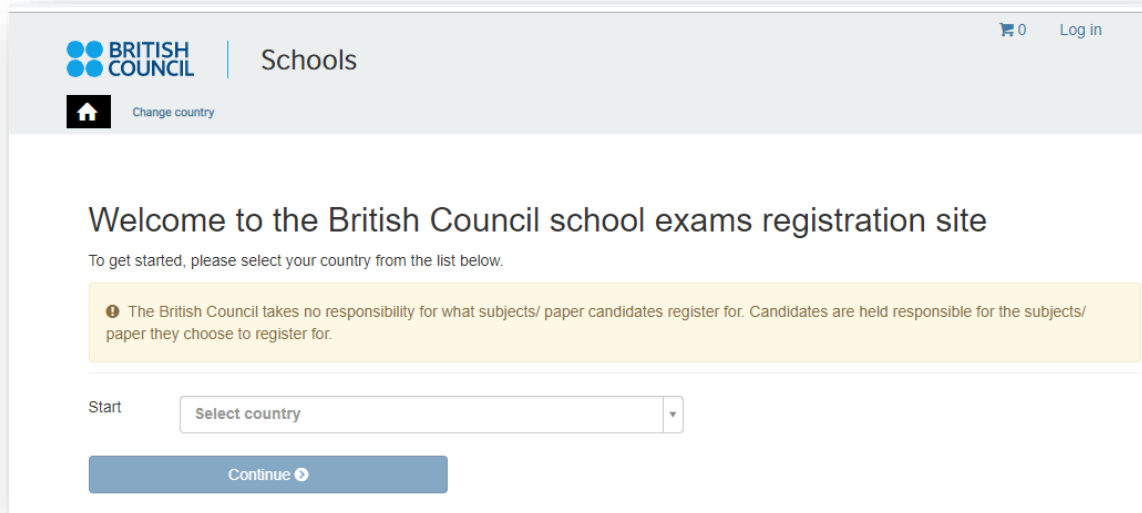# Pearson Edexcel May/June 2025

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

This document is specifically for individuals who are private candidates.

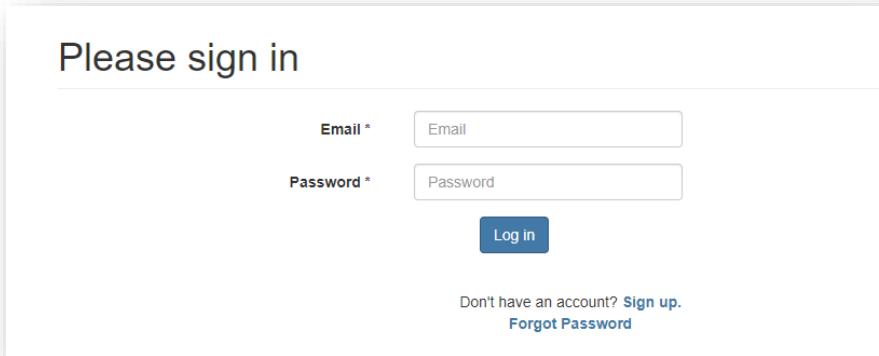➔ **Step 01: Log on to** School Exam Registration Portal

- Click on **Log in**

Edexcel
ESG 18 Years and above

British Council Sri lanka

➔ Step 02: Sign into your account

- **Existing user: Use your previous credentials to login.**

Please sign in

Email * [Email]

Password * [Password]
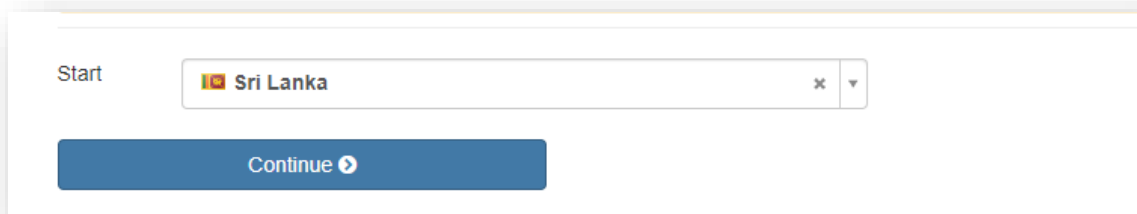
[Log in]

Don't have an account? **Sign up.**
Forgot Password

- **New user: Click on "Sign Up" to create an account**

- Complete the fields with Candidate details (First Name, Last Name, Email, Date of birth and password of your choice).
  - Passwords should be <mark>*alpha-numerical*</mark>.
  - Passwords must have *at least one digit ('0'-'9').*
  - Passwords must have <mark>*at least one uppercase ('A'-'Z').*</mark>

- 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 the link in the email. This will take you to the **Register for an Account** page on the School Registration System.
- Enter the email address and password to login to your account.

➔ Step 03: Select the country "Sri Lanka" from the drop-down list
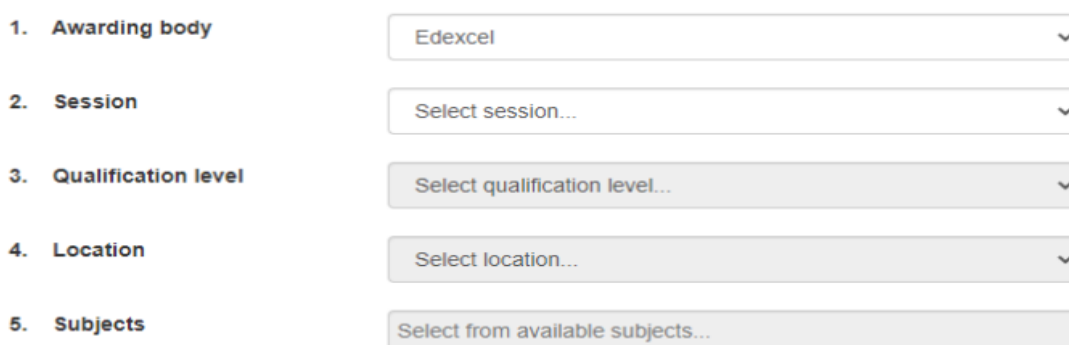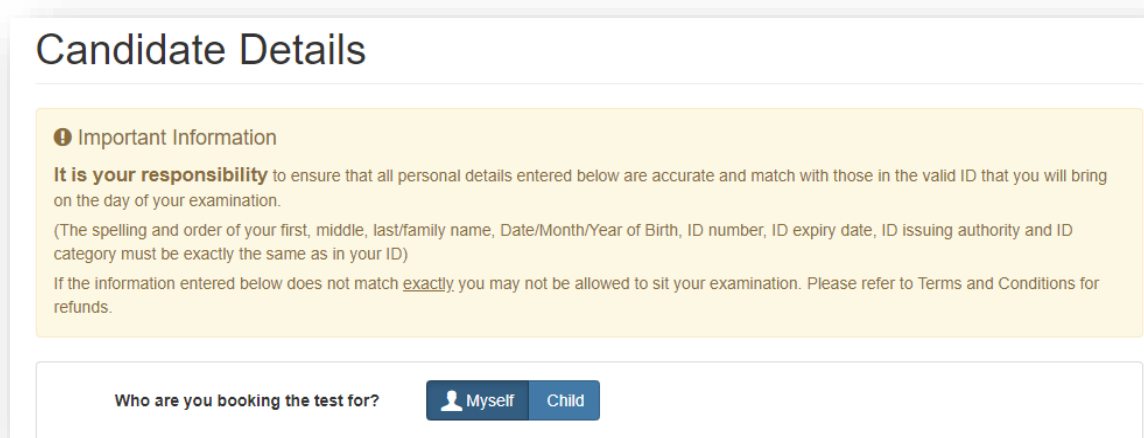
- Click on **Continue** button.

➔ Step 04: Search for Exams

- Select awarding body as **Edexcel.**
- Select session as **May/June 2025.**
- Select qualification level as **International Advanced Level / GCE or International GCSE**.
- Select the location (E.g. – Colombo/Kandy).
- Enter your Unit codes or Cash-in codes that you intend to take.
- Once you enter all the codes, click on **Search** button.
- You will be able to view the unit codes and their respective prices. Confirm your unit codes/cash-in codes by clicking on **Add to basket**.
- To view the unit codes/cash-in codes you have added along with the total amount due, please click on **Proceed to Basket.**

➜ Step 05: Exam Basket

- **Important:** Please check the unit codes/cash-in codes 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

- 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.
  - 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)

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➜ Step 07: Candidate Details Continued...

- Select your identification document type from the drop-down list.

  - Valid Passport - Check "Alterations & Observations Page" for any entries making the passport invalid.
  - Valid National Identity Card (if you have received the ID confirmation (issued by the government) as a replacement for the plastic NIC you eligible to use it for registrations).
  - Valid Postal Identity (Only for O Level and IGCSE Candidates – Age below 16).

  Note: Invalid Passport/National Identity Card will not be permitted to use at the examination venue.
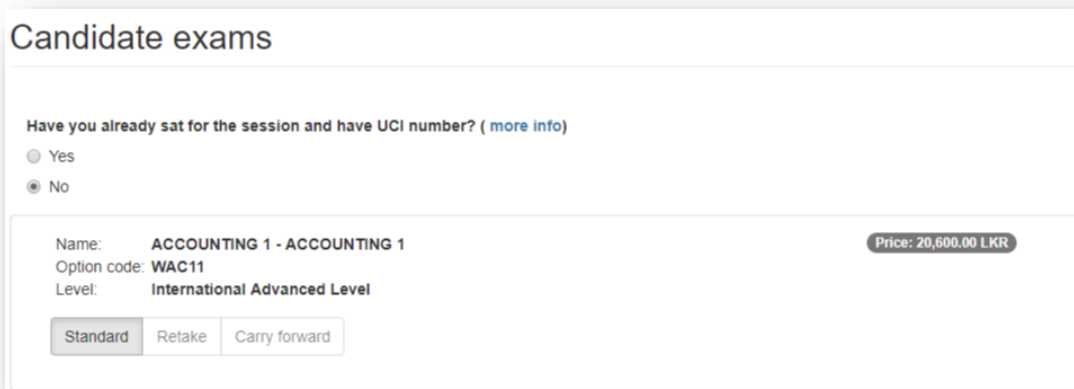
- Enter your identification document number.
- Enter the document expiry date (Applicable for passports only).
- Enter the ID issuing authority.
  - Passport: Department of Immigration and Emigration.
  - Sri Lankan National Identity Card: Department of Registration of Persons Sri Lanka.
- Enter Name of any representative/agent – Not mandatory to fill.

Identification Document *	
	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.
	⚠ 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.
Identification Document Number *	Identification Document Number
Identification Document Expiry Date *	Day [▼] Year
Identification Document Issuing Authority *	Identification Document Issuing Authority
Name of any representative / agent	Name of any representative/agent

➔ **Step 08: Candidate Exams:** <mark>Very Important</mark>

- Your selected unit codes/cash-in codes should be listed on this page.
- If you have sat for the IAL exam in a previous session, please enter your previous UCI number by clicking **YES** on the above option.
  (*UCI – Unique Candidate Identifier is a 13-digit number which can be found on your previous session's Statement of Entry or Results Sheet*).

➔ **Step 9: Summary and Terms and Condition**

- 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!