英国文化教育协会

Cambridge International

Registration Guidance

Last Updated：Jan 2021

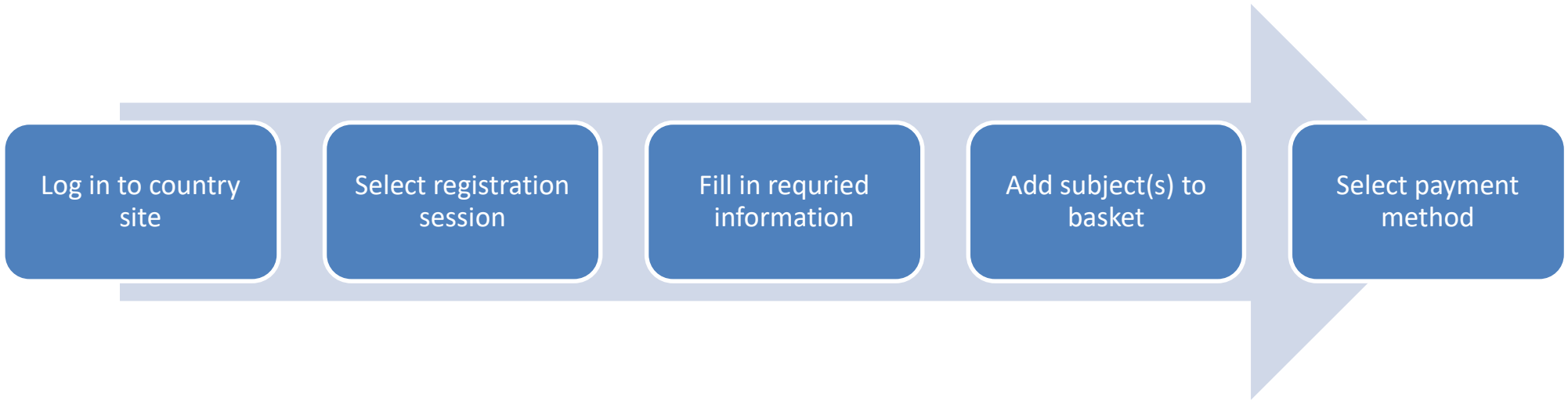
The Guidance is for private candidates only

Introduction

The Schools Registration Systems (SRS - B2C) is the online registration platform offered to private candidates (over 18) and parents/guardians of minor candidates (under 18) to support them to complete their registration journey to register for Cambridge International exams with the British Council.

The B2C journey may differ according to countries based on each country's local context and regulations.

Process



This guide will show you how-to

1. Select Registration sessions and subjects
2. Complete online registration
3. Select a payment method and make payment

Contact Us：

BEIJING：

Tele：+86 (0)10 8591 9136

Fax：+86 (0)10 8591 9111

Email：**UKexams.beijing@britishcouncil.org.cn**

SHANGHAI

Tele：+86 (0)21 8017 6307

Fax：+86 (0)21 8017 3299

Email：**UKexams.shanghai@britishcouncil.org.cn**

GUANGZHOU

Tele：+86 (0)20 8510 3053

Fax：+86 (0)20 8510 3111

Email：**UKexams.guangzhou@britishcouncil.org.cn**

CHONGQING

Tele：+86 (0)23 6399 7246

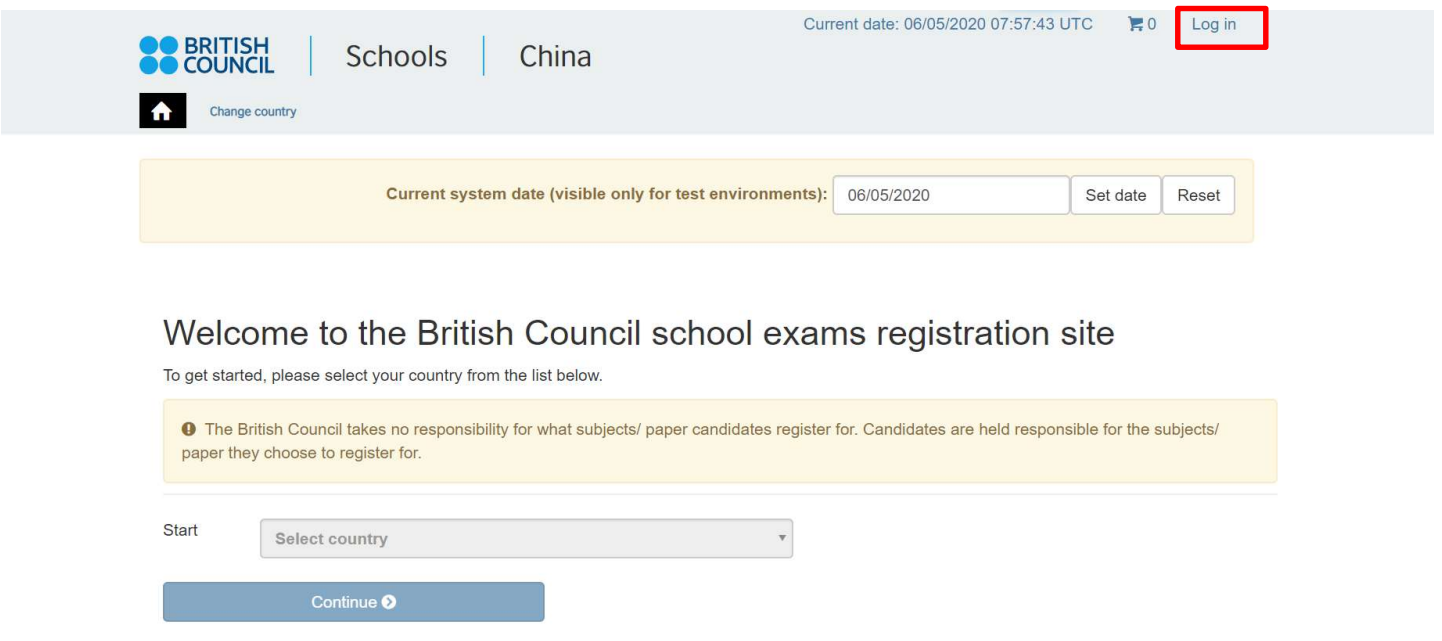
Fax：+86 (0)23 6399 7200

Email：**UKexams.chongqing@britishcouncil.org.cn**

Registration Guidance:

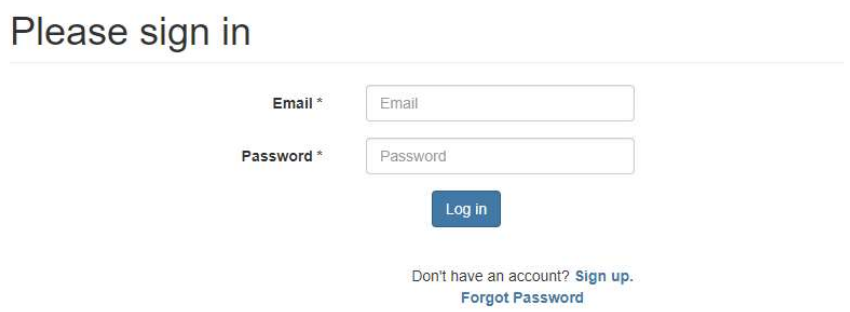
Step 01: Log on to https://schoolexams.britishcouncil.org

Please note: this registration website needs to be logged in through Google Chrome

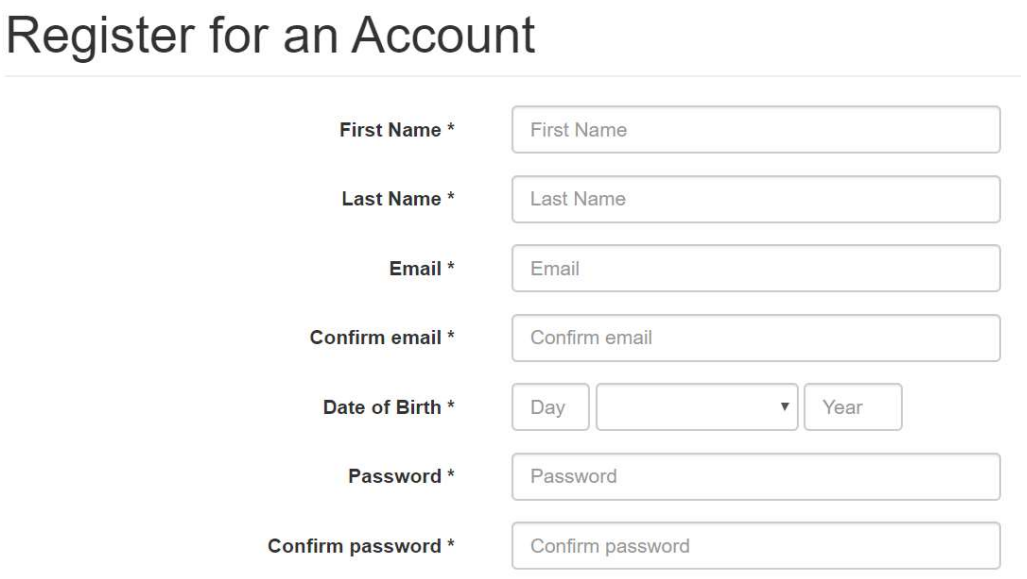


Step 02: Log in or sign up

- Click Log in
- Existing Customer: Log in with your Email and Password



- New Customer: Click Sign Up to create your account
  Please note: this website only allows adults over 18 years old to sign up for account and operation. If you are under 18 years old, please ask your parent / guardian to sign up and register for you.



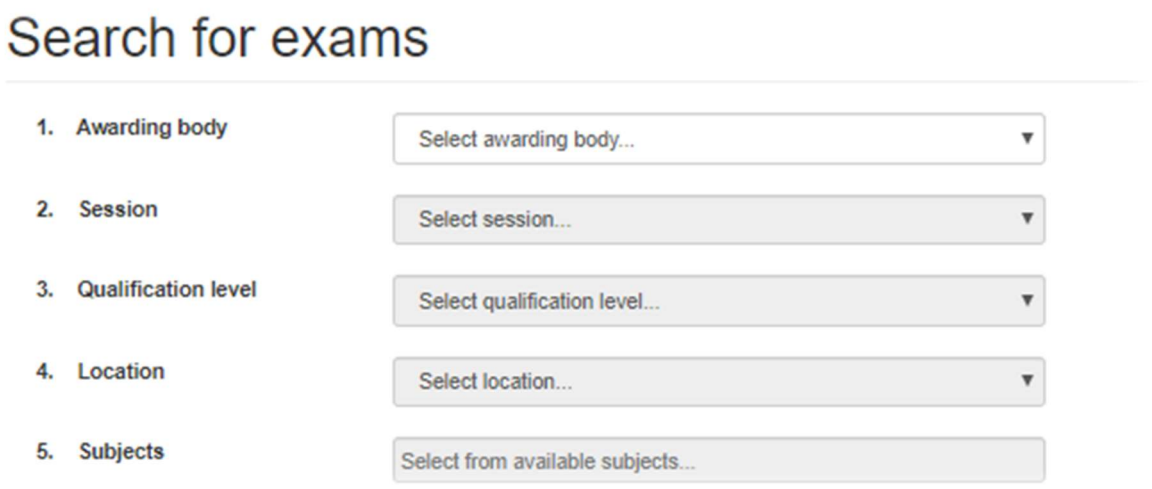
  - Fill in personal information of the account creator
    First Name
    Last Name
    Email
    Date of Birth
    Password
    Confirm password
  - Read and accept account create T&C
  - You will receive and “Account Activation” email in your mailbox
  - Activated the account and Log in

Step 03: Select country

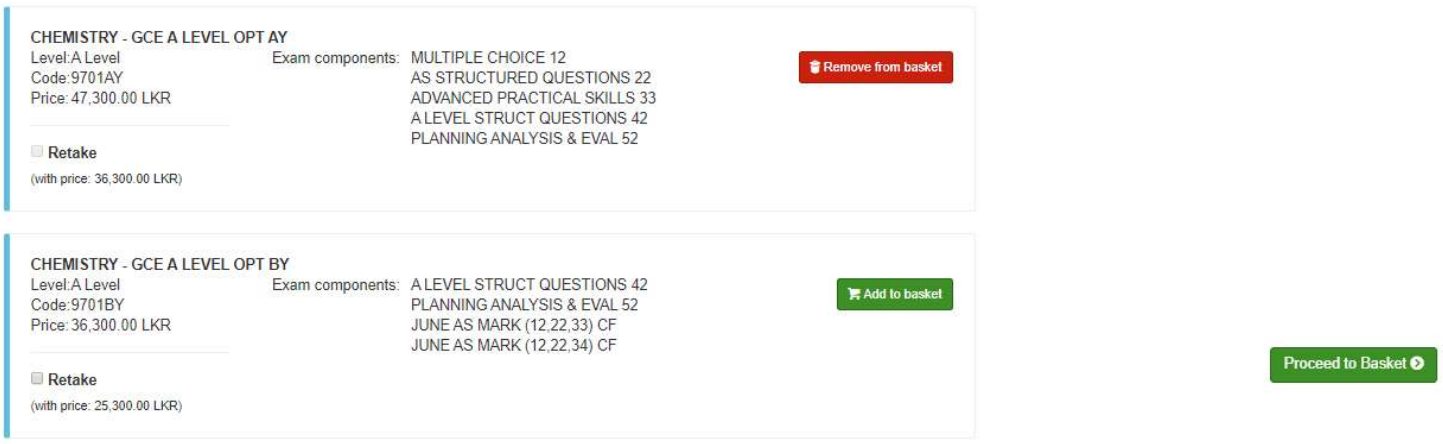
- Select the country “China” from the drop-down list and Continue



Step 04: Search for exams



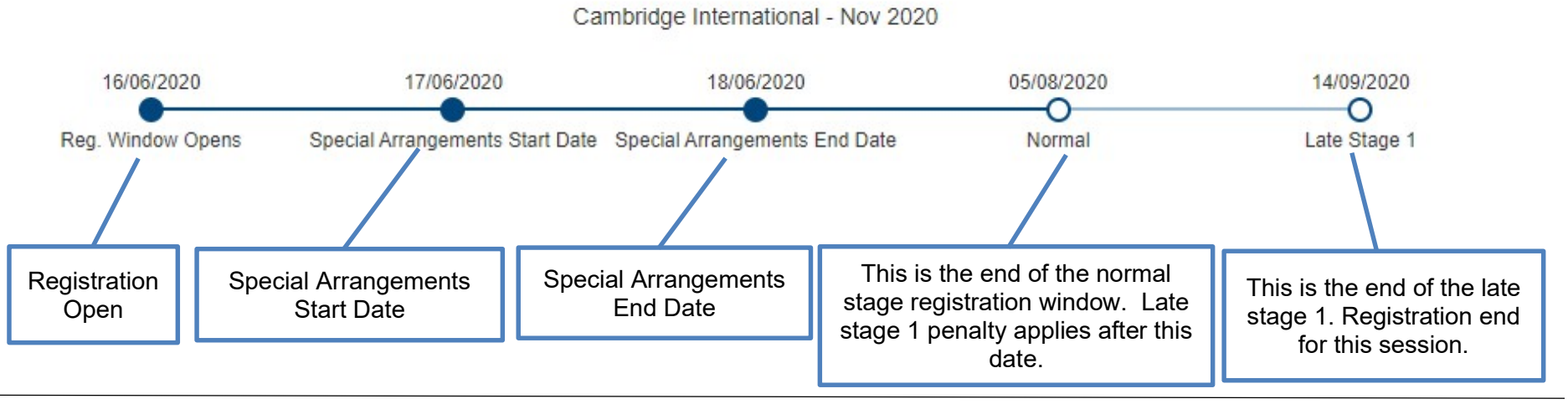
- Awarding body：Select “Cambridge International”
- Session：Select session，for example “Nov 2020”
- Qualification Level：Select “A-Level, AS-Level, IGCSE or O-Level”，please select A-Level for A2 options
- Location：Select “Beijing, Shanghai, Guangzhou or Chongqing”
- Subjects：Select Subjects
- Click“Search”



- Select the option, please refer to the information sheet for more details.
- Confirm whether it is a retake subject, if so，please tick retake。
    - Retake is only applicable to Oct/Nov session, you must have sat the same subject in May/June session of the same year.
    - The retake subjects can enjoy the standard stage price during the retake window.
    - You can select this option only during the retake window.

  *You may be required by British Council to submit your statement of results for May/June session of the same year, if you tick the retake incorrectly, you will be asked to pay the late entry penalty.
- Click “Add to basket” 。
- Confirm the option and the price and click “Proceed to Basket”

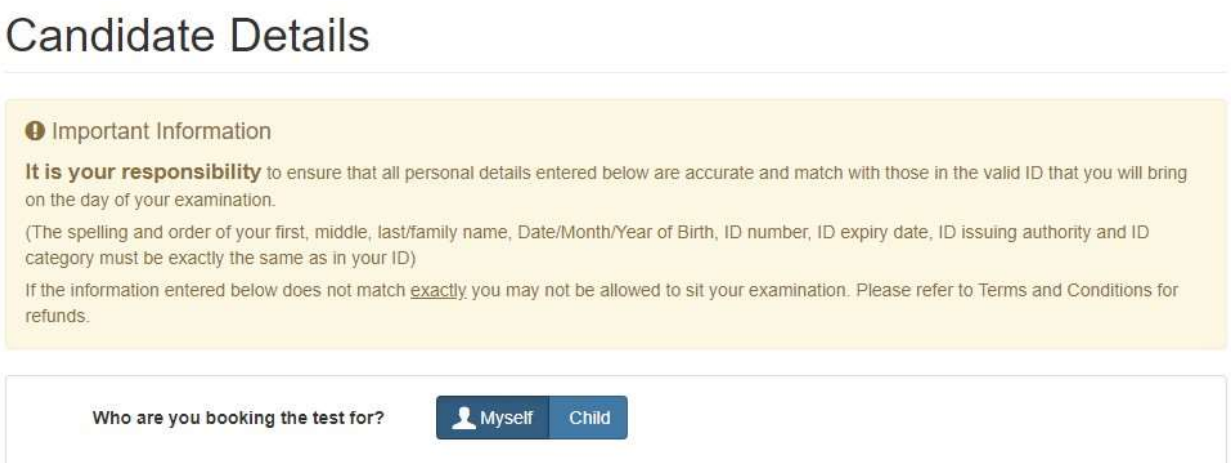
Please pay attention to the registration window of the test session at the top of the page during the registration process. The following is an example of the Oct/Nov 2020 session:



Step 05: Confirm the subjects/options and the exam fee

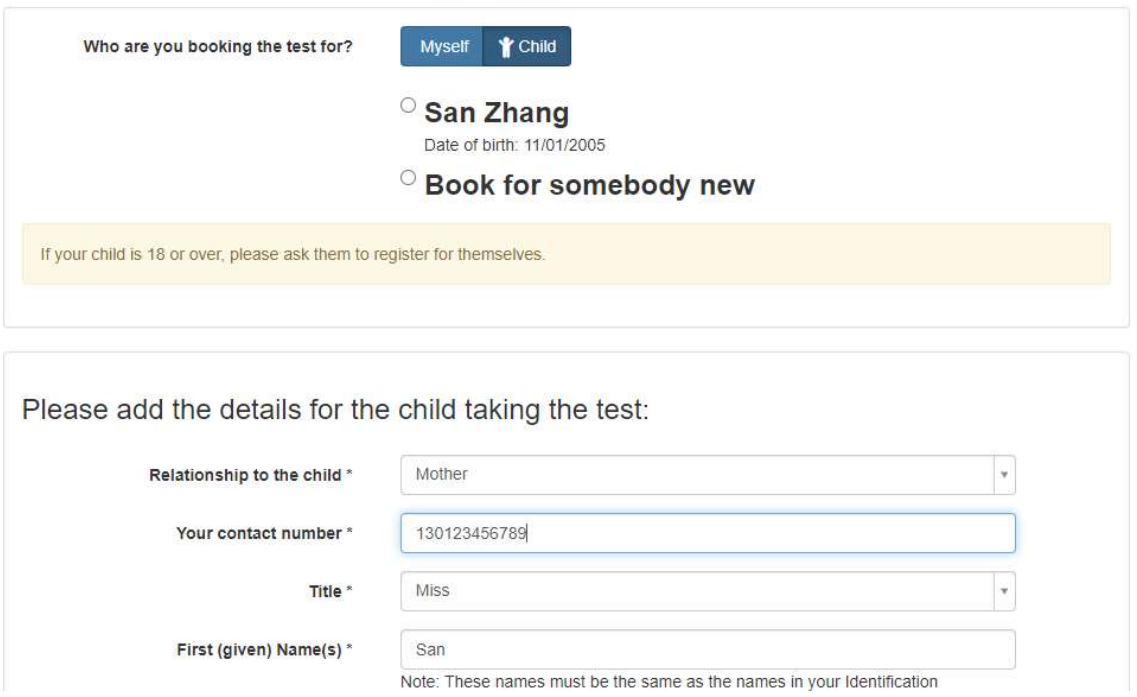
- Click “Add Another Exam” to add exams
- Click “Remove” to remove exams
- Click “Register and pay now” for payment

Step 06: Candidate Details



- For candidates over 18 years old, select “**Myself**”

- Fill in personal information of the candidate
  - Title
  - First (given) Name(s)
  - Last Name
  - Email
  - Date of Birth
  - Gender
  - English native language
  - Address
  - City
  - State
  - Post Code
  - Country
  - Telephone & Mobile： Compulsory



- Parents/guardians register for candidates under 18 years old, select “Child”，choose child。You can add more than one child.

- Fill in personal information of the candidate
  - Relationship to the child
  - Your contact number: Contact information of the Parents/guardians.

  From Title，fill in the candidate personal information

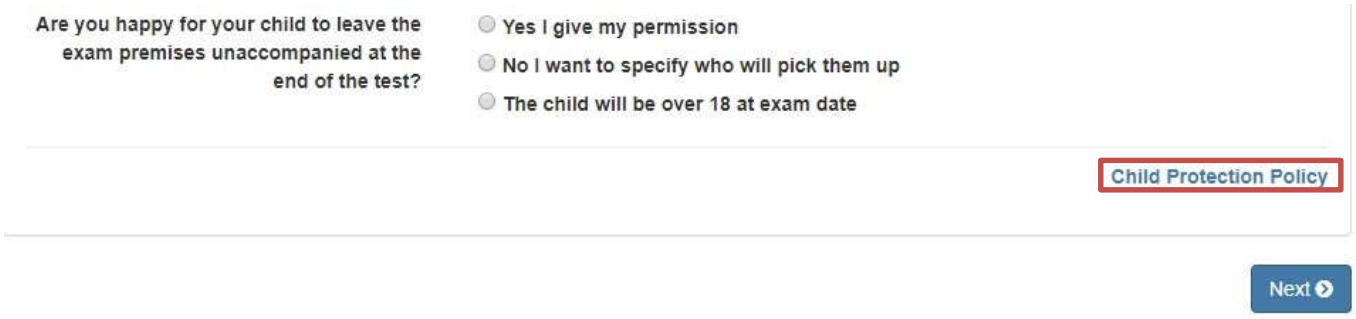
It is very important for parents/guardians to read carefully:

Please give your consent regarding the candidate leave the exams hall unaccompanied

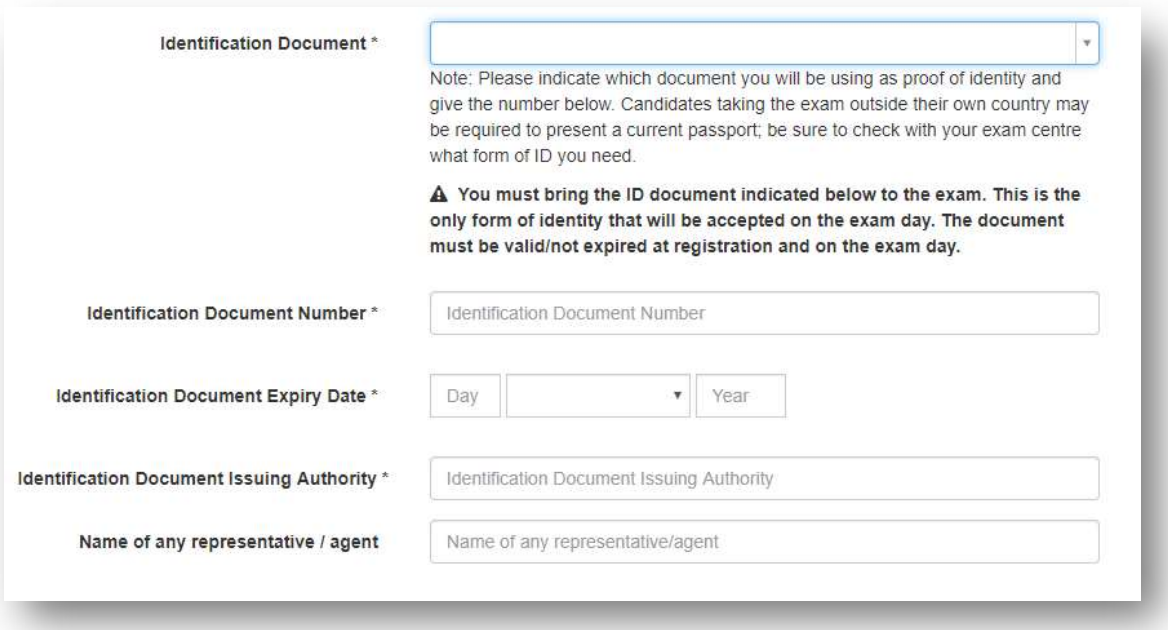
Are you happy for your child to leave the exam premises unaccompanied at the end of the test?

- 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.
  *At the end of the examination, candidates need to wait in the designated area of the test center for pick up. Invigilator needs to check the identity of the pickup person then handover the candidate and the pickup person needs to sign for confirmation. On test day, the pick-up person should bring his/her ID card to the test center, please cooperate with the invigilator for this process. If you are confident that the candidate can leave the test center by themself, please select "yes I give my permission".
- Please click on “The child will be over 18 at exams day” if the candidate will turn 18 years old on test day.

Parents/guardians, please note that at the bottom of this page there is a link to the British Council Child Protection Policy page.

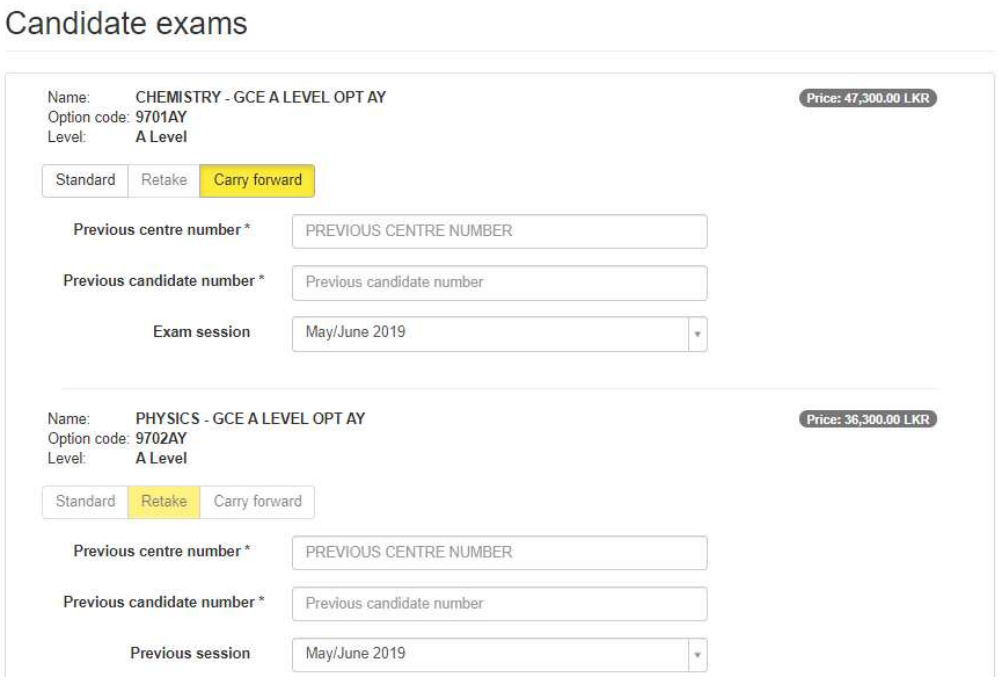


Step 07: Candidate identification



- Identification Document：Candidate must bring this valid ID document on test day
  - Passport
  - National Identity Card
  - Other
- Identification Document Number
- Identification Document Expiry Date
- Identification Document Issuing Authority
- Name of any representative / agent（Not Compulsory）

Step 08: Candidate exams



- If you choose the option with carry forward (only applicable to A2 options and part of full A Level options), please select “carry forward”, and enter the center number, candidate number and session information of the test session that you achieved the AS result. If you choose to carry forward the AS results for two sessions, please fill in the latest one.
  - For example: Previous center number is CN004, and previous candidate number is 0100. This information can be found on the statement of entry or results of the corresponding test session.
  - Please note that AS level results are valid only for 13 months. For example, in May/June 2020 session, only AS results achieved in the May/June 2019 session and Oct/Nov 2019 session are valid.
  - If the option is both carry forward and retake, the pervious center number and candidate number of May/June session of the same year should be entered by default. If you would like to carry forward the AS result achieved in Oct/Nov session, please send us the relevant information via email.

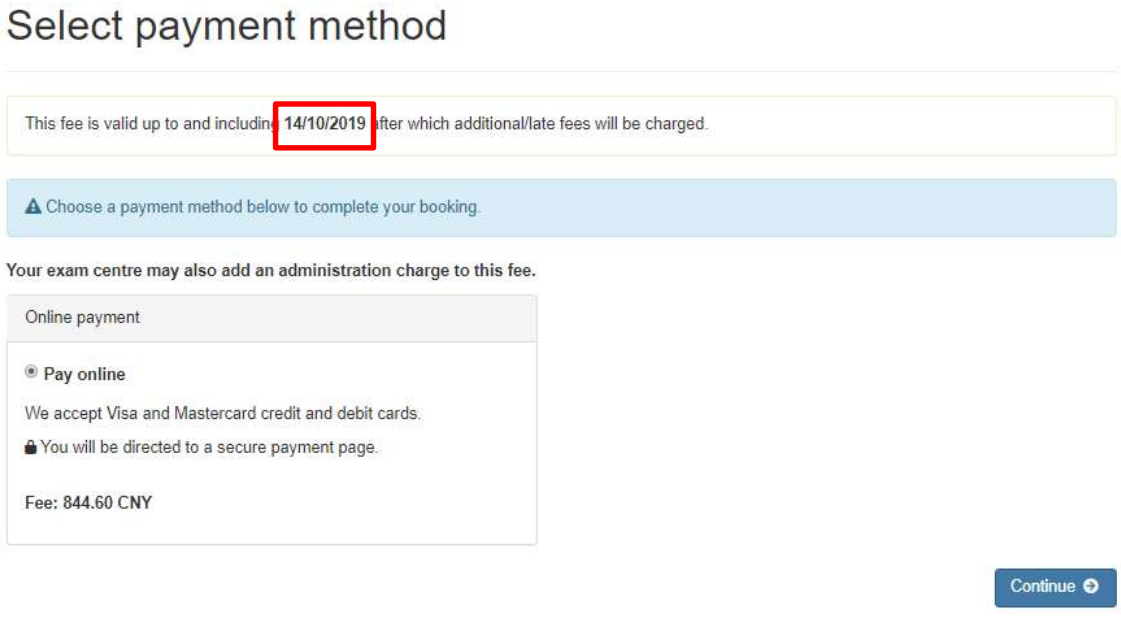
- If you tick the retake in step 4, the subject will be selected "retake" by default here. You need to enter the previous center number, candidate number and test season information here.
  - Previous center number and previous candidate number must be the information of the May/June session of the same year; This information can be found on the statement of entry or results.
  - Previous session is the May/June session of the same year by default and cannot be changed.

Step 9: Terms and conditions

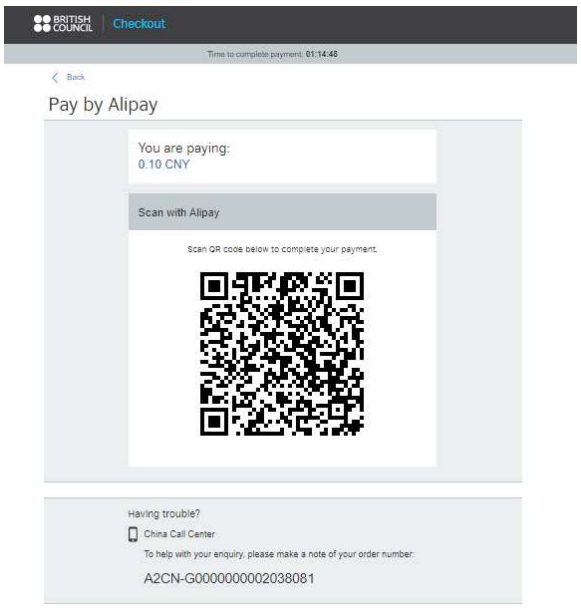
- Read and tick “I have read the terms and conditions”
- Click “Accept T&Cs”

After completing this step, your registration information will be logged in the system. If you fail to complete the payment in the next step, you will not be able to continue to register the same subject. You must contact us. Do not confirm this step if you have not confirmed your registration or are not ready to pay.

Step 10: Payment



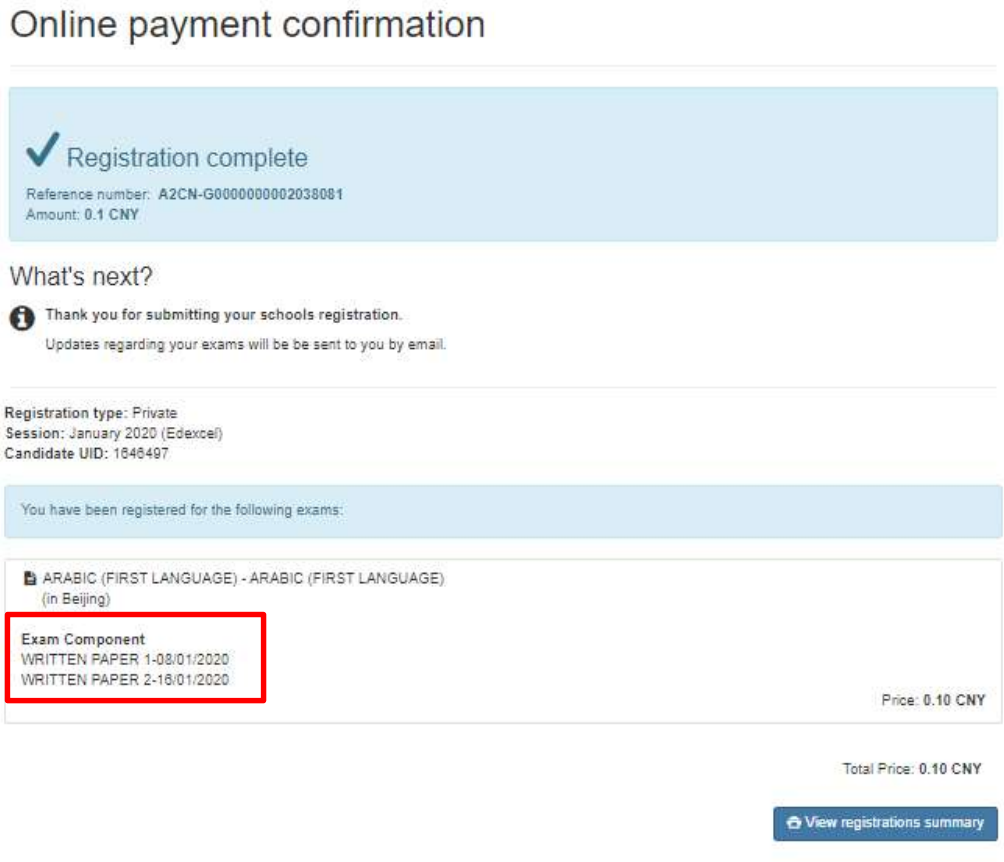
- Note the valid date of this fee
- Select “Pay online”. Alipay is the only payment method available, please have your Alipay app ready.
- Click “Continue”



- Scan with Alipay, the payment is valid for 80 minutes.
- If you have scanned the QR code while failed to make the payment, you can find the payment record in Alipay and continue the payment in 80 minutes.
- If you fail to scan the QR code or the payment is invalid, please contact us.

After the payment, the system may need a few minutes to complete payment confirmation. During this period, please do not click the "back" button or close / refresh the page.

Step 11: Registration Completed



- You will receive the exam details including exam date/time, venue information and important notice 2 weeks before the exam via email.