# Cambridge Assessment International Education May/June 2025
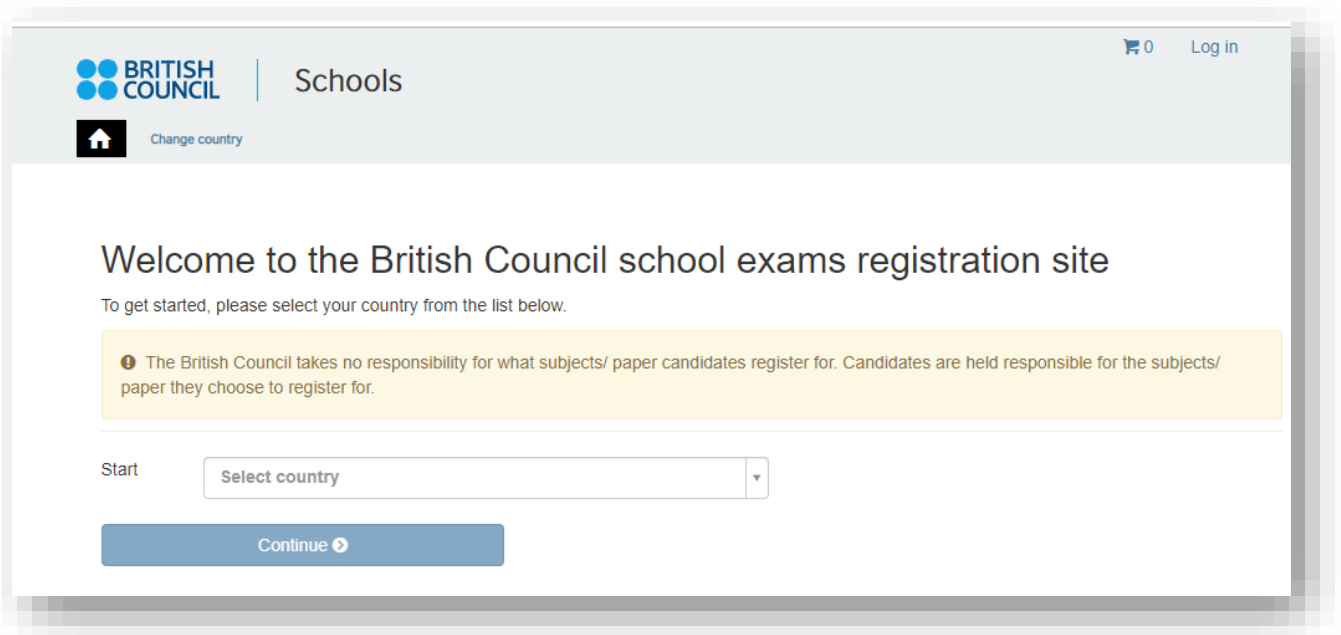
**This document is specifically for individuals who are private candidates.**

**School Registration Process - Easy Step Guide for candidates who are below 18 years.**
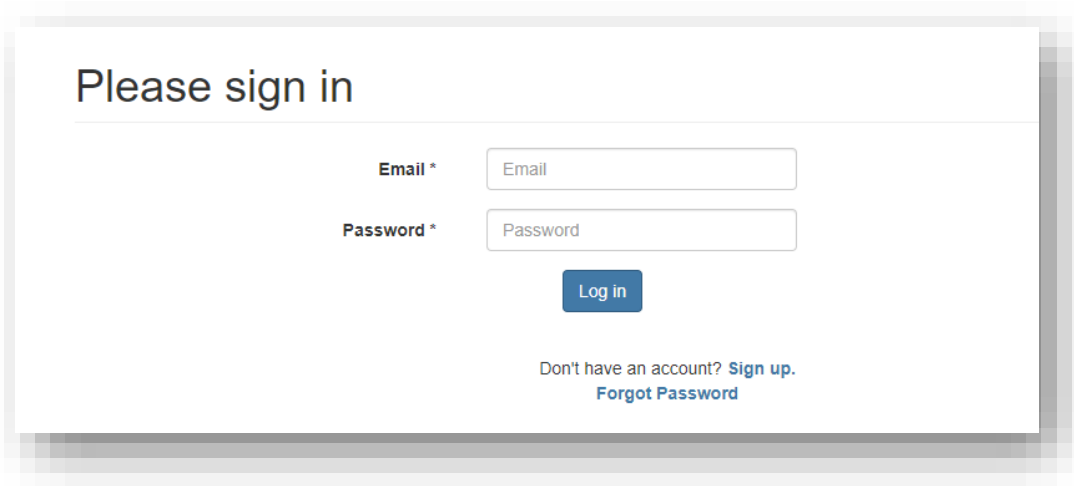
**Step 1: Log on to** School Exam Registration Portal

- Click on **Log in**



**Step 02: Sign into your account**

- Existing user: Use your previous credentials to login.
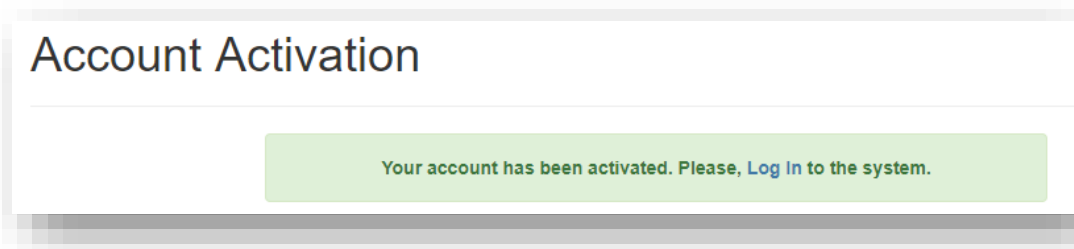
- New users click on "Sign Up" to create an account.

- Complete the fields with **Parent/Guardian's** 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').*

**Step 03:  Parent/Guardian should login to their email**

- You will receive a *no reply* email with the subject – **Account Activation.** In case 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 it will take you to the **Sign in** page. Then enter your registered email and the password.
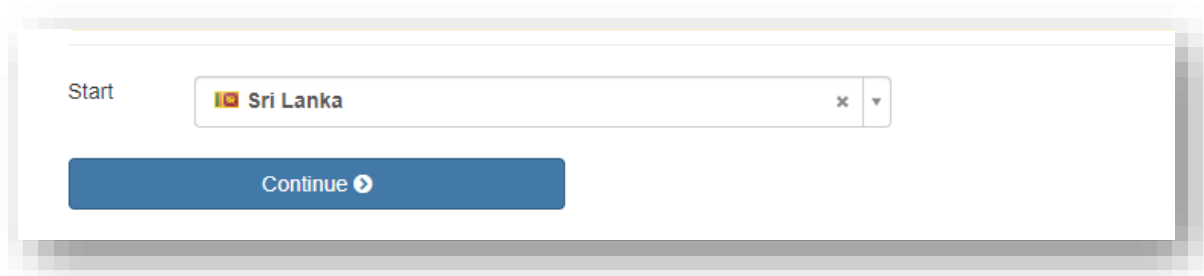
**Step 04: Select the country "Sri Lanka" from the drop-down list and click on "Continue" button.**

- Click on **Continue** button.
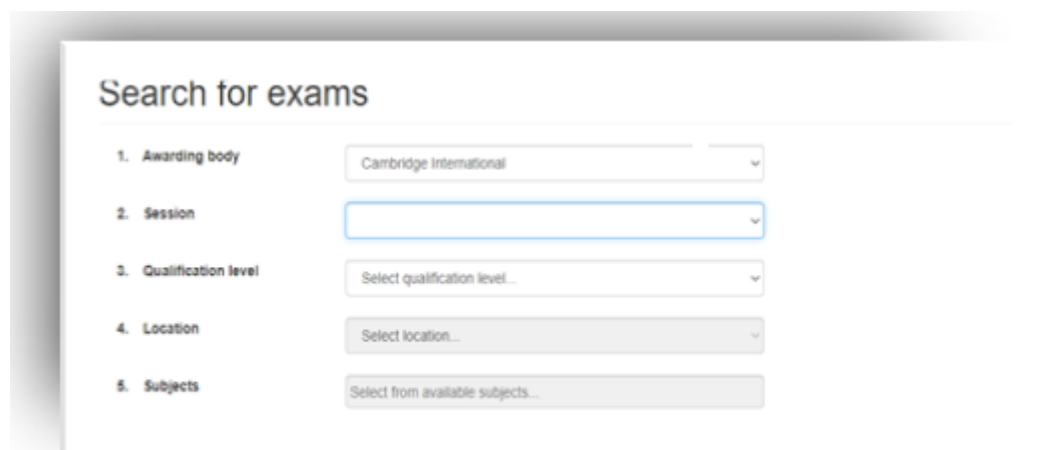


**Step 05: Search for Exams.**



- 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 subjects that your child intends 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 06: Exam Basket

- 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 07: Candidate Details

- Select **Child** since you are doing the registration for your child.
- Please select the relationship to the child from the drop-down menu.

### Candidate Details

**❶ 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

- Then input your contact number because you have selected "Child'

- Fill in the following mandatory fields.
  - Enter the candidate's first name. (This refers to all the names other than the surname/last name)
  - Enter the candidate's last name. <mark>(Note: Character limit is 60, including spaces. This will be reflected on the certificate</mark>)
  - Enter *your* email address.
  - Enter the candidate's date of birth.
  - Select the candidate's gender.
  - Fill in the candidate's **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 the candidate's city. (should be part of the address)
  - Select the candidate's country from the drop-down list.
  - Enter your local mobile and telephone numbers. (The results login and certain exam related information will be sent to the given mobile number at the time of registration)

**Step 08: Parent consent (<mark>Very Important</mark>)**

- Please give your consent regarding the candidate leave the exams hall unaccompanied. **Are you happy for your child to leave the exam premises unaccompanied at the end of the test?**

- If you select **"Yes I give my permission"** you can proceed by clicking "**next**" button.
- If you select **"No I want to specify who will pick them up"** please fill in the details of the person who will picked up the candidate. You may add more than one person.

  Please click on **"The child will be over 18 at exams day"** if the candidate will turn 18 years old by 01 January 2025.

**Step 09: 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 the candidate's 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.
  - Sri Lankan Postal Identity card: Postal Department.

- Enter Name of any representative/agent – Not mandatory to fill.

**Step 10: Candidate Exams: <mark>Very Important</mark>**

- Chosen subject/options should be listed on this page.
  - Please click on **Carry-forward** if you are carrying forward marks from <mark>sessions within 13 months</mark>.

- Proceed by completing following fields.
  - Previous centre number.
  - Previous candidate number.
  - Previous session.
  - Click on "Next"
  -

**Step 11: 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!