

Global Exams Services

Cambridge International Exams Post-test Service Application Guidance

www.britishcouncil.org.uk/exam/global-exams-services

# **Cambridge International Exams - Post-test Service Application System**

The British Council DOOR 2 system is a new online registration platform. This system is mainly for the **post-test service application** and **payment service**. There is no connection between DOOR 2 system and SRS exam registration system. You need to create a new account of this system. If you need to check for any exam registration history, you need to login back to the <u>SRS system</u>.

# Step 1: Log on

 Please access the DOOR 2 System through the Google Chrome: <u>https://publicsession.britishcouncilexams.cn/</u>

## Step 2: Log in or sign up

- Existing Customer: Log in with verification code or password
- New Customer: Click Sign Up to create your account

\*Please Note:

- This website currently only accepts sign up with Chinese mobile phone numbers
- 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.

### • First login after sign up:

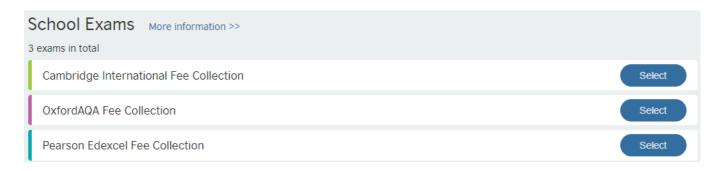
To ensure that you could receive our notifications in a timely manner, please add your email in "My Account" page and select both Mobile and Email as the preferred communication channel.

Exam Registration	My Booking My Exan	n My Orders	Shopping Cart	My Candidates	My Account	
Mobile	135****0948					Change
Email						Add
Password	****					Change
Communication Preference	🗹 Mobile (curi	rent) 🗌 I	Email			
Message Language Settir	● English ( Ig	Chinese				
Promotion	receive ema	In addition to the reminder emails (SMS, phone) sent by this registration website, I agree to receive email, SMS or phone notifications from the organizers of the registration and exams (including the third-party service platform they use) regarding exam-related activities.				

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# Step 3: Select Category

Please select the "Cambridge International Fee Collection" under the School Exams category.



# Step 4: Read, accept and agree to comply with the application agreement

## Step 5: Select a test centre

Please select the test centre and go to next step.

Exam Category:School Exams	Change
Exam:Cambridge International Fee Collection	Change
Please select a test centre:	
	Submit Candidate Info

### Step 6: Select/Add candidate

You can register for yourself or others (including candidates under the age of 18). If you register for others, please ensure that you have obtained the consent of the candidate or their guardian and should pass the information on this website and other relevant communication to the candidate or their guardian

# Step 7: Fill-in special arrangement information

Please select "No" and confirm.



#### Do you need any special arrangement?

(For example, extra time, special printing requirements of the examination, the use of reading or notes, and so on. All special arrangements must be agreed to by the relevant university or institution.)

Ο	Yes	$\odot$	No

Previous: fill i	n candidate	information
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Next: Confirm

# Step 8: Select a leaving type

For the post-test service application, please select "Leave alone".

### Step 9: Confirm and submit the booking

Please check again and make sure the information is correct before submission.

### Step 10: Complete the related forms

- 1) Please complete the below forms as per your needs
  - a) Enquiries about results: <u>Cambridge International Exams\_ Enquires about Result</u> <u>Application Form</u>
- 2) Please submit the completed form to <u>Globalexams.China@britishcouncil.org.cn</u>. Once we have received and validated the complete application information, we will update your application status.

### Step 11: Payment

Once you receive the SMS message or email from system about the update on your application. You may click "My Booking" or "My Order" to return to the unpaid order. Your service request will be submitted to exam board within 5 working days after the payment is completed, and we will email you about any update.

#### **Payment Method**

- Express payment
- Online banking
- QR Code Scan Payment
- UnionPay Express
- UnionPay payment

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首信易支付 收银台				
↓ 公告 中信银行系统维护通	知 2019-10-19	工商银行系统维护通知 20	19-10-19 中国	国银行维护通知 2019-10-12
E在使用 <mark>即时到账交易</mark> :付款后资金将	直接进入 BC教育咨询	( <b>北京) 有限公司</b> 账户		
<b>〕</b> 订单金额: 3.09 人民币	늘 笔数:	1笔		订单详情 ▼
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提交				

### For any other enquiries, please contact:

### National service hotline: +86 (0) 10-58103306

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