

Guide for Private Candidates

Submitting Post-Results Service Requests on Schools Registration System for Cambridge International Exams

Introduction

This user guide is for private candidates who submitted their Cambridge International exam registrations using the Schools Registration System.

This guide provides step-by-step instructions on how to submit enquiries about results on the Schools Registration System.

Post-Results Activities

Private candidates can use the Schools Registration System to submit Post-Results Service requests for the latest exam series. Please note that this service is only available for exams that have already been marked.

Once you have been informed that Post-Results Services are available, use the following steps to submit your request.

Please be advised that enquiries related to '**No Results**' or '**Pending**' statuses cannot be processed through the Schools Registration System.

1. Log in to the Schools Registration System, the platform where you registered for your exams:

[School Registration Systems](#)

(If you have forgotten your password, please use the 'Forgot Password' button to reset the password.)



BRITISH COUNCIL | SCHOOLS B2C

Username

Password

Sign In

[Forgot password?](#)

2. When you log in, you will see a notification banner at the top of the page, informing you that you can apply for post-results services.

Click on 'Post Result Service'.



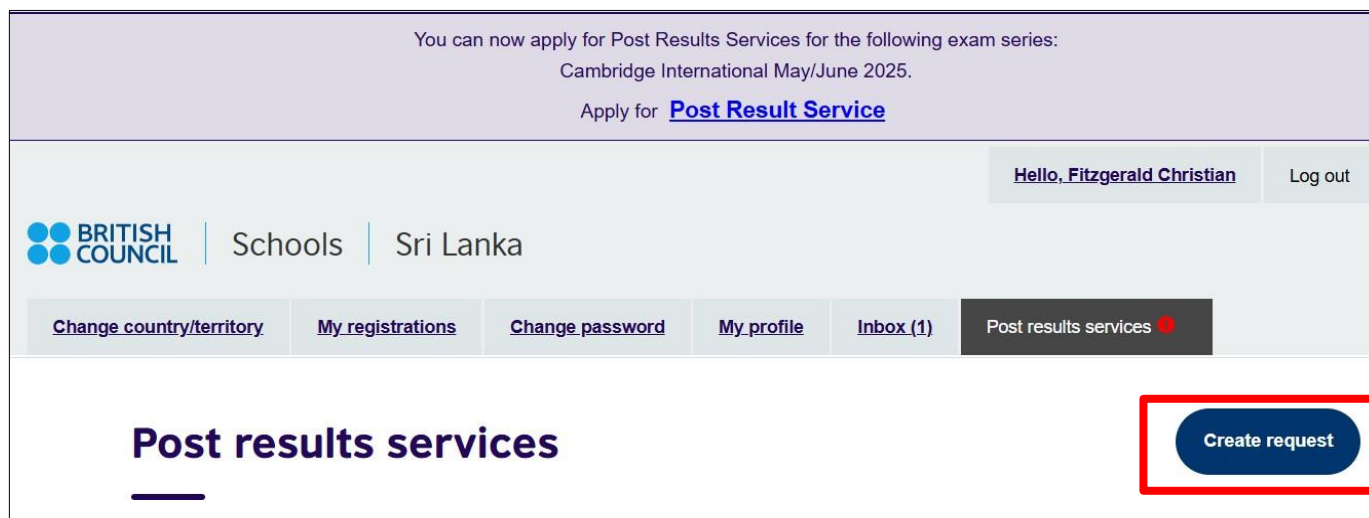
You can now apply for Post Results Services for the following exam series:
Cambridge International May/June 2025.
Apply for [Post Result Service](#)

BRITISH COUNCIL | Schools | Sri Lanka

[Change country/territory](#) [My registrations](#) [Change password](#) [My profile](#) [Inbox \(1\)](#) [Post results services](#)

Hello, Fitzgerald Christian Log out

3. Click on 'Create Request'.



You can now apply for Post Results Services for the following exam series:
Cambridge International May/June 2025.
Apply for [Post Result Service](#)

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[Change country/territory](#) [My registrations](#) [Change password](#) [My profile](#) [Inbox \(1\)](#) [Post results services](#)

Hello, Fitzgerald Christian Log out

Post results services

[Create request](#)

4. Complete the boxes as outlined below by selecting the relevant options from the drop-down menus.

Session *

Candidate *

Post results services type *

Exam *

This service checks that all parts of the script were marked, and that the marks were totalled and recorded correctly. Includes a copy of the script.

Registration deadline: 31/01/2025

Components *

MULTIPLE CHOICE 12 970012	7000 PKR
Total price:	7000 PKR

Next

- 1 The session date.
- 2 The candidate's full name.
- 3 The type of Post-Results Service you wish to request. See below for details of the different Post-Results Services available.
- 4 The exam the request corresponds to.
- 5 The component (specific paper) the request corresponds to.

Post-Results Services:

Service name	Details of service	Availability of service
Clerical re-check: Service 1	This service checks that all parts of the script were marked, and that the marks were total and recorded correctly.	Available for components externally assessed.
Clerical re-check with copy of script: Service 1S	The same as Service 1 but you also receive a copy of the script.	Available for components externally assessed, except for Art & Design syllabuses.
Review of marking: Service 2	A review of the original marking to check the agreed mark scheme was applied correctly. This service also includes the re-checks in Service 1. In this context, the 'original marking' means the marking used to determine the candidate's provisional result. This is often, but not always, the marking of the first examiner to mark the script.	Available for components externally assessed, except for multiple-choice question papers.
Review of marking with copy of script: Service 2S	The same as Service 2 but you also receive a copy of the script	Available for components externally assessed, except for multiple-choice question papers and Art & Design syllabuses.
<i>Access to Scripts (ATS)</i>	The <i>Access to Scripts</i> service allows candidates to request access to their exam scripts for the papers they have sat.	

Important information

- You can only submit enquiries about results at component level (ie for a specific paper sat).
- You must submit requests for all the components you wish to review within the same syllabus at the same time. The awarding organization will not accept additional component enquiries for the same syllabus later.
- For clerical re-check or review of marking services, you may only select one type of review or re-check service. For example, you cannot ask for a Service 1S for one component and then a Service 2S for another component if they are in the same syllabus. You cannot ask for the same or another service for the same syllabus if a previous request has already been submitted.
- All the components you wish to review must already have been marked.

5. Tick the check box (1) to confirm that you accept the Terms and Conditions. Then click 'Create' (2).

The screenshot shows a registration form with the following content:

I have entered on this form. I also understand that the British Council is not responsible for resolving any clash papers between/of two different boards. I understand my obligation to report for any morning or afternoon examination paper at least half an hour before the scheduled examination start time as is required by British Council administrative arrangements.

The British Council reserves the right to disallow me to take the examination if they are not satisfied with the identification produced at the time of examination. I have not made an exam registration at any other centre for the same exam board for current exam series. I have read and understood the Registration Information Manual of the examination series

Kind regards

The British Council

☒ Accept Terms & Conditions

Previous Create

Number 1 is placed over the checkbox and number 2 is placed over the 'Create' button.

6. Select the preferred payment method and confirm payment by clicking on 'Pay now'.

The screenshot shows the 'Payment method' page with the following content:

Payment method

Request number S109-PK900-0004-1-0001 has been created.

✓ We have received your application, please be patient. Our support team will look into the matter at the earliest available time. 5000 PKR

Please select preferred payment method to complete payment

Payment deadline: 31/01/2025

☒ Online payment You selected an online payment method

We accept Visa and Mastercard credit and debit cards.

Registration fees paid with a debit or credit card may show a different amount on your bank statement due to fluctuating exchange rates. This happens because transactions in Pakistani Rupees are settled in foreign currency by merchants. If you notice an overcharge, please contact your bank for assistance.

🔒 You will be directed to a secure payment page.

Pay now

☐ Offline payment Select this checkbox if you want to pay offline

Payment summary:

ACCOUNTING	
97064Y	
Component:	Price:
AS LEVEL MULTIPLE CHOICE	5000 PKR
12 970612	
Total price:	5000 PKR

The offline payment can be made by the following options:

A. Bank Deposit Slip (BDS)

British Council bank account available at selected Standard Chartered Banks ([SCB Branch List](#)). Candidates must fill out a British Council Deposit Slip (available at designated branches)

Note: Please tick Enquiry About Result (EAR) in section B of bank deposit slip and also provide the registration number, centre number and candidate number before marking payment. Keep your stamped bank deposit slip as proof of payment since you will need this to complete your EAR Online Application.

B. Virtual Account (VA) Number

While making the enquiry about result on the portal, you will get the Virtual account number in the offline tab. (E.g: 5566660151234567)

C. Bank Demand Draft / PayOrder

The payment can be made via Bank DD and PayOrder If a candidate resides in a city which does not have a designated Standard Chartered Bank, then the EAR fee must be made through a bank draft. The bank draft must be drawn in favor of the **British Council**.

7. Go to the post-results Service page and use the drop-down menus to select the relevant criteria to view the ongoing and past requests.

Session	Candidate
November 2024	Test PRS PK
Post result services type	Status
All	All
Choose to cancel	Choose to pay
Exam: ACCOUNTING 9706AY Post results services reference ID: S109-PK900-0004-1-0001 Qualification Level: A Level Post result service type: Clerical re-check Date of creation: 06/01/2025 Status: Paid Component: AS LEVEL MULTIPLE CHOICE 12 970612 Price: 5000.00 PKR	

8. To cancel unpaid requests, click on 'Choose to Cancel' and provide the required details to proceed with the cancellation.

Session

November 2024

Candidate

Test PRS PK

Post result services type

All

Status

All

Select the records to be cancelled.

☒

Exam:

Post results services reference ID:

Qualification Level:

Post result service type:

Date of creation:

Status:

BIOLOGY 9700AY

S109-PK900-0004-2-0002

A Level

Review of marking

06/01/2025

Unpaid

Component:

AS STRUCTURED QUESTIONS 22 970022

Price:

10000.00 PKR

Component:

ADV PRACTICAL SKILLS 33 970033

Price:

10000.00 PKR

Discard

Choose to cancel