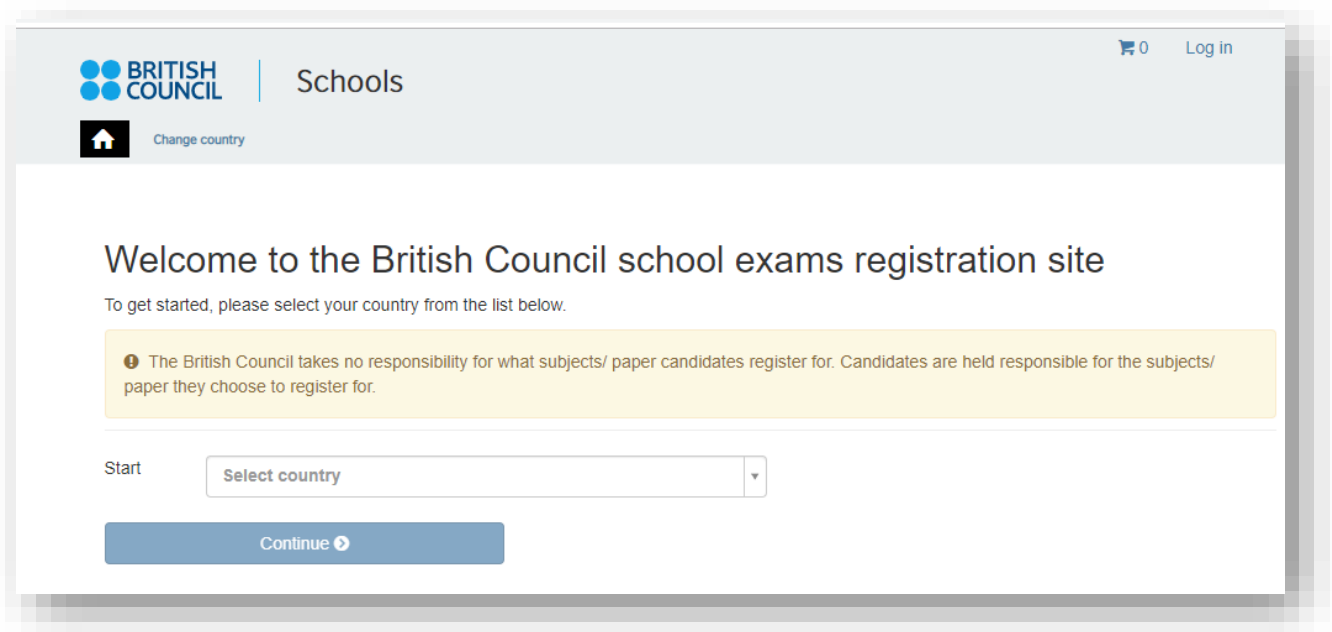

Cambridge Assessment International Education May/June 2025

This document is specifically for individuals who are private candidates.

School Registration Process - Easy Step Guide for candidates who are 18 years and above.

Step 01: Log on to [School Exams Registration Portal](#)

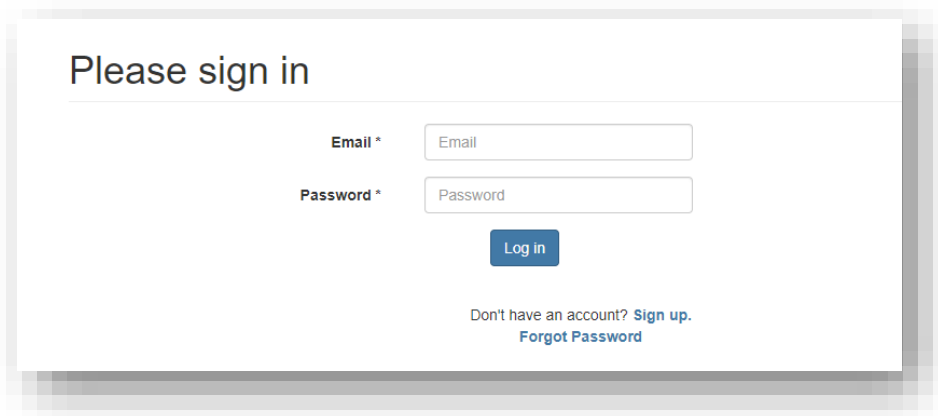
- Click on **Log in**.



The screenshot shows the 'Schools' section of the British Council website. At the top left is the British Council logo and the word 'Schools'. To the right, there is a shopping cart icon with '0' and a 'Log in' link. Below the logo is a 'Change country' button with a house icon. The main heading reads 'Welcome to the British Council school exams registration site'. Below this, it says 'To get started, please select your country from the list below.' A yellow warning box contains the text: 'The British Council takes no responsibility for what subjects/ paper candidates register for. Candidates are held responsible for the subjects/ paper they choose to register for.' Below the warning box is a 'Start' label next to a dropdown menu labeled 'Select country'. At the bottom is a blue 'Continue' button with a right-pointing arrow.

Step 02: Sign into your account

- **Existing user: Use your previous credentials to login.**
- **New user: Click on “Sign Up” to create an account.**



Please sign in

Email *

Password *

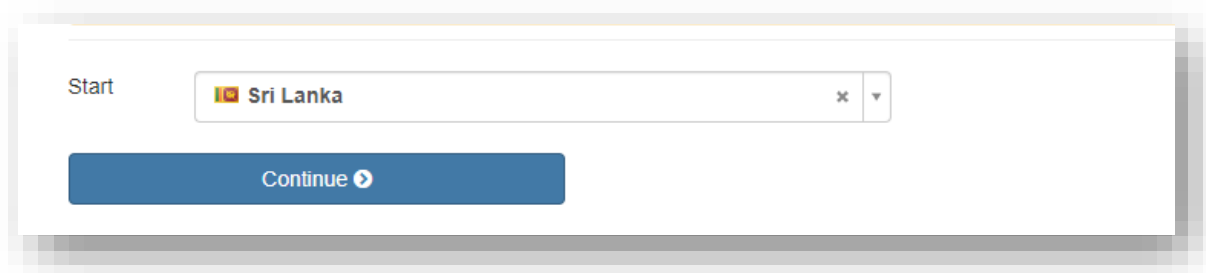
[Log in](#)

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

- Complete the fields with Candidate details (First Name, Last Name, Email, Date of birth and password of your choice).
 - Passwords should be alpha-numerical.
 - Passwords must have at least one digit ('0'-'9').
 - Passwords must have at least one uppercase ('A'-'Z').
- You will receive an email with the subject – “Account Activation”. In case you do not receive this email into your inbox, please check your SPAM or Junk folder.
- Click on **Log In** and it will take you to the **Sign in** page. Then enter your registered email and the password.

Step 03: Select the country “Sri Lanka” from the drop-down list

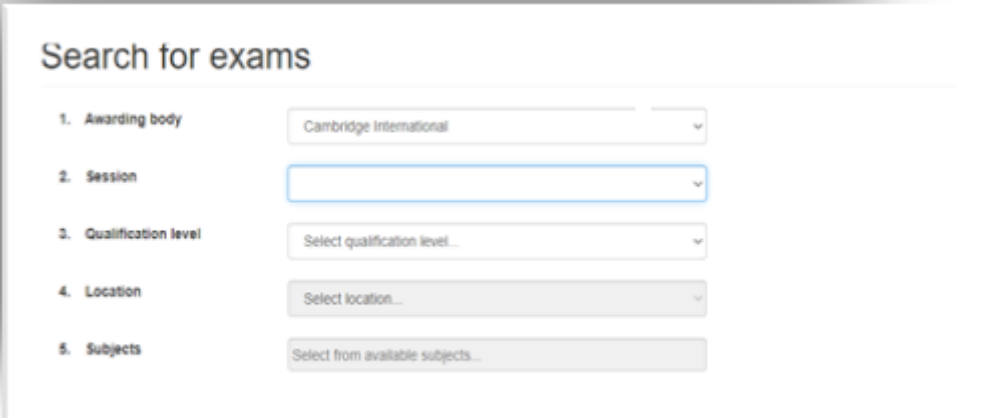
- Click on **Continue** button.



Start

[Continue](#)

Step 04: Search for Exams



- Select awarding body as **Cambridge International** and the session as May/June 2025.
- Select qualification level (i.e. A level, AS Level, IGCSE or O level).
 - IGCSE & O Level.
 - AS level: Subject codes starts with 8.
 - A level: Subject codes starts with 9.
- Select the location (i.e. Colombo).
- Enter your subjects that you intend to take (Note: Option codes are not visible at this stage)
- Once you enter all the subjects, click on **Search** button.
- Select the correct option code relevant to each subject by clicking on **Add to basket**. Please note that the components corresponding to each option code is also mentioned.
- Once you have chosen options for each subject, please click on **Proceed to Basket** (To remove a subject/option, click on **Remove from basket** button).

Step 05: Exam Basket

- Your selected subjects should appear on this page.
- **Important:** Please check the option code, the relevant component numbers, and the total exam fees.
- To add a new subject/option click on **Add Another Exam** button and follow the instructions above.
- To remove a subject please click on **Remove**.
- Click on **Register and pay now** to proceed further.

Step 06: Candidate Details

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/Month/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 refunds.

Who are you booking the test for?

Myself

Child

- Select the **Myself** option.
- Fill in the following mandatory fields.
 - Enter your first name. (This refers to all the names other than your surname/last name)
 - Enter your last name. **(Note: Character limit is 60, including spaces. This will be reflected on your certificate)**
 - Enter *your* email address.
 - Enter your date of birth.
 - Select your gender.
 - Fill in your **local** mailing address in lines 1,2,3,4 accordingly. **Note: Only one address should be entered.**
(Statement of Entries will not be sent to overseas addresses and will need to be collected from British Council).
 - Enter your city (should be part of your address).
 - Select the country from the drop-down list
 - Enter your local mobile and telephone numbers (Your results login and certain exam related information will be sent to the given mobile number at the time of registration)

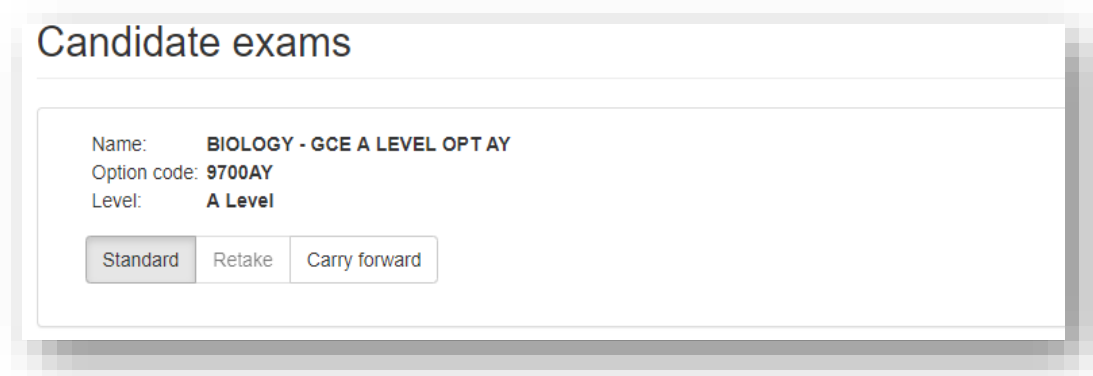
Step 07: Candidate Details Continued...

- Select the candidate's identification document type from the drop-down list.
 - Valid Passport - Check "Alterations & Observations Page" for any entries making the passport invalid.
 - Sri Lankan National Identity Card - If you have received the ID confirmation issued by the government as a replacement for the plastic NIC you are eligible to use it for registrations.
 - Valid Postal Identity - Only for O Level and IGCSE Candidates – Age below 16.
- Enter your identification document number.
- Enter the document expiry date (Applicable for passports only).
- Enter the ID issuing authority.
 - Passport: Department of Immigration and Emigration.
 - Sri Lankan National Identity Card: Department of Registration of Persons Sri Lanka.
- Enter Name of any representative/agent – Not mandatory to fill.

Identification Document *	<input type="text"/>
<p>Note: Please indicate which document you will be using as proof of identity and give the number below. Candidates taking the exam outside their own country may be required to present a current passport; be sure to check with your exam centre what form of ID you need.</p> <p>⚠ You must bring the ID document indicated below 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.</p>	
Identification Document Number *	<input type="text"/>
Identification Document Expiry Date *	Day <input type="text"/> <input type="text"/> Year <input type="text"/>
Identification Document Issuing Authority *	<input type="text"/>
Name of any representative / agent	<input type="text"/>

Step 08: Candidate Exams: Very Important

- Your chosen subject/options should be listed on this page.
 - Please click on **Carry-forward** if you are carrying forward marks from sessions **within 13 months**.
- Proceed by completing following fields.
 - Previous centre number.
 - Previous candidate number.
 - Previous session.
 - Click on “Next”



The screenshot shows a form titled "Candidate exams". Inside the form, the following information is displayed:

Name: **BIOLOGY - GCE A LEVEL OPT AY**
Option code: **9700AY**
Level: **A Level**

Below the text, there are three buttons: "Standard", "Retake", and "Carry forward". The "Carry forward" button is highlighted with a light blue background.

Step 9: Summary and Terms and Conditions

- Read and tick on “I have read the terms and conditions”.
- Click on “Accept T&Cs”

PLEASE REFER TO THE INFORMATION SHEET FOR PAYMENT METHODS AND INSTRUCTIONS ON DOCUMENT SUBMISSION

Good luck!