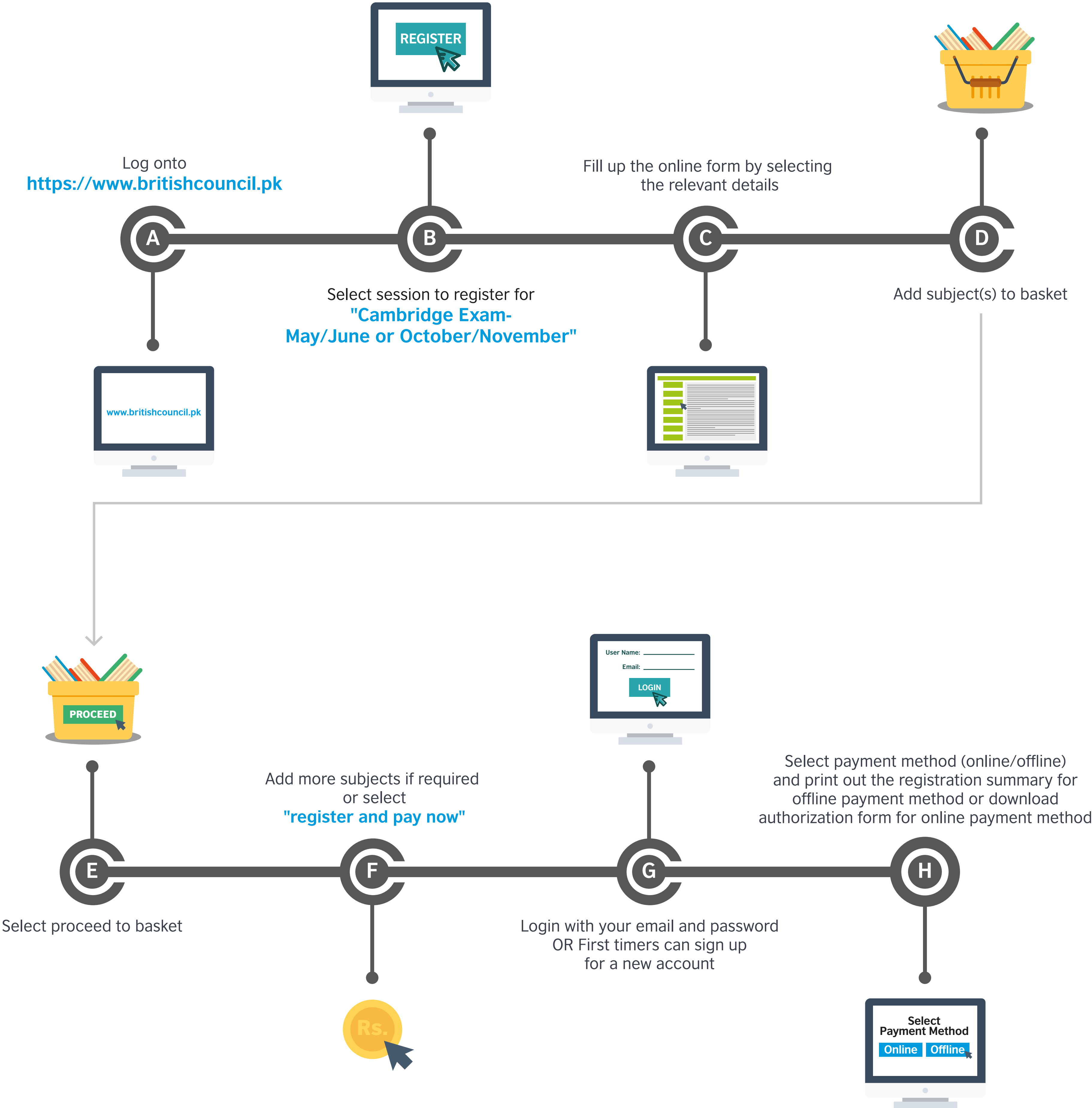


Registration Process

Private candidate

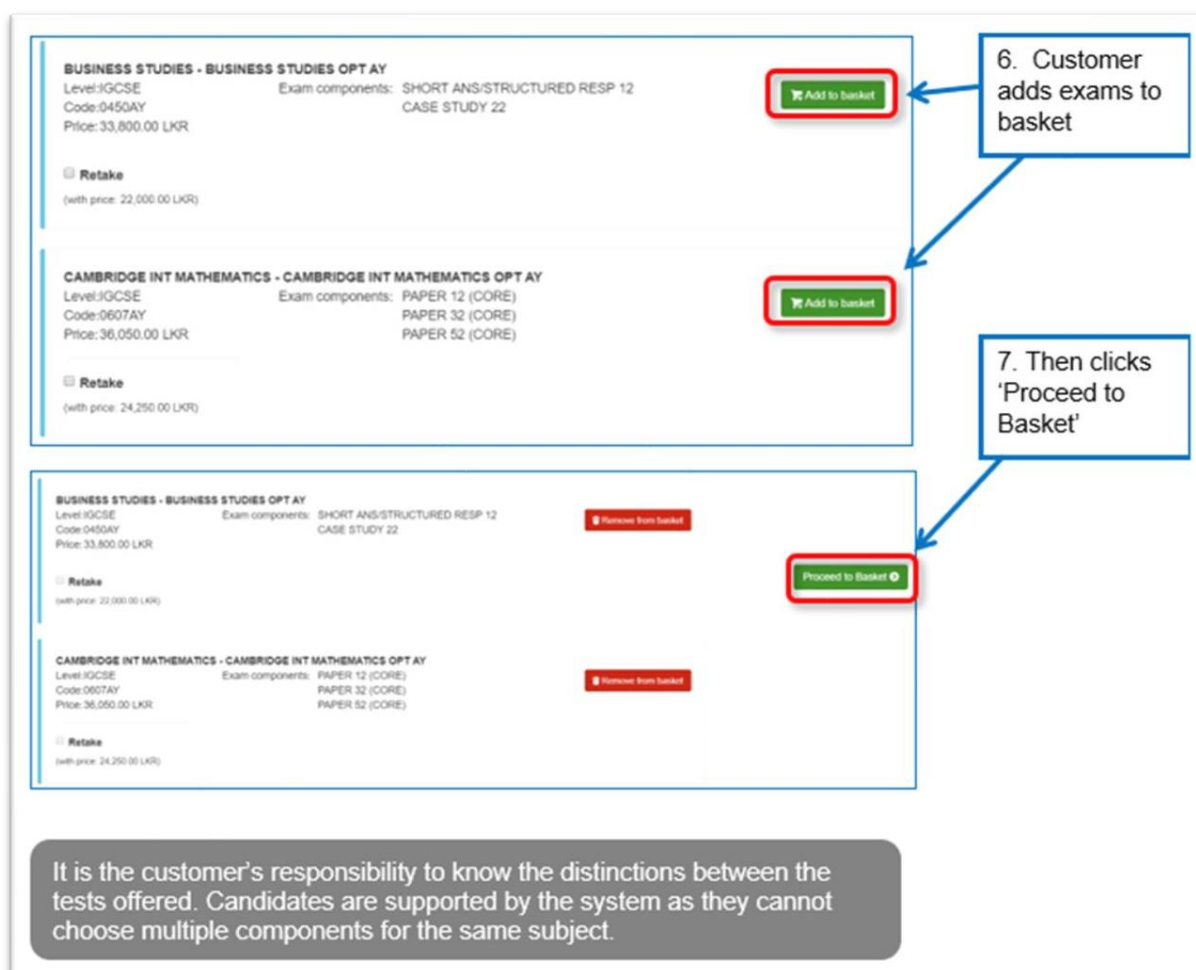


1. The customer (private candidate over 18 or parent/guardian of candidate under 18) visits <https://school exams.britishcouncil.org>

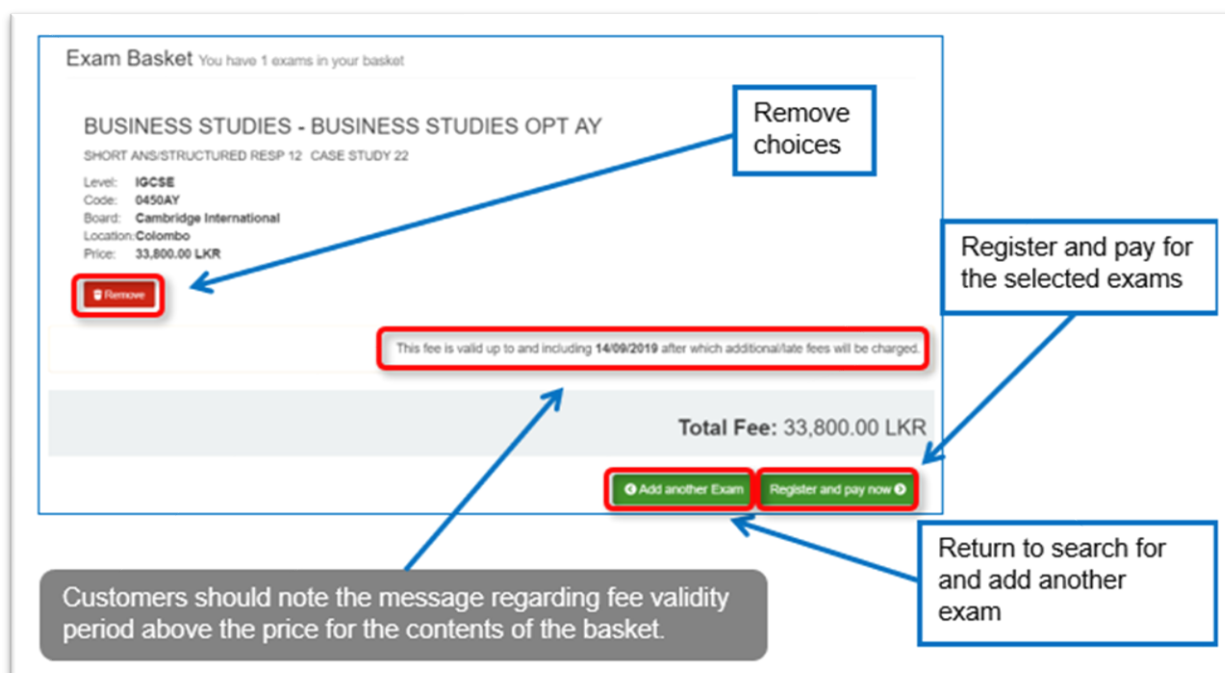
3. Customer chooses the relevant information from the drop-down lists:



5. After the customer clicks 'Search' the system offers them the chosen subjects.



8. In the basket area, the customer can:



Exam Basket You have 1 exams in your basket

BUSINESS STUDIES - BUSINESS STUDIES OPT AY
SHORT ANSWER/STRUCTURED RESPONSE CASE STUDY 22

Level: **IGCSE**
Code: **0450AY**
Board: **Cambridge International**
Location: **Colombo**
Price: **33,800.00 LKR**

[Remove](#)

[Remove choices](#)

This fee is valid up to and including 14/09/2019 after which additional/late fees will be charged.

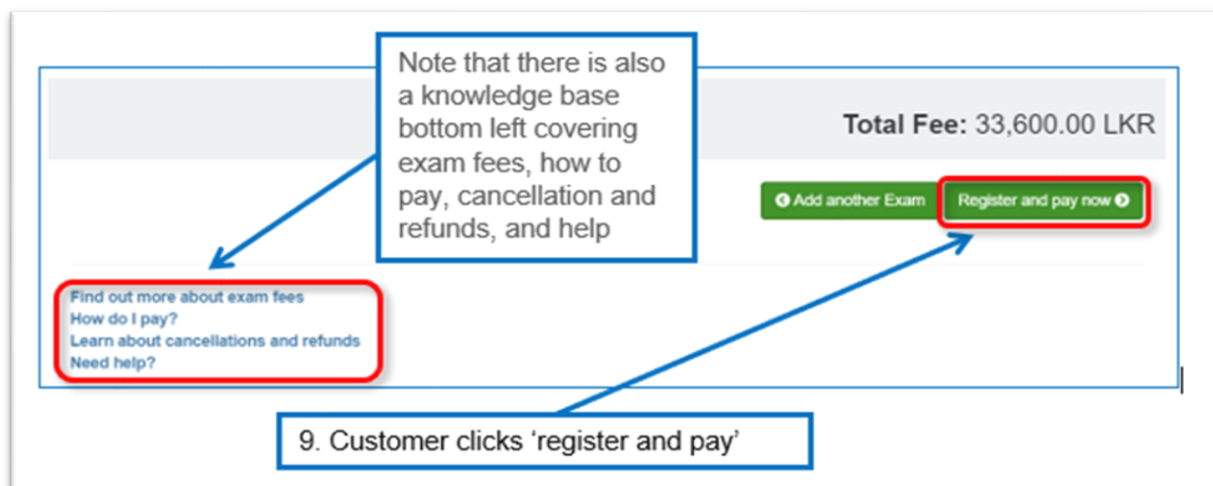
Total Fee: 33,800.00 LKR

[Add another Exam](#) [Register and pay now](#)

[Register and pay for the selected exams](#)

[Return to search for and add another exam](#)

Customers should note the message regarding fee validity period above the price for the contents of the basket.



Total Fee: 33,600.00 LKR


[Add another Exam](#) [Register and pay now](#)

Note that there is also a knowledge base bottom left covering exam fees, how to pay, cancellation and refunds, and help

[Find out more about exam fees](#)
[How do I pay?](#)
[Learn about cancellations and refunds](#)
[Need help?](#)

9. Customer clicks 'register and pay'

10. Customer from here can:



Please sign in

Email *

Password *

[Log in](#)

[Don't have an account? Sign up.](#)

[Forgot Password](#)

[Sign in with an existing account](#)

[Create a new account](#)

[Reset a password if forgotten \(see appendix\)](#)

11. If the customer doesn't have an account, they click 'Sign up' and will be presented with this form:

Register for an Account

First Name *	<input type="text" value="First Name"/>
Last Name *	<input type="text" value="Last Name"/>
Email *	<input type="text" value="Email"/>
Date of Birth *	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Day</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">▼</div> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Year</div> </div>
Password *	<input type="password" value="Password"/>
Confirm password *	<input type="password" value="Confirm password"/>

From here, there are two paths based on who the customer is and their age. If the customer is a candidate under 18, the customer will be presented with these additional data fields after adding the date of birth:

First Name *

Last Name *

Email *

Date of Birth *

Warning! You need to be over 18 years old to book a test

Please provide the email address for a parent or guardian that can register and book a test for you:

Their email *

Their relationship to you *

Send invitation

Here, the customer can add the email address of a parent/guardian that will then be able to continue the registration

After clicking 'Send invitation' the candidate's parent/guardian will receive this email

The parent/guardian click on the 'Register' link in the email.

Hi

You have been asked to create an account by "John Smith"

As they are under 18 years old, they cannot create an account to book and pay for their test.

Once you've registered you'll be able to:

- Book and pay securely
- Save and edit your details
- Book new tests quickly

Register

I am already registered

12. The link will send the parent/guardian to the same form we were presented in step

Register for an Account

First Name *

Last Name *

Email *

Date of Birth *

Password *

Confirm password *

The registration form should be completed correctly by the customer

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.

☒ I have read and accepted the Account Registration Terms and Conditions

Already have an account? Log in.

They should then read the Terms and Conditions, click the tick-box confirming they have and, finally, click 'Complete Account Registration'

Dear David Smith

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

British Council Schools website

© 2019 British Council
[Terms & Condition](#) | [Privacy Policy](#)

The customer should then check their email and click 'this link' for account activation

13. Customer checks and confirms their personal details and their exam details in Candidate Details page.

Note that here the customer must choose whether they are booking the test for themselves or for their child or a child for whom they are the parents/guardians

Candidate Details

Important Information
It is **your responsibility** to ensure that all personal details entered below are accurate and match with those in the valid ID that you will bring on the day of your examination.
(The spelling and order of your first, middle, last/family name, Date/Birth/Year of Birth, ID number, ID expiry date, ID issuing authority and ID category must be exactly the same as in your ID)
If the information entered below does not match EXACTLY you may not be allowed to sit your examination. Please refer to Terms and Conditions for details.

Who are you booking the test for?

Title *

First (given) Name(s) *
Note: These names must be the same as the names in your Identification Document, and must appear in the same order.

Last Name *

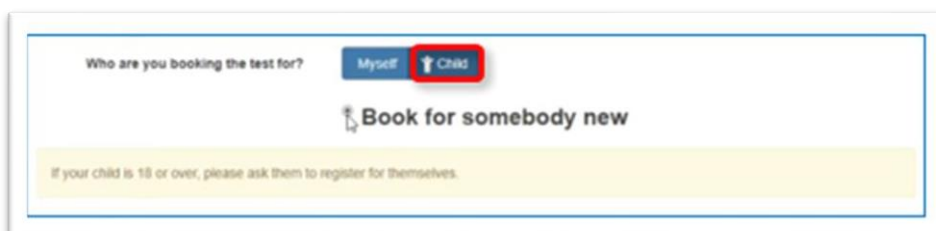
Email *

Date of Birth *

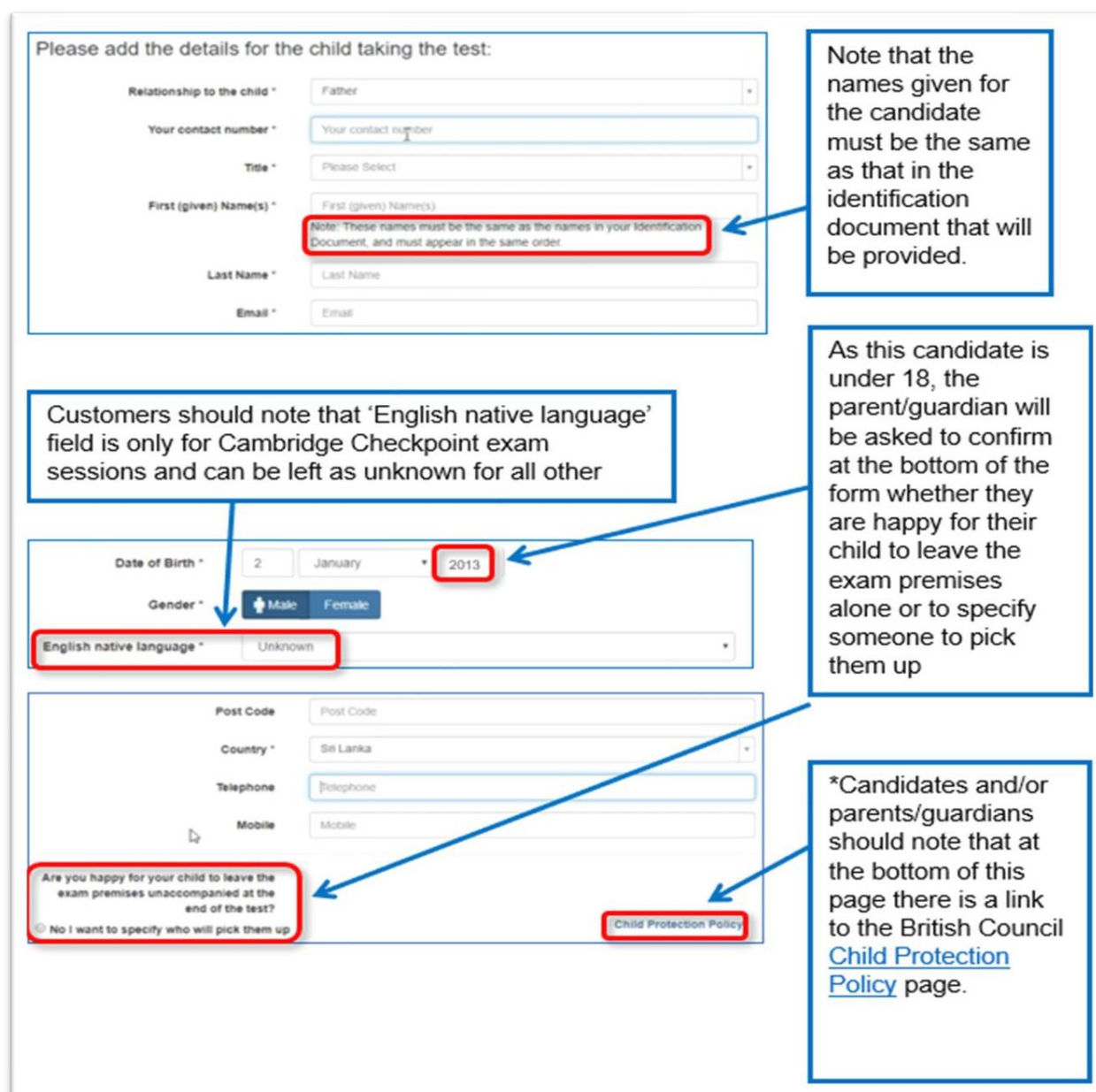
Gender *

English native language *

14. If the registration is being completed by the parent/guardian on behalf of a minor candidate (under 18) the process will be as below from step 15. If it is the candidate registering and they are over 18, they choose 'Myself', they should complete the form with their details and press 'Next' to go to [Identification](#).



15. Parents/guardians must then complete the following info for themselves and their child:



Please add the details for the child taking the test:

Relationship to the child * Father

Your contact number * Your contact number

Title * Please Select

First (given) Name(s) * First (given) Name(s)
Note: These names must be the same as the names in your Identification Document, and must appear in the same order.

Last Name * Last Name

Email * Email

Note that the names given for the candidate must be the same as that in the identification document that will be provided.

Customers should note that 'English native language' field is only for Cambridge Checkpoint exam sessions and can be left as unknown for all other

Date of Birth * 2 January 2013

Gender * Male Female

English native language * Unknown

As this candidate is under 18, the parent/guardian will be asked to confirm at the bottom of the form whether they are happy for their child to leave the exam premises alone or to specify someone to pick them up

Post Code Post Code

Country * Sri Lanka

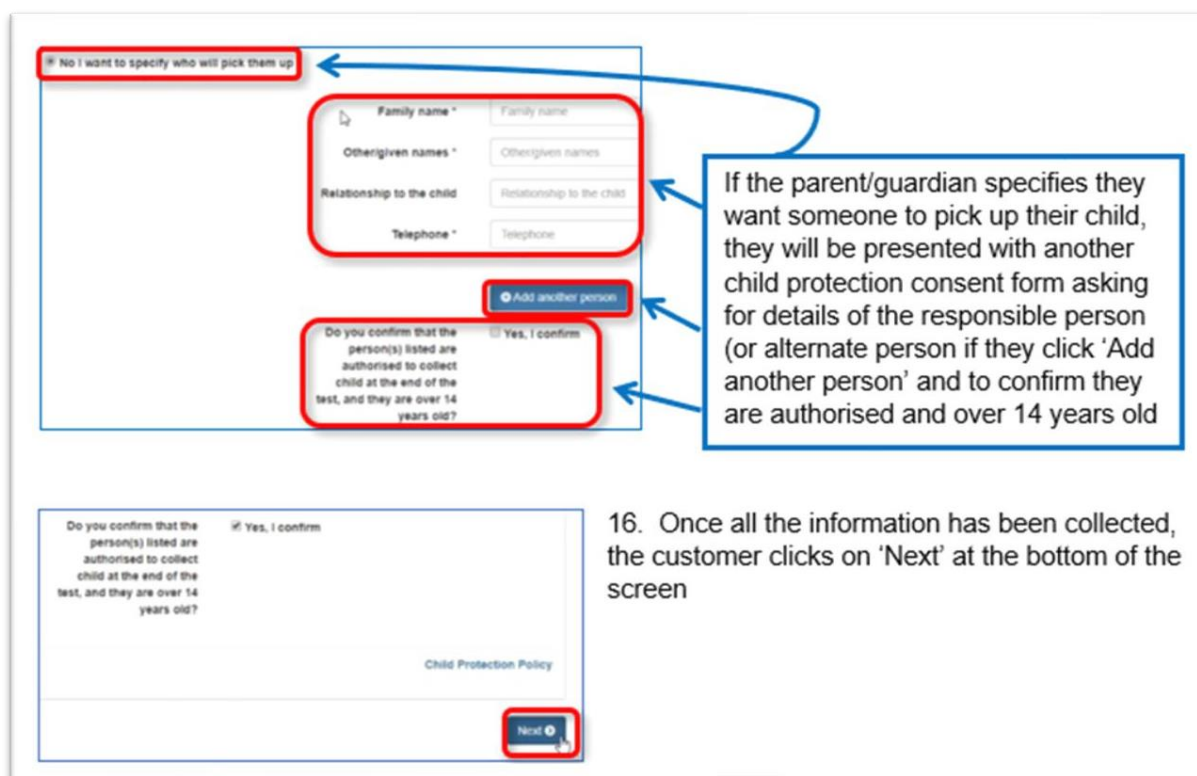
Telephone Telephone

Mobile Mobile

Are you happy for your child to leave the exam premises unaccompanied at the end of the test?
No I want to specify who will pick them up

Child Protection Policy

*Candidates and/or parents/guardians should note that at the bottom of this page there is a link to the British Council [Child Protection Policy](#) page.



If the parent/guardian specifies they want someone to pick up their child, they will be presented with another child protection consent form asking for details of the responsible person (or alternate person if they click 'Add another person' and to confirm they are authorised and over 14 years old

16. Once all the information has been collected, the customer clicks on 'Next' at the bottom of the screen

For payment details

Summary terms and conditions

Terms and Conditions

Kindly note that it is the responsibility of registering candidates to fill in accurate details on the online registration portal. You must enter the appropriate entry option code and provide the previous entry details if you want to carry forward a Cambridge International AS Level result. You should contact British Council staff if you need any assistance. Carry-forward entries are not automatically checked by Cambridge International or British Council.

In the event of any errors the appropriate entry amendment penalty fee must be paid by candidates to correct or complete missing option codes.

British Council will not be responsible in any way for any omission or incorrect entries made.

Kindly note:- Result cannot be issued until the full and correct carry forward option code details are furnished, and appropriate penalty fee has been paid by the candidate.

The statement of results and certificate would be sent by the courier at candidate's residential address provided on this form. Please notify the relevant British Council office if there is a change in the residential address by forwarding an email to British Council at info@britishcouncil.org.pk (mailto:info@britishcouncil.org.pk) from your registered email address.

• **Standard Chartered Bank Drop Box facility**

In order to facilitate candidates registering for Cambridge International and Edexcel examinations, we have reached an agreement with Standard Chartered Bank (SCB) whereby the bank collects registration documents (mentioned below) and fees. Standard Chartered Bank (SCB) later delivers these documents to respective British Council offices. Please find the link to know about the addresses of these branches.
https://www.britishcouncil.pk/sites/default/files/pakistan_british_council_bank_account_details.pdf
(https://www.britishcouncil.pk/sites/default/files/pakistan_british_council_bank_account_details.pdf)

• **Through Standard Chartered Bank (non-Drop Box facility)**

Please note that if you are paying through Standard Chartered Bank,

British Council - Bank Deposit Slip should be used for this purpose which is available at the branches given below. Please tick relevant exam session on the bank deposit slip before making a payment and mention your A2PK number and contact number clearly on the slip.

The Standard Chartered designated branches operate from Monday to Thursday from 9am to 5:30pm with a prayer/lunch break from 1:30pm to 2:15pm. On Friday, the banking hours are from 9am to 6pm with a prayer/lunch break from 1pm to 2:30pm. On Saturday some SCB branches operates from 9:00 a.m. till 1:30 p.m.

The list of designated SCB branches can be found at:

<https://www.britishcouncil.pk/sites/default/files/pakistan-exams-bc-bank-accounts.pdf>
(<https://www.britishcouncil.pk/sites/default/files/pakistan-exams-bc-bank-accounts.pdf>)

Please send us the **printout of the registration summary page** along with your **stamped fee pink deposit slip** on one of following relevant office

Without doing this your registration will not be completed and might get deleted from the system.

British Council Islamabad Office

Address: British High Commission, British Council, Diplomatic Enclave, Ramna 5, Islamabad

British Council Lahore Office

Address: British Council, 65 Mozang Road, Lahore

British Council Karachi Office

Address: British Deputy High Commission, British Council, Shahrah-e-Iran, Clifton, Karachi

In case, these documents are not received at the British Council office even after 5 working days of you registering, the British Council reserves the right of cancelling your entry for Oct/Nov 2022 session. British Council will not be liable for any refund in case of not fulfilling any registration requirement. If a candidate provides the authorization form after the cancellation of the registration, late-stage penalty fees will be applicable.

• Through a bank other than Standard Chartered Bank

If a candidate resides in a city which does not have a designated Standard Chartered Bank, then the examinations fee must be made through a bank draft. The bank draft must be drawn in favor of the British Council Pakistan and should accompany the registration documents above. These documents must be sent through registered mail to the appropriate British Council office. Candidates must retain a photocopy of the registration documents and stamped bank deposit slip along with the original courier/registered-mail dispatch slip for personal record. In case if registration documents are not delivered to the British Council, candidates would resolve the issue directly with the respective SCB branch/courier/post office (as for any other postal/courier services). The British Council have no liability for items lost in transit and consequently missed deadlines for sending registration forms.

Important Notes:

- Candidates are requested to take note that for each stage registration deadline – you need to have also paid the fee and not just registered on the online registration system. Any payments made after the deadline will be treated as late and subject to the appropriate extra late fee. The registration process will be completed after the payment pink slip and registration summary are received at respective British Council office. Therefore, please do not hold on to your registration forms and payment slips after making the payments and make sure that they reach us before the relevant deadline.
- In case if registration documents are not delivered to the British Council, candidates would resolve the issue directly with the respective SCB branch/courier/post office (as for any other postal/courier services). The British Council have no liability for items lost in transit and consequently missed deadlines for sending registration forms.
- It is very important that correct number of the ID document is written at the time of registration. On the test day, no candidate will be permitted to sit for their examination without a valid and original ID. This must be in the form of a NADRA issued CNIC for Pakistani Nationals or Passport for non – Pakistani nationals.
- Pakistani national children younger than 18 years of age will be required to present SMART Card. Please contact your nearest NADRA office if you need a SMART card.
- The British Council will share your Personal Data i.e., name, address and contact number with our courier / delivery partner i.e. TCS Private Limited for the purpose of exams results delivery. If you do not want us to share your personal details with any delivery partner, then please write us at info@britishcouncil.org.pk (<mailto:info@britishcouncil.org.pk>)

For Cambridge International May/June 2023 Exams Session

Entry Stage	Deadlines
Regular Stage	23 Dec 2022 – 09 Feb 2023
Late Stage 1	10 Feb 2023 - 22 Mar 2023

Acknowledgements

The British Council would forward the final statement of entry (SOE) and exam venue details by email to the regular entry / late entry candidates two (2) weeks before the exams session at the email address mentioned given at the time of registration.

Details on statement of entry (SOE) should be checked and respective British Council office must be notified of discrepancies immediately. Make sure that spellings of your name and date of birth mentioned are correct as per the ID document.

In case you do not receive your statement of entry (SOE) two (2) weeks before the start of the examination session, please immediately get in touch with your respective British Council Office or call us at 0800 22000

Please note that British Council Information Centre (0800-22000) office timings are from 0900-1800, Monday to Saturday. You can also write to us at info@britishcouncil.org.pk (mailto:info@britishcouncil.org.pk) or chat with us at our official FB page at <https://www.facebook.com/BritishCouncilPakistan/> (<https://www.facebook.com/BritishCouncilPakistan/>).

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

☐ I have read the terms and conditions

Complete registration