-timetables.html>

Step 2 – Click on “International centres” tab

Step 3 – Click on “Edexcel International Advanced Levels” link

Step 4 – Click on “International Advanced Levels – October 2018 – Final Timetable” pdf document





4. REFUND POLICY

4.1. Stage 1

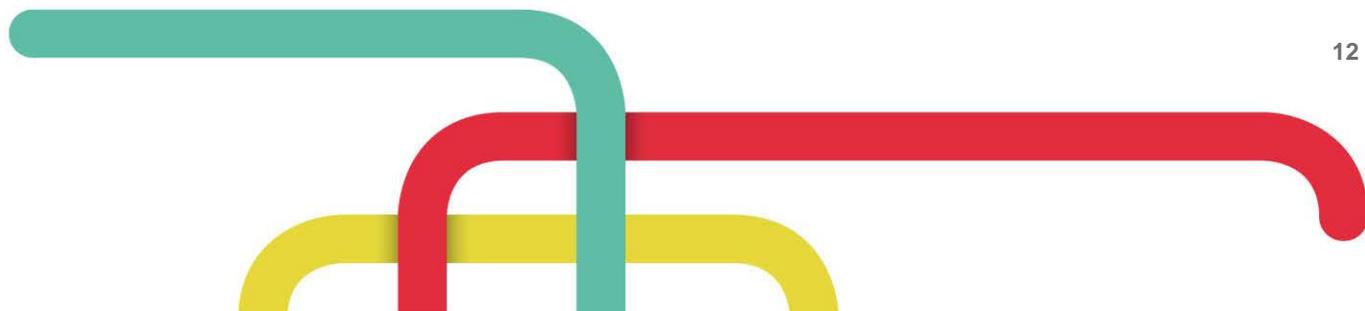
- 1) A candidate may withdraw from an examination and apply for a refund before the closing date, published by the British Council, by submitting a refund application form.
- 2) A refund will be made charging an administrative fee (to be deducted from the refunded amount) of **LKR 2,000/- per subject** for International GCSEs and per unit for ALs.
- 3) Please note that it will take **at least three months** from the local closing date to process the approved refund.
- 4) Payment will be made as follows:
 - Online payments – Funds will be credited to the card used for the registration
 - Offline payments(cash/card) – Cheques will be sent to the given addresses on the refund application

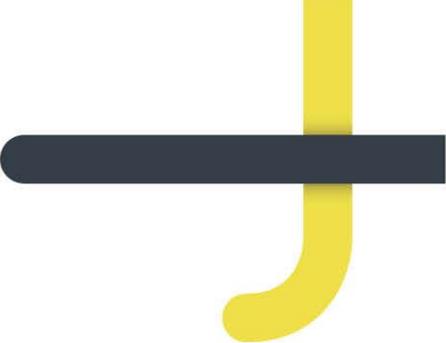
4.2. Stage 2

- 1) A candidate may withdraw from an examination and apply for a refund on the following grounds during the examination period other than for practical examinations. The refund request must be accompanied by documentary evidence of why the candidate was unable to sit the examination(s).
 - a. Illness or injury

A medical certificate valid at the date of examination, clearly indicating the effective period, from a doctor registered at the Sri Lanka Medical Council (SLMC) confirming the candidate's inability to take the exam. Pearson Edexcel Refund application must be signed by the medical practitioner along with the statement to the effect that the candidate was unable to sit the examination(s). **Medical certificates apart from the approved list of hospitals will not be accepted.**

Approved list of hospitals can be accessed by visiting the below link:
<https://www.britishcouncil.lk/exam/school-exams/register/private-edexcel>.
 - b. Loss or bereavement of an immediate family member. (Death certificate along with relevant documents to prove relationship).
 - c. Victim of emergency exigencies like accidents, crime, trauma & disasters. (Police or Grama Niladhari reports)
- 2) In any of the above circumstances you will be required to submit an application for a refund **no more than 5 working days after the first missed test date**.
- 3) Such refunds will be granted only with the approval of the examination board.
- 4) Upon approval by the board British Council will make the refund charging an administrative fee of **LKR 2,500/- per subject** for International GCSEs and per unit for ALs.
- 5) Please note it will take **at least four months** from the end of the exam series to process the approved refund. However processing time may vary according to the date of the board approvals.





5) Payment will be made as follows:

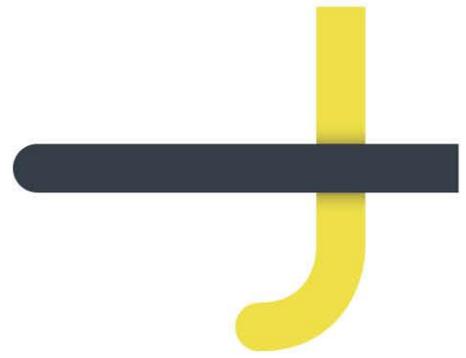
- Online payments – Funds will be credited to the card used for the registration
- Offline payments(cash/card) – Cheques will be sent to the given addresses on the refund application

4.3. Required documents

- 1) British Council Refund request form
- 2) Pearson Edexcel Refund application form (required for stage 2 refunds only)
- 3) Copy of the payment receipt (If the receipt is issued to the school then please obtain a letter from the school stating that school is authorising the candidate to obtain the refund and also stating the receipt numbers of the bulk payment made to the British Council)
- 4) Copy of the statement of entry
- 5) Documentary evidence (valid medical certificate as per the guidelines mentioned in [section 4.2](#))

NOTE:

- 1) Late fees applicable at any stage will not be refunded.
- 2) Inability to take an exam due to the following reasons will not be considered as a valid reason for a medical refund
 - a. Fluctuations in physical fitness
 - b. A minor cold (without fever)
 - c. Permanent disorders, which characterize the normal performance capability of the candidate as individual dispositions, such as ADHD, metabolic disorders, low or high blood pressure. Permanent disorders/afflictions with fluctuating symptoms, such as depression, are not considered to result in inability to take an exam.
 - d. Exam stress and anxiety can originate from the exam situation and are part of the normal risk of the candidate (e.g. anxiety disorders, blackout, and personal problems).
 - e. Self-induced indispositions and indispositions as a result of decisions taken at the candidate's own risk (e.g. adverse effects from an overdose of medication treating the symptoms of anxiety, concentration problems due to nicotine withdrawal symptoms)



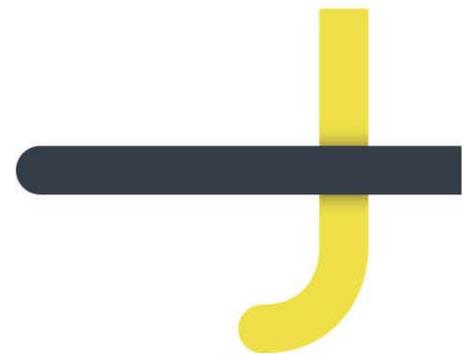
5. ACCESS ARRANGEMENTS

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 October/November 2018 exam series should be submitted on or before **10 August 2018** in order to be considered for approvals.





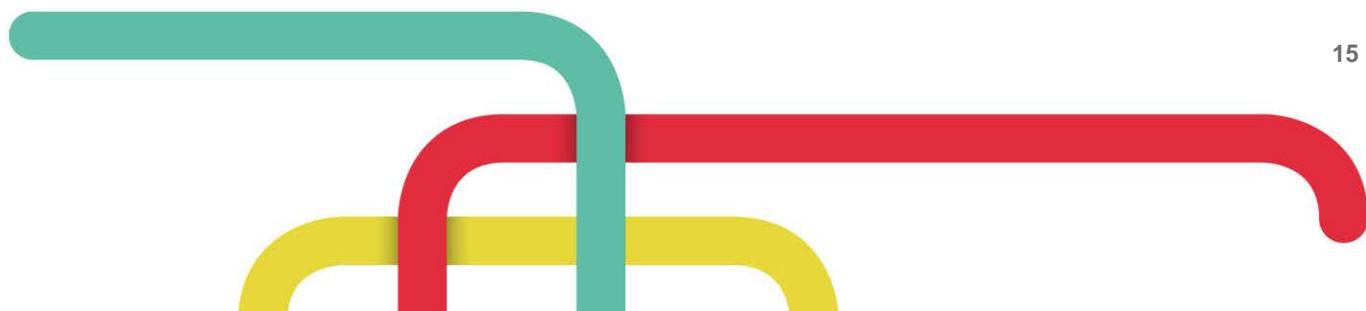
6. NEW SPECIFICATION ASSESSMENT TIMELINES

Subject guides for the updated Edexcel IAL qualifications can be accessed via the following link.

<https://qualifications.pearson.com/en/qualifications/edexcel-international-advanced-levels/international-advanced-level-from-2018.html>

6.1. Biology

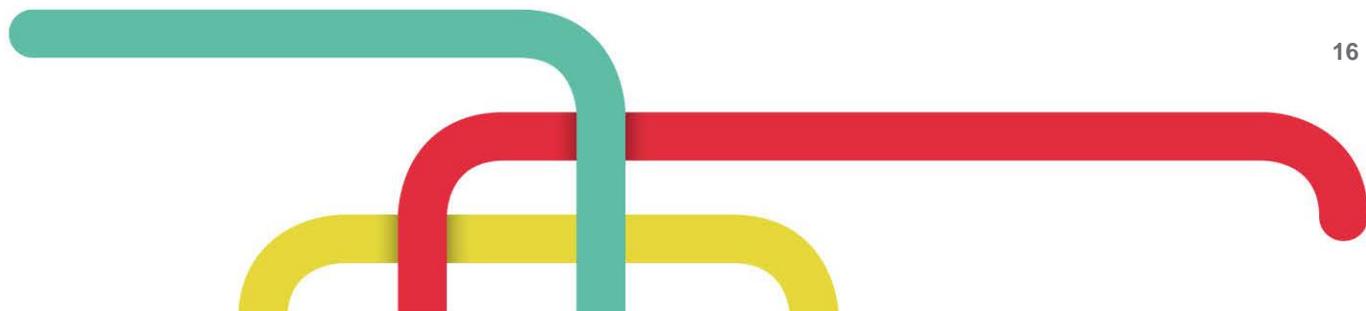
Specification	Level	Units	Jun 2018	Oct 2018	Jan 2019	Jun 2019	Oct 2019	Jan 2020	Jun 2020	Oct 2020	Jan 2021
BIOLOGY 2013 SPECIFICATION											
Biology 2013	AS	WBI01	✓	✓	✓	✓	X	X	X	X	X
Biology 2013	AS	WBI02	✓	✓	✓	✓	X	X	X	X	X
Biology 2013	AS	WBI03	✓	✓	✓	✓	X	X	X	X	X
Biology 2013	A2	WBI04	✓	✓	✓	✓	✓	X	✓	X	X
Biology 2013	A2	WBI05	✓	✓	✓	✓	✓	X	✓	X	X
Biology 2013	A2	WBI06	✓	✓	✓	✓	✓	X	✓	X	X
NEW BIOLOGY 2018 SPECIFICATION											
Biology 2018	AS	WBI11	X	X	✓	✓	✓	✓	✓	✓	✓
Biology 2018	AS	WBI12	X	X	X	✓	✓	✓	✓	✓	✓
Biology 2018	AS	WBI13	X	X	X	✓	✓	✓	✓	✓	✓
Biology 2018	A2	WBI14	X	X	X	X	X	✓	✓	✓	✓
Biology 2018	A2	WBI15	X	X	X	X	X	X	✓	✓	✓
Biology 2018	A2	WBI16	X	X	X	X	X	X	✓	✓	✓





6.2. Chemistry

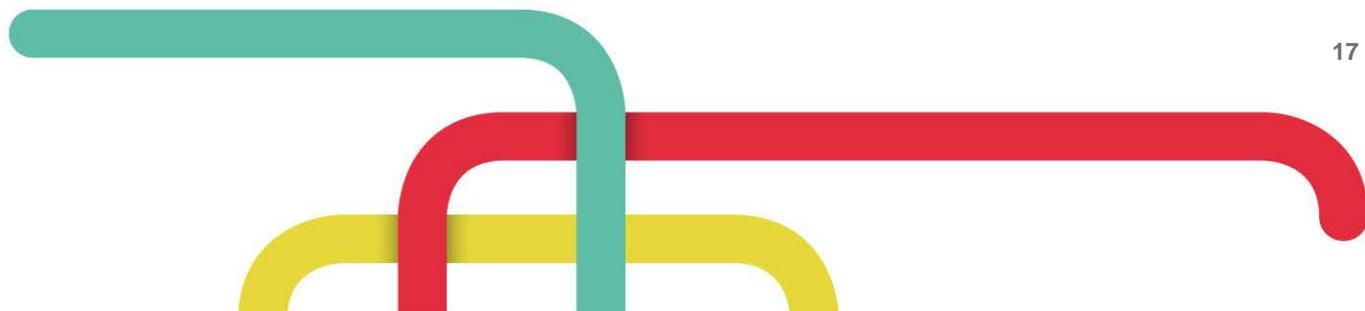
Specification	Level	Units	Jun 2018	Oct 2018	Jan 2019	Jun 2019	Oct 2019	Jan 2020	Jun 2020	Oct 2020	Jan 2021
CHEMISTRY 2013 SPECIFICATION											
Chemistry 2013	AS	WCH01	✓	✓	✓	✓	X	X	X	X	X
Chemistry 2013	AS	WCH02	✓	✓	✓	✓	X	X	X	X	X
Chemistry 2013	AS	WCH03	✓	✓	✓	✓	X	X	X	X	X
Chemistry 2013	A2	WCH04	✓	✓	✓	✓	✓	X	✓	X	X
Chemistry 2013	A2	WCH05	✓	✓	✓	✓	✓	X	✓	X	X
Chemistry 2013	A2	WCH06	✓	✓	✓	✓	✓	X	✓	X	X
NEW CHEMISTRY 2018 SPECIFICATION											
Chemistry 2018	AS	WCH11	X	X	✓	✓	✓	✓	✓	✓	✓
Chemistry 2018	AS	WCH12	X	X	X	✓	✓	✓	✓	✓	✓
Chemistry 2018	AS	WCH13	X	X	X	✓	✓	✓	✓	✓	✓
Chemistry 2018	A2	WCH14	X	X	X	X	X	✓	✓	✓	✓
Chemistry 2018	A2	WCH15	X	X	X	X	X	X	✓	✓	✓
Chemistry 2018	A2	WCH16	X	X	X	X	X	X	✓	✓	✓

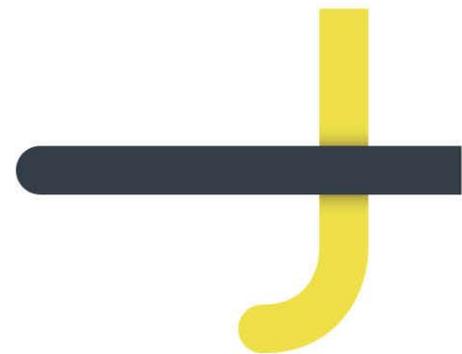




6.3. Physics

Specification	Level	Units	Jun 2018	Oct 2018	Jan 2019	Jun 2019	Oct 2019	Jan 2020	Jun 2020	Oct 2020	Jan 2021
PHYSICS 2013 SPECIFICATION											
Physics 2013	AS	WPH01	✓	✓	✓	✓	X	X	X	X	X
Physics 2013	AS	WPH02	✓	✓	✓	✓	X	X	X	X	X
Physics 2013	AS	WPH03	✓	✓	✓	✓	X	X	X	X	X
Physics 2013	A2	WPH04	✓	✓	✓	✓	✓	X	✓	X	X
Physics 2013	A2	WPH05	✓	✓	✓	✓	✓	X	✓	X	X
Physics 2013	A2	WPH05	✓	✓	✓	✓	✓	X	✓	X	X
NEW PHYSICS 2018 SPECIFICATION											
Physics 2018	AS	WPH11	X	X	✓	✓	✓	✓	✓	✓	✓
Physics 2018	AS	WPH12	X	X	X	✓	✓	✓	✓	✓	✓
Physics 2018	AS	WPH13	X	X	X	✓	✓	✓	✓	✓	✓
Physics 2018	A2	WPH14	X	X	X	X	X	✓	✓	✓	✓
Physics 2018	A2	WPH15	X	X	X	X	X	X	✓	✓	✓
Physics 2018	A2	WPH16	X	X	X	X	X	X	✓	✓	✓





6.4. Business

Specification	Level	Units	Jun 2018	Oct 2018	Jan 2019	Jun 2019	Oct 2019	Jan 2020	Jun 2020	Oct 2020	Jan 2021
BUSINESS 2013 SPECIFICATION											
Business 2013	AS	WBS01	✓	✓	✓	✓	✗	✗	✗	✗	✗
Business 2013	AS	WBS02	✓	✓	✓	✓	✗	✗	✗	✗	✗
Business 2013	A2	WBS03	✓	✓	✓	✓	✓	✗	✓	✗	✗
Business 2013	A2	WBS04	✓	✓	✓	✓	✓	✗	✓	✗	✗
NEW BUSINESS 2018 SPECIFICATION											
Business 2018	AS	WBS11	✗	✗	✓	✓	✓	✓	✓	✓	✓
Business 2018	AS	WBS12	✗	✗	✗	✓	✓	✓	✓	✓	✓
Business 2018	A2	WBS13	✗	✗	✗	✗	✗	✓	✓	✓	✓
Business 2018	A2	WBS14	✗	✗	✗	✗	✗	✗	✓	✓	✓

6.5. Economics

Specification	Level	Units	Jun 2018	Oct 2018	Jan 2019	Jun 2019	Oct 2019	Jan 2020	Jun 2020	Oct 2020	Jan 2021
ECONOMICS 2013 SPECIFICATION											
Economics 2013	AS	WEC01	✓	✓	✓	✓	✗	✗	✗	✗	✗
Economics 2013	AS	WEC02	✓	✓	✓	✓	✗	✗	✗	✗	✗
Economics 2013	A2	WEC03	✓	✓	✓	✓	✓	✗	✓	✗	✗
Economics 2013	A2	WEC04	✓	✓	✓	✓	✓	✗	✓	✗	✗
NEW ECONOMICS 2018 SPECIFICATION											
Economics 2018	AS	WEC11	✗	✗	✓	✓	✓	✓	✓	✓	✓
Economics 2018	AS	WEC12	✗	✗	✗	✓	✓	✓	✓	✓	✓
Economics 2018	A2	WEC13	✗	✗	✗	✗	✗	✓	✓	✓	✓
Economics 2018	A2	WEC14	✗	✗	✗	✗	✗	✗	✓	✓	✓

