

# Easy Step Exam Registration Guide for Private Candidates

## Introduction

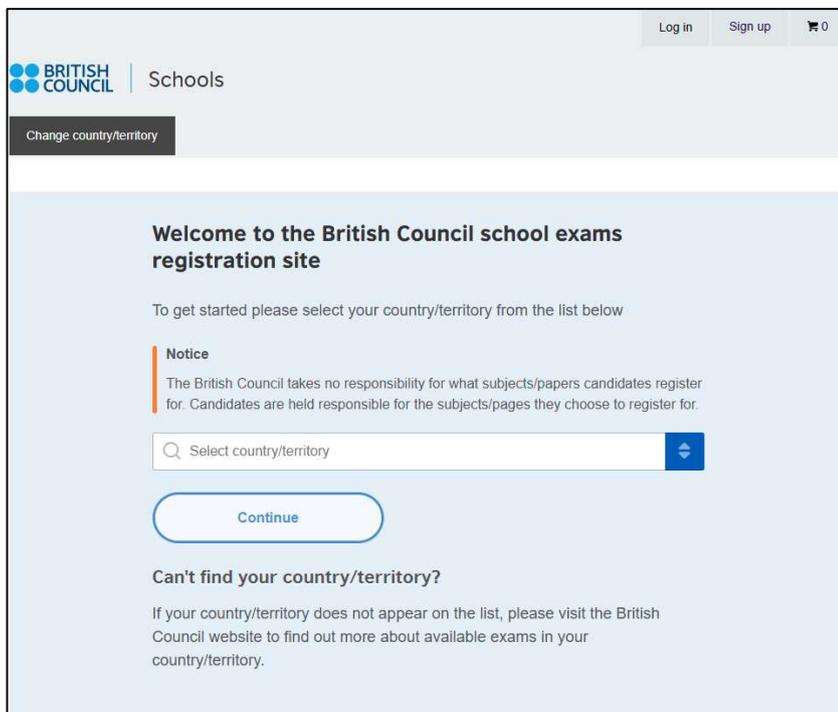
This guide is for private candidates who are registering for Schools exams.

### 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://school exams.britishcouncil.org/>



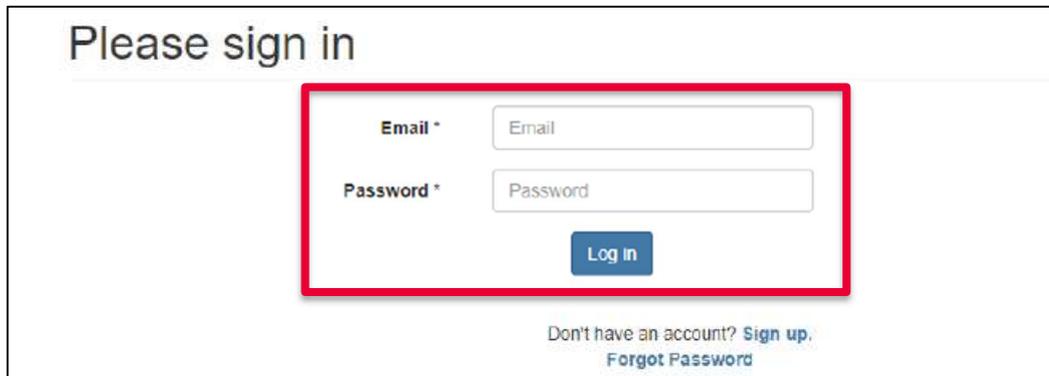
The screenshot shows the top of the British Council school exams registration site. At the top right, there are links for 'Log in', 'Sign up', and a shopping cart icon with '0'. The main header includes the British Council logo and the word 'Schools'. Below the header is a 'Change country/territory' button. The main content area has a heading 'Welcome to the British Council school exams registration site' and a sub-heading 'To get started please select your country/territory from the list below'. A 'Notice' section states: 'The British Council takes no responsibility for what subjects/papers candidates register for. Candidates are held responsible for the subjects/pages they choose to register for.' Below the notice is a search box with the placeholder text 'Select country/territory' and a dropdown arrow. A 'Continue' button is positioned below the search box. At the bottom, there is a section titled 'Can't find your country/territory?' with a paragraph of text: 'If your country/territory does not appear on the list, please visit the British Council website to find out more about available exams in your country/territory.'

## 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**.

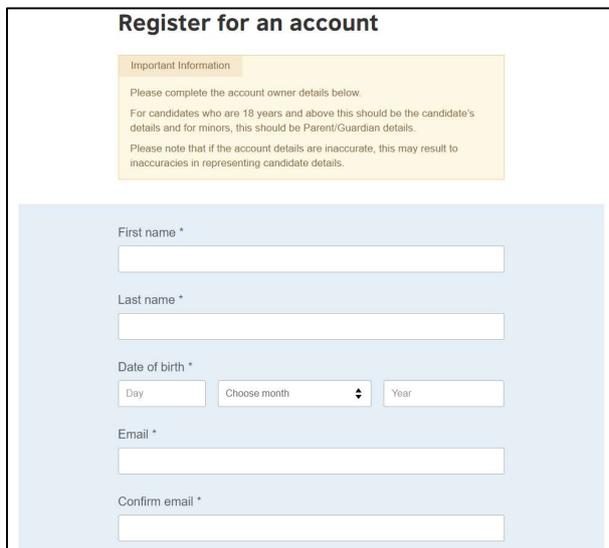
A sign-in form titled 'Please sign in'. It features two input fields: 'Email \*' and 'Password \*'. Below the fields is a blue 'Log in' button. At the bottom, there are links for 'Don't have an account? Sign up.' and 'Forgot Password'. A red box highlights the input fields and the 'Log in' button.

## New users:

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



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

A registration form titled 'Register for an account'. It includes an 'Important Information' section with instructions. Below this are several input fields: 'First name \*', 'Last name \*', 'Date of birth \*' (with sub-fields for Day, Choose month, and Year), 'Email \*', and 'Confirm email \*'. The form has a light blue background.

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](http://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**.

Q 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).

The screenshot shows the 'Search for exams' interface. At the top, a timeline indicates the exam schedule for Cambridge International - November 2024 (GMT/BST), with key dates: 31/05/2024 (Reg. Window Opens), 12/09/2024 (Normal), and 04/10/2024 (Late Stage 1). Below the timeline are six numbered callouts (1-6) pointing to specific search filters and the search button:

- 1**: Awarding body dropdown menu, currently set to 'Cambridge International'.
- 2**: Session dropdown menu, currently set to 'November 2024'.
- 3**: Qualification level dropdown menu, currently set to 'IGCSE'.
- 4**: Location dropdown menu, currently set to 'Colombo (British Council Colombo)'.
- 5**: Subjects dropdown menu, currently showing '0400 - ART AND DESIGN, 0610 - BIOLOGY' and a list of other subjects including '0452 - ACCOUNTING', '0606 - ADDITIONAL MATHEMATICS', '0600 - AGRICULTURE', '0400 - ART AND DESIGN', and '0610 - BIOLOGY'.
- 6**: Search button.

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**.

**ART AND DESIGN - ART AND DESIGN OPT A**

COURSEWORK ASSIGNMENT - Not Defined

EXTERNALLY SET ASSIGNMENT - Not Defined

Level: **IGCSE**  
Code: **0400A**  
Type: **Standard**  
Price: **45593.00 LKR**

**Add to basket**

**ART AND DESIGN - ART AND DESIGN OPT B**

EXTERNALLY SET ASSIGNMENT - Not Defined

COURSEWORK 01 JUNE MARK C/F - Not Defined

Level: **IGCSE**  
Code: **0400B**  
Type: **Carry Forward**  
Price: **37140.00 LKR**

**Add to basket**

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

**ACCOUNTING - GCE A LEVEL OPT AY**

AS LEVEL MULTIPLE CHOICE 12 - 12/11/2024 - AM

AS FUNDAMENTALS ACCOUNTING 22 - 17/10/2024 - AM

AL FINANCIAL ACCOUNTING 32 - 24/10/2024 - AM

AL COST AND MANAGEMENT 42 - 29/10/2024 - AM

Level: **A Level**  
Code: **9706AY**  
Type: **Standard**  
Price: **57055.00 LKR**

**Add to basket**

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Retake fee: **57055.00 LKR**

**Add with retake**

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

 **2 - Proceed to basket**

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

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

### Exam basket

You have 2 exams in your basket

**ART AND DESIGN - ART AND DESIGN OPT A**

COURSEWORK ASSIGNMENT - Not Defined

EXTERNALLY SET ASSIGNMENT - Not Defined

Level: **IGCSE**  
Code: **0400A**  
Type: **Standard**  
Board: **Cambridge International**  
Location: **Colombo**  
Price: **45593.00 LKR**

**Remove**

**BIOLOGY - BIOLOGY OPT BY**

MULTIPLE CHOICE (EXTENDED) 22 - 11/06/2025 - AM

THEORY (EXTENDED) 42 - 06/05/2025 - AM

PRACTICAL TEST 52 - 13/05/2025 - AM

Level: **IGCSE**  
Code: **0610BY**  
Type: **Standard**  
Board: **Cambridge International**  
Location: **Colombo**  
Price: **60053.00 LKR**

**Remove**

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

**ACCOUNTING - GCE A LEVEL OPT AY**

AS LEVEL MULTIPLE CHOICE 12 - 12/11/2024 - AM

AS FUNDAMENTALS ACCOUNTING 22 - 17/10/2024 - AM

AL FINANCIAL ACCOUNTING 32 - 24/10/2024 - AM

AL COST AND MANAGEMENT 42 - 29/10/2024 - AM

Level: **A Level**  
Code: **9706AY**  
Type: **Retake**  
Board: **Cambridge International**  
Location: **Colombo**  
Price: **57055.00 LKR**

**Remove**

**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.

Choose an action below

1 Register and pay now

or

2 Add another exam

### 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).

Who you will register the exam for?

1  Myself

2  Minor (under 18 years)

.....

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.

The screenshot shows a registration form with the following fields and callouts:

- 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) \***: Text input field with callout 1.
- Candidate last name \***: Text input field with callout 2.
- Date of birth \***: Form with three sub-fields: "Day", "Choose month" (dropdown), and "Year". Callout 3 is positioned over the "Year" field.
- Gender \***: Radio buttons for "Male" and "Female". Callout 4 is positioned over the "Female" radio button.
- Confirmation**: A section with a checkbox and the text: "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". Callout 5 is positioned over the checkbox.
- English native language\***: Dropdown menu with "Unknown" selected. Callout 6 is positioned over the dropdown arrow.

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).

The screenshot shows an address form with the following fields and callouts:

- Address line 1 \***: Text input field with callout 7.
- Address line 2**: Text input field.
- Address line 3**: Text input field.
- Address line 4**: Text input field.
- City \***: Text input field with callout 8.
- Post code**: Text input field with callout 9.
- Country/Territory \***: Dropdown menu with "Choose" selected. Callout 10 is positioned over the dropdown arrow.

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 ▾

Your mobile number \*

Alternative contact number

.....

11

12

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 1<sup>st</sup> 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

Family name \*

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

13

14

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.

The screenshot shows a form for entering ID document details. It includes a dropdown menu for 'ID document \*' with a 'Choose' option, a text input for 'ID document number \*', and a date picker for 'ID document expiry date \*' with fields for 'Day', 'Choose month', and 'Year'. At the bottom, there is a checkbox labeled 'I confirm above details are according to the ID Document'. A yellow note box provides instructions: 'Please fill in accurately your identification document number details. You must bring the ID document indicated above to the exam. This is the only form of identity that will be accepted on the exam day. The document must be valid/not expired at registration and on the exam day.' Four green circles with numbers 1, 2, 3, and 4 point to the dropdown, the ID number field, the expiry date fields, and the confirmation checkbox, respectively.

For Cambridge International exams ONLY:

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.

The form contains two text input fields. The first is labeled 'Previous Centre Number' and the second is labeled 'Previous Candidate Number'.

Click **Next**.

A blue rounded rectangular button with the text 'Next' in white.

For Pearson Edexcel and OxfordAQA exams ONLY:

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)\*

.....

**ENGLISH LANGUAGE - ENGLISH LANGUAGE**

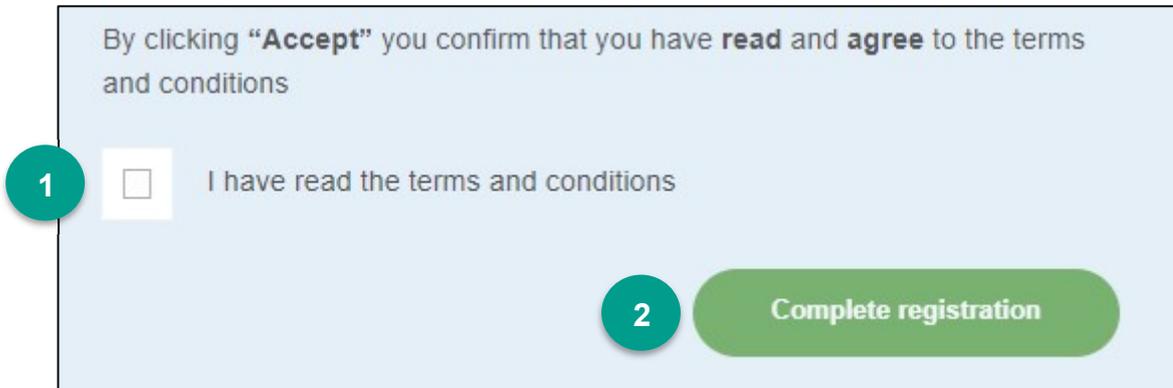
Level:	<b>GCSE</b>
Code:	<b>1EN0</b>
Type:	<b>Standard</b>
Price:	<b>46400.00 LKR</b>

## 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.



By clicking “**Accept**” you confirm that you have **read** and **agree** to the terms and conditions

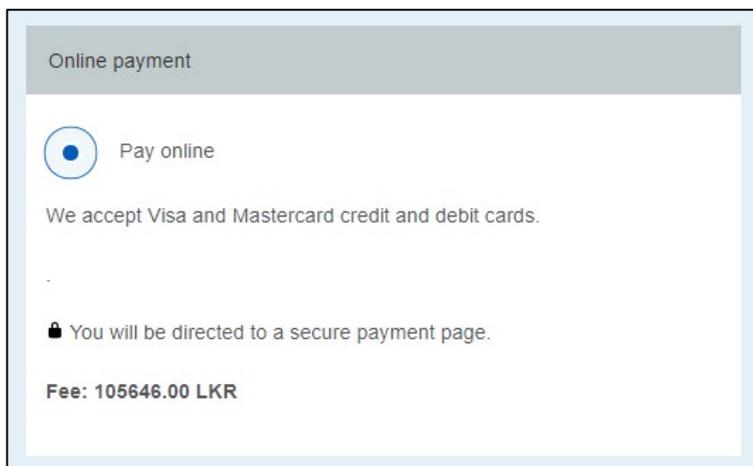
**1**  I have read the terms and conditions

**2** **Complete registration**

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.



Online payment

Pay online

We accept Visa and Mastercard credit and debit cards.

🔒 You will be directed to a secure payment page.

Fee: 105646.00 LKR

Click **Continue**.



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).

BRITISH COUNCIL Checkout

← Back

## Pay online

Payment method

Card

We accept all major credit and debit cards.

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Time remaining  
01 hour 14 minutes 32 seconds

### Your purchase

Total **7000 XAF**  
Order ID: A2CM-G000000004077682

### 1 Card details

Cardholder's name  
John Doe

Card details  
1234 1234 1234 1234 [Autofill link](#)

Expiry Security code  
MM / YY 3 digit CVC/CVV

### 2 Billing address

Address line 1  
Enter your address

Country  
Please select...

Region (optional)  
Enter your region

Postal code City  
Enter your postal code Enter your city

### 3 Pay 7000 XAF

BRITISH COUNCIL Safe payments

## 2. Offline Payment

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

Offline payment

Pay another way

If you choose 'Offline payment', registration is not complete until payment is received.

Ways to pay:

**Manual Card**

.

**Bank Transfer**

Please follow the 'Offline Payment Method' given at [https://forms.office.com/pages/responsepage.aspx?id=wXVrt3MRkCyoWJFosyJ7Ac1AKI-6\\_dNqhH2EhVXUS9UOUiQTKZTQKZUMVhYQ01EMzFKTFJUEhHTy4u](https://forms.office.com/pages/responsepage.aspx?id=wXVrt3MRkCyoWJFosyJ7Ac1AKI-6_dNqhH2EhVXUS9UOUiQTKZTQKZUMVhYQ01EMzFKTFJUEhHTy4u)

Fee: 105646.00 LKR

Click **Continue**.

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.

### Offline payment method selected

Registration complete  
Transaction reference number: A2LK-G000000003962858

**What's next?**

Thank you for submitting your exams registration.  
A place is being held for you at the Exam location Colombo which will be confirmed when we receive your full payment by up to and including 14/02/2025 (GMT/BST). After that date, extra charges will apply.  
Updates regarding your exams will be sent to you by email.

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Registration type: Private  
Candidate UID: 2577652  
Session: May/June 2025 (Cambridge International)

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**You have been registered for the following exams:**

**BIOLOGY - BIOLOGY OPT BY** (in Colombo)  
Exam Component:  
MULTIPLE CHOICE (EXTENDED) 22 - 11/06/2025  
PRACTICAL TEST 52 - 13/05/2025  
THEORY (EXTENDED) 42 - 06/05/2025  
Price: 60053.00 LKR

**ART AND DESIGN - ART AND DESIGN OPT A** (in Colombo)  
Exam Component:  
COURSEWORK ASSIGNMENT - TBC  
EXTERNALLY SET ASSIGNMENT - TBC  
Price: 45593.00 LKR

Total price: 105646

A registration confirmation email has been sent to the following addresses:  
Jenny.durham@britishcouncil.es

[View registrations summary](#)

## 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.



A form titled 'Candidate' with a search input field containing 'Q |'. Below the search field, a dropdown list shows 'BtoC Test' and 'dssdds sddsds' (highlighted in blue). Below the dropdown, the following details are displayed: Title: Mr, First Name: dssdds, Last Name: sddsds.

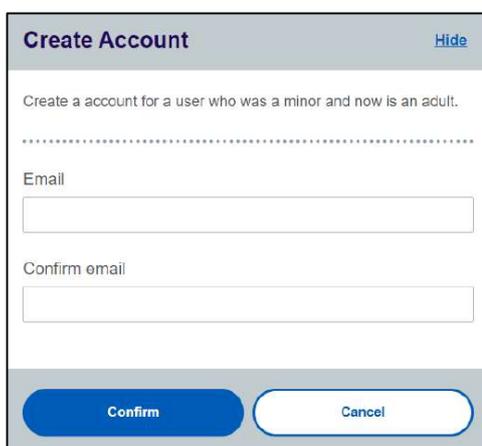
Click **Migrate**.



The same candidate selection form as above, but with a 'Migrate Account' button highlighted by a red rounded rectangular border.

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**.



A form titled 'Create Account' with a 'Hide' link. The form contains the instruction: 'Create a account for a user who was a minor and now is an adult.' Below this, there are two input fields: 'Email' and 'Confirm email'. At the bottom, there are two buttons: 'Confirm' (blue) and 'Cancel' (white).

The system will confirm that the migration process has started.



Candidate

BtoC Test

Title: -

First Name: BtoC

Last Name: Test

Email: BtoCTest.oscar2@britishcouncil.org

Date of Birth: 12/09/1970

**Migration started**  
Minor to adult migration started successfully

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



**Dear dssdds sddsds**

The account has been created and awaiting approval registration. In order to approve registration please click on [this link](#)

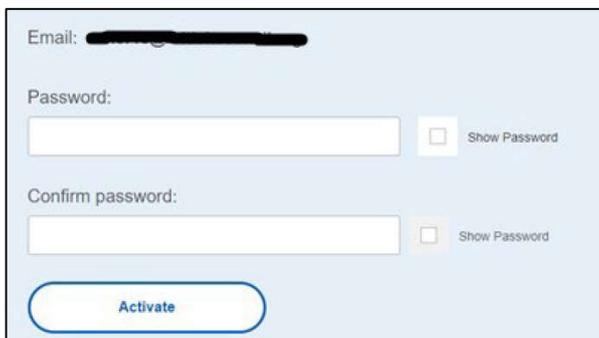
British Council Schools website

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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**.



Email: [Redacted]

Password: [Input field]  Show Password

Confirm password: [Input field]  Show Password

**Activate**

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



**Account activation**

**Success**

Your account has been activated. Please [Log In](#) to the system.

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.