Easy Step Exam Registration Guide for Private Candidates

Introduction
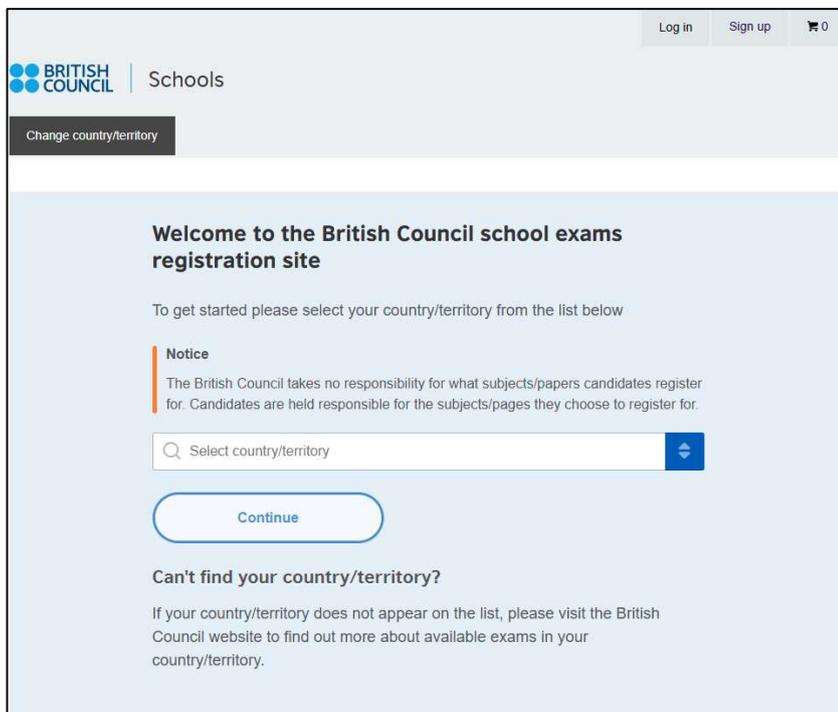
This guide is for private candidates who are registering for Schools exams.

This guide will show you how to:

1. Log into the School Exam Registration Portal
2. Select Exams
3. Enter Candidate Details
4. Complete Payment
5. Migrate a Minor Candidate to Adult

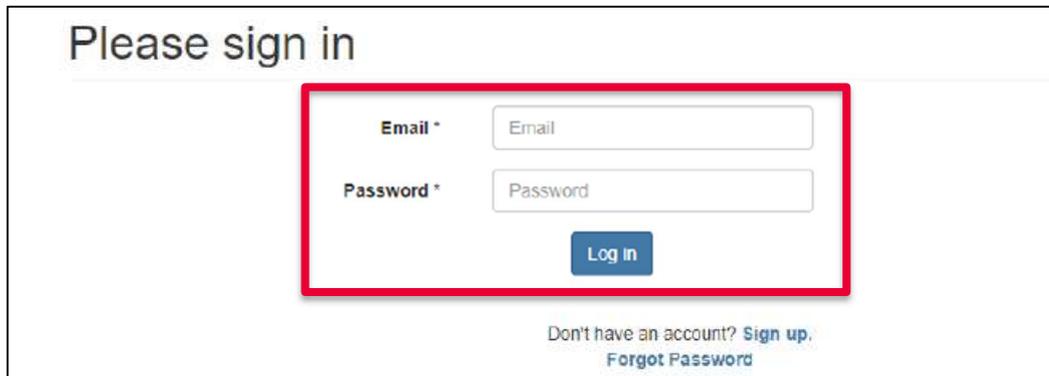## 1. Log into the School Exam Registration Portal

Navigate to https://schoolexams.britishcouncil.org/

Existing users:

Click **Log in** at the top of the home page. This will take you to the log in page.

Enter your email and previous password and click **Log in**.

New users:

Click **Sign Up** (2) on the home page to create an account.

Complete the fields with <u>Candidate details</u>, or <u>Parent/Guardian details</u> in the case of candidates younger than 18 years old (First Name, Last Name, Date of birth and Email).

You will now be asked to create a password for your account. Passwords must:

1. be alpha-numerical

2. have at least one digit (0-9)

3. have at least one uppercase letter (A-Z)

Read the Account Registration Terms and Conditions. Then check the tick box (1) to confirm that you have read these and click **Complete account registration** (2).

Please read the Account Registration Terms and Conditions

The British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with our terms and conditions of registration (contract).

Data Protection
The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.

You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

(1) ☐ I have read and accepted the Data Privacy Notice and Account Registration Terms and Conditions
Exams Data Privacy Notice and Terms & Conditions

(2) **Complete account registration**

The candidate or parent/guardian will receive a *no reply* email with the subject 'Account Activation'. If you do not receive this email to your inbox, please check your Spam or Junk folder.

Click on the link in the email. This will take you to the Account Activation page.

Click on **Log in** and sign in using your registered email and your password.

Account Activation

Your account has been activated. Please **Log In** to the system.

Select your country/territory from the drop-down list and click **Continue**.

🔍 Select country/territory ⬍

Continue

2. Select Exams

On the 'Search for exams' page, use the drop-menu menus to search for the exam that you/your child intend to take.

1. Awarding body (Edexcel, Cambridge or OxfordAQA)

2. Session (the month and year of the exam)

3. Qualification level

4. Location

5. Subject(s) that you/your child intent to take (please note that option codes are not visible at this stage). You can select multiple subjects from the list.

Click **Search** (6).

You will now be shown multiple options for each subject you have chosen. These may vary in terms of exam dates or type of test, so please pay close attention to all details to ensure you select the one you wish to take.

Select the correct option code relevant to each subject by clicking on **Add to basket**.

Please note that for <u>Cambridge exam sessions in October and November</u>, you will also have the option to add an exam as a Retake. To select this option, click **Add with retake**.

Once you have chosen options for each subject, click on **Proceed to basket**.

You will now see your basket, with the subjects you have selected.

To remove a subject/option click **Remove**.

Any Cambridge October/November exams added as a Retake will be indicated as 'Type: Retake' as seen below.

Important: please check the option code(s), relevant component number(s) and total exam fees, to ensure these are all accurate.

To proceed, click **Register and pay now** (1).

To add a new subject/option, click **Add another exam** (2) and follow the instructions in section 2 of this guide.

3. Enter Candidate Details

Candidate Details

You will now be brought to the Candidate Details, where you must enter the details of the person who will sit the exam(s).

Candidates over 18 – select 'Myself' (1).

Candidates under 18 – select 'Minor (under 18 years)' (2).

Fill in the following mandatory fields:

1. Candidate's first name. (This refers to all the names other than the surname/last name)

2. Candidate's last name. (Note: Character limit is 60, including spaces. This will be reflected on the certificate)

3. Candidate's date of birth.

4. Candidate's gender.

5. Check the tick box to confirm that the candidate's name and date of birth are accurate.

6. Select whether the candidate's native language is English, or not.

Note

These names must be the same as the names in candidate's Identification Document and must appear in the same order.

Candidate first name(s) *

1

Candidate last name *

2

Date of birth *

| Day | Choose month | Year |

3

Gender *

○ Male **4**

○ Female

Confirmation

Please make sure that selected/entered candidate name(s) and date of birth are accurate and the same as they appear in candidate identification document

5 ☐

English native language*

Unknown

6

7. Fill in the candidate's **local** mailing address in lines 1,2,3,4 accordingly. That only one address should be entered. **Please note that the Statement of Entry will be sent to your registered email. You will need to print this and bring it on the day of the exam, along with your original valid ID.**

8. Enter the candidate's city (this should be part of the address).

9. Candidate's post code.

10. Candidate's country (select from the drop-down list).

Address line 1 *

7

Address line 2

Address line 3

Address line 4

City *

8

Post code

9

Country/Territory *

Choose

10

11. If the candidate is under 18, their parent/guardian should select their relationship to the child from the drop-down menu.

12. Candidate or parent/guardian's local mobile number. (The results login and certain exam related information will be sent to the given mobile number at the time of registration)

Parent/guardian contact details:

Relationship to the child *

Choose

11

Your mobile number *

12

Alternative contact number

For candidates under 18, it is essential for the parent/guardian to complete the parental consent, specifying what should happen at the end of the exam (13):

- 'Yes, I give my permission' – this option is only for candidates aged 11 or older.

- 'No, I want to specify who will pick them up' – please fill in the details (14) of the person who will collect the candidate. You may add more than one person.

- The child will be over 18 at exam date – this option is relevant if the candidate will turn 18 by 1st January of the year they are sitting the exam.

Child Protection Information

Are you happy for your child to leave the exam premises unaccompanied at the end of the test?

You can read more about our Child Protection Policy

○ Yes, I give my permission on behalf of the parent/guardian

● No I want to specify who will pick them up

○ The child will be over 18 at exam date

13

Family name *

14

Other/given names *

Relationship to the child

Alternative contact number *

(Add another person)

Do you confirm that the person(s) listed are authorised to collect child at the end of the test, and they are over 14 years old?

☐ Yes, I confirm

Click **Next**.

[**Next**]

Candidate details continued

Select the candidate's identification document type from the drop-down list (1).

Candidate's ID document number (2) and expiry date (3) (if applicable).

Check the tick box (4) to confirm that all ID document details are accurate.

For <u>Cambridge International exams ONLY</u>:

If you choose the option with 'carry forward' (only applicable to A2 options and part of full A level options), please enter the centre number, candidate number and session information of the test session in which you achieved the result you are carrying forward. This previous session must have been within the last 13 months. If you choose to carry forward results for two sessions, please fill in the latest one. Please note that this information can be found on the Statement of Entry or Provisional Statement of Result of the corresponding test session.

Click **Next**.

For <u>Pearson Edexcel and OxfordAQA exams ONLY</u>:

If you have taken this Pearson Edexcel/OxfordAQA exam before, select **Yes** and fill in your UCI number (the 13 digit code found on the previous Statement of Entry or Provisional Statement of Result).

Please note that Pearson Edexcel/OxfordAQA exams have their own UCI number. You must fill in the correct UCI number during registration. If you have more than one UCI number for one exam board, please contact us to merge UCI numbers.

If this is your first time taking the exam, select **No**.

Have you already sat for the session and have UCI number? (**more info**)

(●) Yes

(○) No

Unique candidate's identifier (if applicable)*

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ENGLISH LANGUAGE - ENGLISH LANGUAGE

Level:	**GCSE**
Code:	**1EN0**
Type:	**Standard**
Price:	**46400.00 LKR**

4. Complete Payment

You will now be brought to the Terms and Conditions, which you must read.

Check the tick box (1) to confirm you have read these.

Click **Complete registration** (2). Please only complete this step if you are ready to pay.

You will now be brought to the payment page, where you will see two payment options.

1. Online Payment

Check the tick box under 'Online payment' to pay online using a credit or debit card.
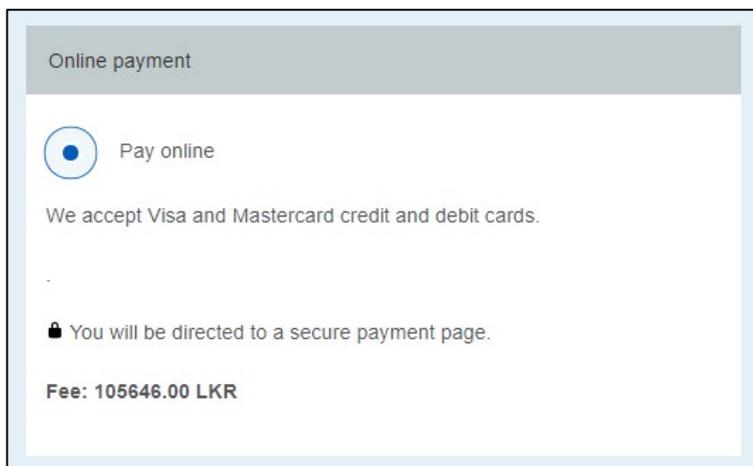
Click **Continue**.

You will now be directed to a secure payment page, where you can enter your payment details.

Enter your card details (1) and billing address (2).

Then click the **Pay** button (3).

2. Offline Payment

Check the tick box under 'Offline payment' to pay through one of the offline payment methods offered by your country.

Click **Continue**.

You will now be brought to a confirmation page, where you can see your registration details. Your registration will be finalised when we receive your full payment.

5. Migrate a Minor Candidate to Adult

When a minor candidate turns 18, a notification will appear in their parent/guardian's account, requiring them to migrate the candidate's account from minor to adult.

Click on the **My Profile** tab at the top of the page.

Select the minor candidate from the drop-down list.

Click **Migrate**.

Enter the personal email address of the candidate. Please do not use an email address which has already been used previously in the Registration System.

Click **Confirm**.
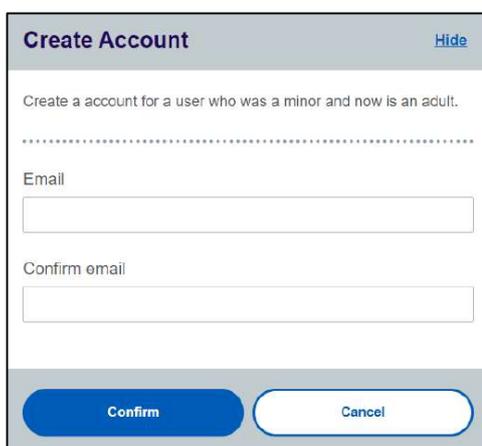
The system will confirm that the migration process has started.

The adult candidate will now receive an email to activate their new account. Click on **this link**.

The candidate will be directed to create a new password for the new account. Passwords must:

1. be alpha-numerical

2. have at least one digit (0-9)

3. have at least one uppercase letter (A-Z)
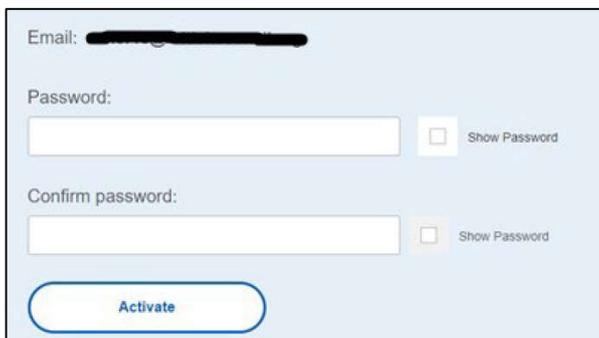
Click **Activate**.

Once the account has been activated, click **Log In** to access the account.

When the candidate logs into their account, they will be able to create their own registration and view their previous registrations.

The parent/guardian will receive an email informing them about the successful activation. They will not be able to create any further registrations for this candidate.