



British Council Partner Schools

Information and Key Dates May/June 2025 (Cambridge International Examinations)



1.Registration Deadlines

All Qualifications	Start	End
Normal Registration Period	06 December 2024	14 February 2025
Late Penalty Registration Period	15 February 2025	01 April 2025

Note:

- Entries submitted after the Normal registration period will be subjected to a late penalty. Refer to the **Exam fee list document** for more information.
- Late registrations are not possible for subjects that include coursework, practical or speaking test components.
- Registrations for subjects with a speaking component are subject to the availability of an examiner. Therefore, it is mandatory that the candidate checks with us before registering for such subjects.
- School candidates will need to comply with the registration and payment deadlines set by their school.
- Some subjects will be enabled upon request, kindly contact us for such concerns.

2.Registration Links

- Registration Link for Private Candidates:
<https://schoolexams.britishcouncil.org>

Important – If you have taken Cambridge exams through school previously and registering as a private candidate for May/June 2025, please use a new email address for the exam registration.

- School Candidates – Contact your school.

3. Identification Documents

- Valid Passport
(Check “Alterations & Observations Page” for any comments making the passport invalid.)
- Valid National Identity Card
(If you have received the government-issued ID confirmation in place of your plastic NIC, you may use it to register.)
- Valid Postal ID (Age below 16)

Note:

- Candidates will be permitted to take an exam only if they have a valid identification document.
- Only the above ID documents will be accepted for registrations.

4. Registration Process

4.1 Creating an online registration account.

- Candidates born after 01 April 2007 (**Minor candidates**) - parents/guardians should complete the registration on behalf of the candidate. Click [here](#) for the Easy Step Guide.
- Candidates born on or before 01 April 2007 can register on their own. Click [here](#) for the Easy Step Guide.
- If a candidate needs to change their account from a minor to an adult candidate account, please follow the steps given [here](#).

Note: All candidates under 18 years will be subjected to the Child Safe Collection Policy (a child is defined as any person who has not reached their 18th birthday).

4.2 Correct Candidate Information

Please ensure that your candidate information such as your name, date of birth and contact details are checked prior to completing your registration.

You are recommended to use your name as included in your Identification document.

The maximum number of characters for a candidate name is 60, which includes any spaces
– You may need to abbreviate any names longer than the character limits.

If you need to amend any personal data after your registration is complete, please refer to Section 9 for more information.

4.3 Syllabus Code and Option Code

Select the correct syllabus code, option code, and syllabus title. **British Council will not be responsible for any errors made in your application.**

- **A syllabus code:** four-digit numeric code indicates which subject the candidate is taking. (Example, for IGCSE Chemistry :0620)
- **An option code:** two digits long and indicates which combination of exam components the candidate will be sitting. The option code will always start with a letter. (Example IGCSE Chemistry: BY/CY/FY/GY)

5. Exam Fees and Payment Methods

The Exam Fee list can be accessed on our website. Click [here](#)

All fees are payable in **Sri Lankan Rupees (LKR)**.

- **Private Candidates**
 - Payments need to be made **online** by **Visa / Master Card (Credit/Debit)** during your online registration process.
 - **Offline Payment link:** <https://forms.office.com/e/30BiEC7hRN>
- **School Candidates:** Check with the respective school for deadline/payment methods.

If you fail to submit your registration before the above deadlines set by the British Council, you will be subjected to a **Late Entry Fee**.

Note: British Council will not take the responsibility for any payments made prior to the completion of the registration process.

6. Access Arrangement

Access Arrangements are pre-examination adjustments which allow candidates with special educational needs, disabilities, or temporary injuries to access the assessment without changing the demands of the assessment.

E.g., Readers, Scribes and Modified Question Papers.

- **Access Arrangement form** - [Access Arrangement Preparation Form](#)

Submission Deadline – 14 February 2025.

- **Modified papers** - [Modified Paper Request Form](#)

Submission Deadline – 10 January 2025

Note:

- Refer the Easy Step Guide for Access Arrangements ([Click here](#)) before completing the Access Arrangement form
- Request status will be emailed by 18 February 2025.
- Any applications submitted after the stated deadline will regrettably not be considered.

7. General Information about Cambridge Examinations Staged Assessment and Carry Forward options.

7.1 Cambridge International AS & A Level – Staged Assessment

Subject to the requirements of the A Level Syllabus, an award in an AS Level syllabus may be used toward the award of an A Level in the same subject in a subsequent session within a **13-month period** (“Staged Assessment”).

These syllabuses are shown with the asterisk (*) in the syllabus key.

Following routes apply:

Route 1 - Candidate enters for all A Level papers in a single session.

Route 2 - Candidate enters for A Level who wishes to have the AS Level result achieved in the previous June counted toward the A Level award and is not retaking those components that contributed to the AS again.

Route 3 - Candidate enters for A Level who wishes to have the AS Level result achieved in the previous November counted toward the A Level award and is not retaking those components that contributed to the AS again.

Route 4 - Candidate enters for all A Level papers in the same session; wishes to have the result from either or both of a previous June and/or November session considered for the A Level award. Cambridge will award the best possible grade.

7.2 Cambridge IGCSE, O Level and AS & A Level – Carry Forward options.

Carrying forward your results to May/June 2024 is possible only from the below series:

- Cambridge May/Jun 2024
- Cambridge Oct/Nov 2024

Carry Forward Entry Rules

- For all syllabuses – Marks must be carried forward within **13 months** from the first time a candidate took the syllabus.
- Cambridge IGCSE, O Level, and Pre-U – Marks can be carried forward only once.
- Cambridge International AS Level – Marks can be carried forward twice.
- Marks can only be carried forward for the same qualification and syllabus.

- Ex: Candidate cannot carry forward marks from Cambridge IGCSE English as a Second Language (0510) to Cambridge IGCSE English as a Second Language (0511) because these are different syllabuses
- To see which marks can be carried forward, check the correct syllabus in the Subject Availability List published on <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>.
- If a candidate wishes to use marks from a previous series within the 13-month period, you should enter them for the relevant 'Mark Carried Forward' component when registering.
- It is **not** possible to carry forward an AS Level result to session other than those specified, or to carry forward a result in an individual component unless it constitutes a full AS Level award.

More information on choosing the carry forward option –

<https://www.cambridgeinternational.org/exam-administration/cambridge-exams-officers-guide/phase-2-entries/carry-forward-entry-rules>.

Important:

- If a wrong carry forward option is chosen, candidate will have to opt for a subject entry amendment in line with Section 7. In an instance when amendments cannot be done, candidates will not receive a grade for the subject even though the candidate sat for the paper.
- If a candidate chooses a carry forward option beyond the 13-month period, the registration will be invalid even though the candidate sat for the paper.
- Above issues will only be notified to British Council by Exam Board (Cambridge) during the exam series. Therefore, candidates will have to adhere to the above terms and conditions even though the payments had been done / candidate had sat for the exam.
- No refunds will be issued in any of the above instances.

8. Registration Regulations

We **do not** accept registrations from private candidates for following Syllabuses/Option Codes.

Cambridge IGCSE

Syllabus Code	Option Code	Syllabus Name
0400	All options	Art and Design
0413	All options	Physical Education
0445	AY/BY/CY	Design and Technology
0411	All options	Drama
0648	AY	Food and Nutrition
0408	All options	World Literature
0460	AY	Geography
0457	All options	Global Perspectives
0470	AY	History
0488	A	Literature (Spanish)
0475	CY	Literature in English
0454	AY	Enterprise
0500	AS/AY	First Language English (oral endorsement)
0544	Y	Arabic
0410	All options	Music
0502	BY	First Language Spanish
0262	B	Swahili
0539	AO	Urdu as a Second Language
0610	BY/FY	Biology
0620	BY/FY	Chemistry
0653	BY/FY	Combined Science
0654	BY/FY	Co-ordinated Sciences (Double Award)
0413	All Options	Physical Education
0625	BY/FY	Physics

Cambridge O Level

Syllabus Code	Option Code	Syllabus Name
6130	All options	Fashion & Textiles
6065	AY	Food and Nutrition
2069	All options	Global Perspectives

Cambridge International AS & A Levels / Cambridge Pre-U

Syllabus Code	Option Code	Syllabus Name
9980	All options	Cambridge International Project
9239	All options	Global Perspectives and Research
9705	All options	Design & Technology
9481	All options	Digital media and design
9482	All options	Drama
8386	SY	Sport & Physical education
9607	All options	Media Studies
9479	All options	Art and design
9483	All options	Music
9395	All options	Travel and Tourism

Note:

- CIPQ/AICE/ICE qualifications will not be offered.
- Ensure to contact the British Council for any subject-related concerns before proceeding with the registrations.
- Some subjects will be enabled upon request, kindly contact us for such concerns.

9. Personal Data Amendment

Submit data changes (Name, Date of Birth or contact details) as per the following methods.

- **Private Candidates** – Submit via <https://forms.office.com/e/tVUC0WCKAd>
- **School Candidates** – Through your school.

Submission Deadline – **14 February 2025**

10. Statement of Entry & Venue Information

You will receive a notification to your registered email address once the Statement of Entry (SOE) and Venue Information for the exam series are ready.

Once you receive the notification, you will need to log into your SRS profile (Registered Account) and download these documents. Documents will be available starting from **12 April 2025**.

If you do not receive the email notification by the given date, please contact British Council.

11. Submission of Coursework

Only applicable for School candidates.

12. Late Entry and Entry Amendments

Applications submitted during the below time periods will be subjected to a late entry fee.

Late fees will be charged in addition to the subject fees.

Late Registration Fee for Entries / Entry Amendments. From 15 February to 28 March 2025	Normal Fee + 24,959.00 per subject
Very Late Fee for Late Entry Amendments informed to us from 29 March 2025 onwards	Normal Fee + 61,270.00 per subject

Note:

- Very Late-Stage registrations/amendments will be processed as off system entries following the approval from the exam board.
- Send your request to info.uk@britishcouncil.org with the subject line “**Approval for Very Late Registrations**” and the details of the relevant subject(s).

13. Refund Timelines

Stage 1 Deadline	Stage 2 Deadline (Medical Refunds)
15 February 2025	Submission period: 25 April to 16 June 2025

How to apply – Please follow the steps found on our School Exams Refund Policy available at <https://bit.ly/schoolexamrefundpolicy>

14. Results and Certificates

Online Results will be released by the following dates.

- Cambridge International AS and A Level – **12 August 2025**
- Cambridge IGCSE and Cambridge O Level – **19 August 2025**

Each candidate will receive an online access login detail from the British Council via email.

Certificates - Expected by **Late-October 2025** and will be couriered to respective schools/eligible candidates.

Note: Please note that you need to pay **LKR 14,000 (Non-refundable)** per courier at customer services if you require your results sheet/certificate to be couriered to an overseas address. In such instances, ensure to fill the below request form.

Link : [Overseas Courier Request Form](#)

15. Contact us

Please contact the British Council through our customer services team via

Facing a problem? Ask your question by scanning the QR code.

You can also connect with us for any questions on,

 www.facebook.com/BritishCouncilSriLanka

 www.instagram.com/britishcouncilsrilanka

We can also be contacted on other channels www.britishcouncil.lk/about/contact

