

## 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 November 2024 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.

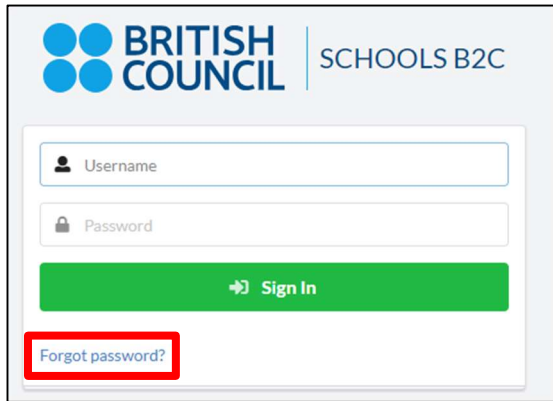
### Post-Results Activities

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. For such requests, please contact your local country exams team.

1. Log in to the Schools Registration System, the platform where you registered for your exams:  
<https://schoolsexams.britishcouncil.org/select-country>  
(If you have forgotten your password, please use the 'Forgot Password' button to reset the password.)



The screenshot shows the login interface for the British Council Schools B2C system. At the top left is the British Council logo and the text 'SCHOOLS B2C'. Below this is a login form with two input fields: 'Username' and 'Password'. A green button with a right-pointing arrow and the text 'Sign In' is positioned below the password field. At the bottom left of the form, there is a red-bordered button labeled 'Forgot password?'.

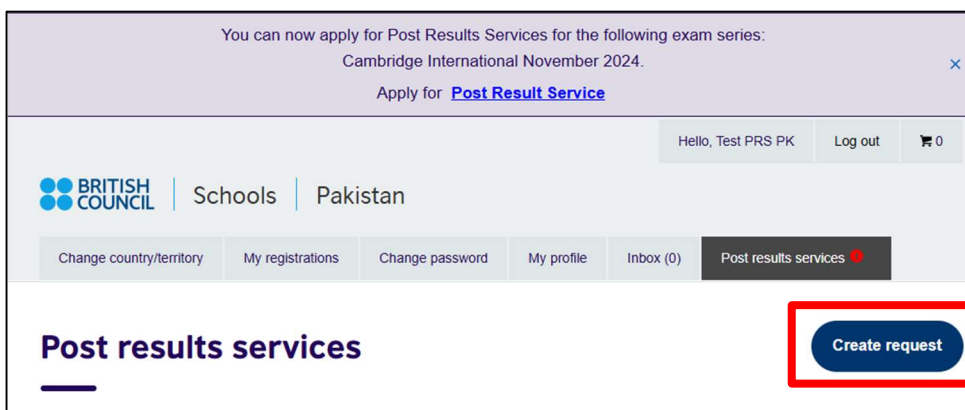
2. When you log in, you will see a notification banner at the top of the page, informing you that you can apply for post-results services for the Cambridge International November 2024 exam series.

Click on 'Post Result Service'.



This screenshot shows the user's dashboard after logging in. At the top, a purple notification banner states: 'You can now apply for Post Results Services for the following exam series: Cambridge International November 2024.' Below this, there is a button labeled 'Apply for Post Result Service' with a red border. The dashboard header includes the user's name 'Hello, Test PRS PK' and a 'Log out' link. The main navigation bar features several options: 'Change country/territory', 'My registrations', 'Change password', 'My profile', 'Inbox (0)', and 'Post results services' which has a red notification icon.

3. Click on 'Create Request'.



This screenshot shows the 'Post results services' page. At the top, a notification banner is visible. The page title is 'Post results services'. In the bottom right corner, there is a blue button with the text 'Create request' highlighted with a red border.

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

Session \*  
November 2024

Candidate \*  
Test PRS PK

Post results services type \*  
Clerical re-check with copy of script

Exam \*  
BIOLOGY 9700AY

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

MULTIPLE CHOICE 12 970012:	7000 PKR
<b>Total price:</b>	<b>7000 PKR</b>

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-Result Services available.
- 4 The exam the request corresponds to.
- 5 The component (specific paper) the request corresponds to.

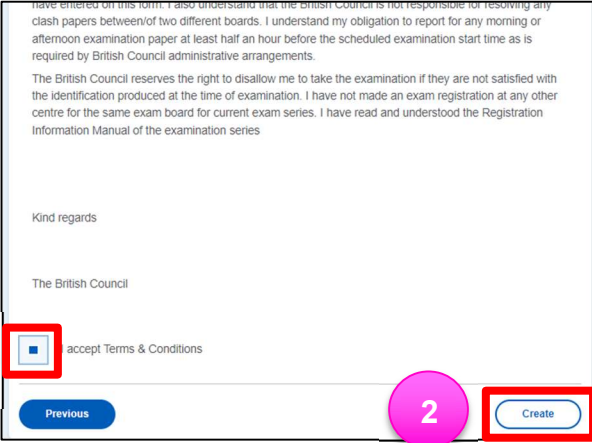
### Post-Results Services:

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 totalled 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.

## 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 organisation will not accept additional component enquiries for the same syllabus at a later date.
- 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).



I have entered on this form. I also understand that the British Council is not responsible for reserving 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

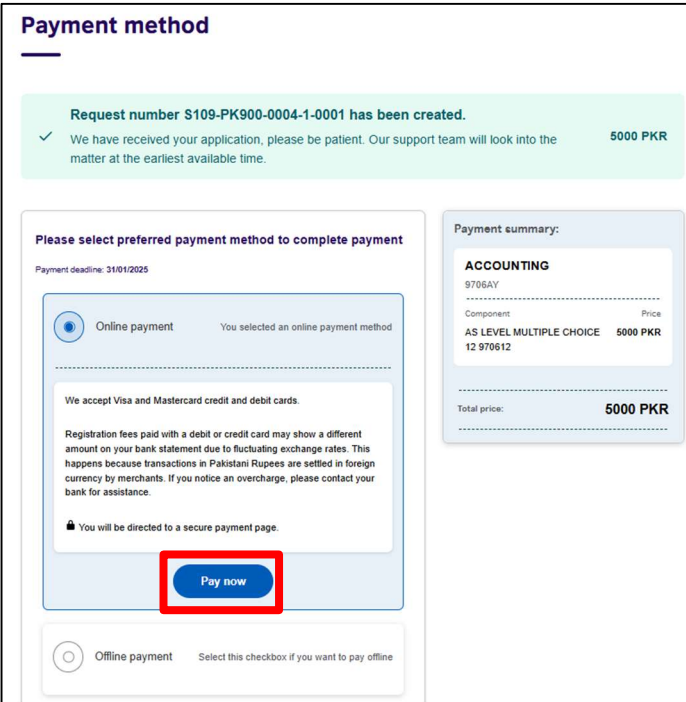
The British Council

accept Terms & Conditions

Previous Create

1 2

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



### 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	
S706AY	
Component	Price
AS LEVEL MULTIPLE CHOICE	5000 PKR
12 970612	
Total price:	5000 PKR

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.

The screenshot shows a web interface for managing post-results services. At the top, there are two dropdown menus: 'Session' set to 'November 2024' and 'Candidate' set to 'Test PRS PK'. Below these are two more dropdowns: 'Post result services type' set to 'All' and 'Status' set to 'All'. There are two buttons: 'Choose to cancel' and 'Choose to pay'. A service card is displayed with the following details:

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:	<span>Paid</span>

Below the card, there is a light blue box containing component and price information:

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.

This screenshot shows the same interface as above, but with a different service card selected. The 'Status' is 'Unpaid'. The 'Choose to cancel' button is highlighted with a red box. The service card details are:

Exam:	BIOLOGY 9700AY
Post results services reference ID:	S109-PK900-0004-2-0002
Qualification Level:	A Level
Post result service type:	Review of marking
Date of creation:	06/01/2025
Status:	<span>Unpaid</span>

Below the card, there are two component and price boxes:

Component:	AS STRUCTURED QUESTIONS 22 970022	Component:	ADV PRACTICAL SKILLS 33 970033
Price:	10000.00 PKR	Price:	10000.00 PKR

At the bottom, there are two buttons: 'Discard' and 'Choose to cancel' (highlighted).