

Cambridge Assessment Admission Testing Registration Guidance

剑桥大学考评部入学考试报名指南

联系我们

为了确保及时跟进您的咨询，建议您优先使用电子邮件的方式联系我们，我们将尽快给您答复。同时，请您及时关注相关网页的信息更新。

办公时间：周一至周五 9:00 - 12:00, 13:30 - 17:00（节假日除外）

北京
电话：+86 (0)10 8591 9495
传真：+86 (0)10 8591 9111
电子邮箱：
UKexams.beijing@britishcouncil.org.cn

上海
电话：+86 (0)21 8017 6307
传真：+86 (0)21 8017 3299
电子邮箱：
UKexams.shanghai@britishcouncil.org.cn

广州
电话：+86 (0)20 8510 3053
传真：+86 (0)20 8510 3111
电子邮箱：
UKexams.guangzhou@britishcouncil.org.cn

重庆
电话：+86 (0)23 6399 7246
传真：+86 (0)23 6399 7200
电子邮箱：
UKexams.chongqing@britishcouncil.org.cn

这份指引将为您提供以下指导：

1. 报名须知

- UCAS ID、Course Code信息 etc

2. 报名系统操作指南

- 在线提交报名、付款流程等

Part 1: Registration Guidance

第一部分：注册引导

• UCAS ID 关于 UCAS ID

When you register with UCAS (Universities and Colleges Admissions Service), you will get a 10-digit Personal ID Number like this: 123-456-7890. If you are registering STEP a year earlier and you have not yet submitted your university application, please check with your chosen university if they will accept a result from a test taken a year earlier than needed. Please note, for above candidates who take an Admissions Test before submitting a UCAS application, you will be responsible for providing the result to the relevant university, as Cambridge Assessment Admissions Testing will be unable to do this without an existing UCAS application. It is suggested to get your UCAS ID prior to your exam registration. **It is very important to ensure that your UCAS ID and personal details submitted to us are accurate and match what you put in your UCAS application, so that your results can be sent to the correct university.** If you do not require your results to be sent to the chosen universities. Please kindly fill all blanks in the UCAS ID column with '0'. This will be considered as no UCAS ID needed for your exam application.

UCAS ID 为考生在 UCAS (Universities and Colleges Admissions Service) 系统上提交本季大学和学院申请时所获得的十位数字申请编号 (如 123-456-7890)。如您提前一年报考 STEP 且还未提交 UCAS 申请, 请先同您希望申请的大学沟通是否接受本年度考试成绩。同时, 针对以上情况, 考生需自行负责将成绩提供至相应大学。建议您获取 UCAS 申请编号后进行本次考试申请。**请勿随意更改 UCAS ID, 考生在提交本次剑桥入学考试申请时, 如填写不准确的 UCAS ID 或不提供该信息, 将会导致考试成绩无法匹配发送至所选择的大学和学院。** 如您不需要填写 UCAS ID 进行成绩发送, 请在网页内将 UCAS ID 全部填写为'0'。此行为将被视作您的考试申请暂无 UCAS ID 进行处理。

• Course Code 课程编号

Please fill in your university course code according to the table below. You need to enter your chosen university course code (7 letters or numbers in total), such as C05STEP, W20STEP, etc. No space or other characters should be entered. Candidate is required to fill in at least one course code and you may add more by clicking '+'. If a candidate has been asked by the university to take the test, but it is not officially required, or if the candidate is taking the test as a challenge, please select Other with course code STEP when registering them.

请根据下表, 在报名网站内输入您申请的学校 STEP 编码 (共 7 位), 如: C05STEP, W20STEP 等, 中间不含空格或其他字符。您需要填写至少一个学校课程编号, 并可以通过点击 '+' 添加多项学校课程编号。若您申请了其他并不需要 STEP 成绩的大学课程, 您需选择 'Other' 类别下, 输入编号 STEP。

University Applied 申请学校	Code 编码	Course 所选课程
University of Cambridge* (C05)	C05STEP	All courses as required by the University of Cambridge For more information see: www.cam.ac.uk/step

Imperial College London (I50)	I50STEP	All courses as required by Imperial College London For more information see: https://www.imperial.ac.uk/study/ug/courses/mathematics-department/
University of Warwick (W20)	W20STEP	All courses as required by the University of Warwick For more information see: http://www2.warwick.ac.uk/fac/sci/math/admissions/ug/offer or http://www2.warwick.ac.uk/fac/sci/statistics/courses/offer
Other (OTH)	OTHSTEP	Any other courses requiring STEP

- Access Arrangements 关于特殊考试安排**

If you need Access Arrangements, please choose 'yes' in the column and specify the arrangements you need from the list below and state the reason for this Access Arrangement request. **Evidence and statement from school or doctor needs to be provided. Please notice that requests for modified papers must be received by 16:00 (China Local Time) on 20th April 2022.** The detailed supporting documents need to be scanned and emailed to the responsible local office. For the contact information of each office, please refer to: <https://www.britishcouncil.cn/en/exams/school/contact>

如您需要申请特殊考试安排，请在报名网站特殊安排选择项中选择‘是’，并填写以下您需要申请的特殊安排及原因。**特殊考试安排申请需持有学校证明或医疗证明。请注意，关于试卷调整的需求须在 2022 年 4 月 20 日，北京时间 16:00 前将具体证明的扫描件以邮件形式发送至负责办公室。邮件联系方式请查看：**
<https://www.britishcouncil.cn/en/exams/school/contact>

25% extra time	25% 考试加时
Supervised breaks	监督休息
Separate Invigilation	单独监考
Use of colour overlays	使用色彩覆盖物
Use of a Reader	使用阅读器
Question paper enlarged to A3	试卷扩展到A3 大小
Use of an Amanuensis	需要抄写员
Other (please give detail of required facilities or other modifications)	其他（请提供具体需要用到的工具或其他变更之处）

- **Exam cancellation, Registration Change and Refund 取消考试，修改信息与退费**

Cancellation of the tests can be allowed in some circumstances and agree that 50% of the local charge can be refunded if cancellation is requested at least five working days prior to the examination date with sufficient evidence or explanation. Evidence should be issued by an authorised body. All board fee incurred is not refundable. No refund is provided if a cancellation request is received within five working days of the examination or if the candidate is absent from the examination.

考生于考试日的 5 个工作日之前提出退考申请，并提供相关证明（包括医院或公安局事故证明），经英国文化教育协会核实并批准后可退回已交本地考试服务费的 50%，考试局注册费不可退。考生于考试日的 5 个工作日内提出退考申请或考试当天缺席，考试费用将不予退还。

The request of registration change must be made 5 working days before the deadline of exam entry submission, and RMB 150 (3% VAT not included) per request per candidate will be charged. For detailed contact information, please [Contact Us](#)

如考生需要修改考试申请，请于报名截止日的 5 个工作日之前通过邮件提出申请，每位考生的单次修改申请将会收取 **150 元人民币（不含 3% 税费）** 的服务费用。具体操作指引请[联系我们](#) 获取。

- **Under 18 Candidate Registration 为 18 岁以下考生报名：**

Parents or guardians are required to register an account with their information for candidates under 18 years old. After completing registration and logged in, please add candidate information and read the systematic “Child Safe Collection Policy” and the “Child Friendly Child Protection Policy”. Then select a leaving type for the candidate:

如考生未满 18 岁，请由家长/监护人进行注册账号（使用家长/监护人信息），注册完成并登录后，再添加考生信息，阅读系统《未成年人安全条例》及《儿童保护政策》，并选择未成年考生离场方式：

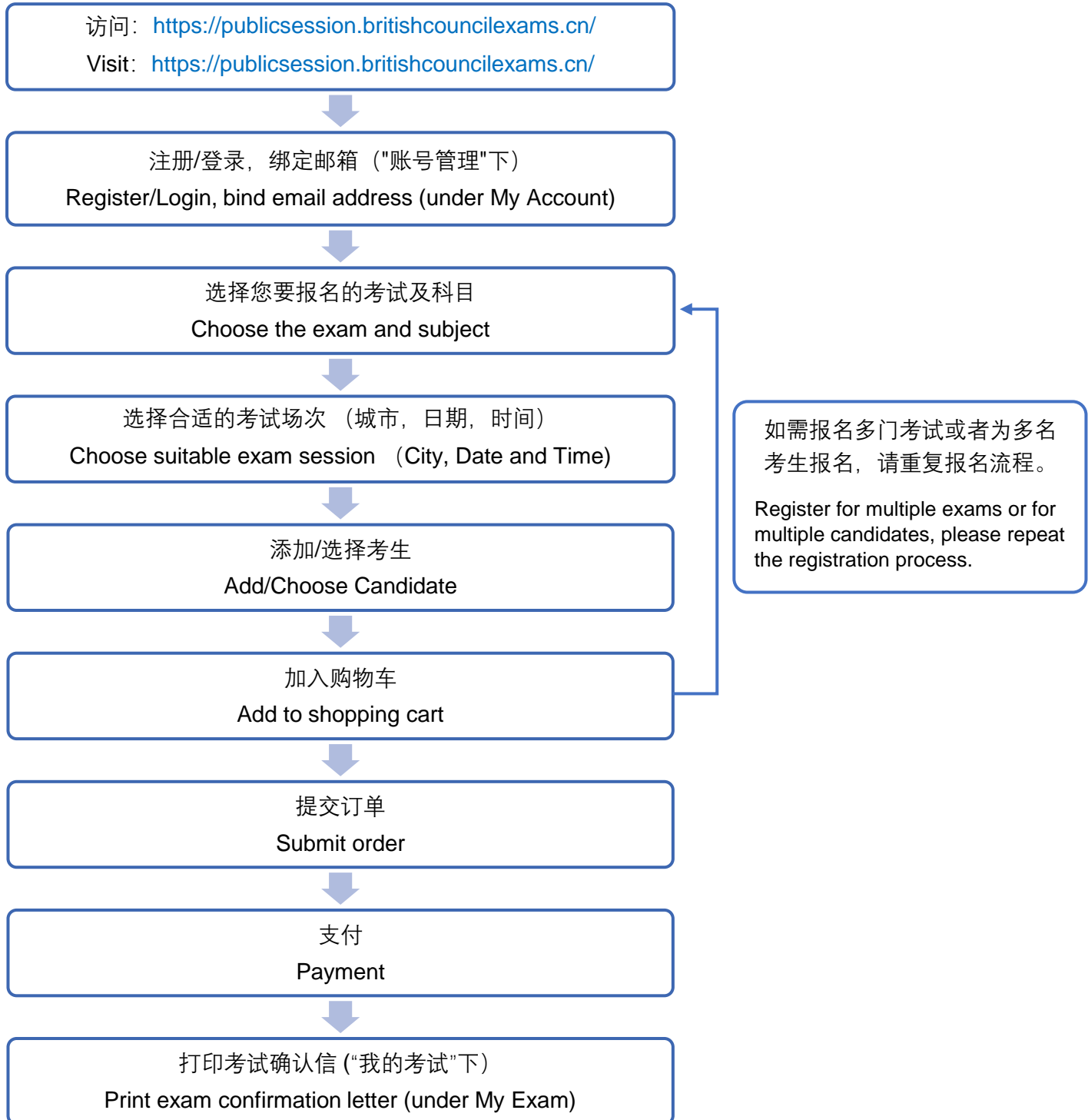
Leave alone: giving permission to the candidate to arrive at and leave the exam venue by himself/ herself.

若**选择自行离场**：表明同意考生在考试结束后可以自行离开考点

Guardian/ Authorised pick-up person: please submit the exam day pick-up person information. All adult guardians or authorised persons for candidate collection **must bring their ID documents** and present to the test day personnel for ID verification. Please also contact British Council local office if you want to update the pick-up person information.

若**选择监护/委托人接送**：请如实提交考试日接送者的信息，考试当天负责接考生的监护人/委托人**请携带身份证件原件**并出示给英国文化教育协会工作人员进行检查。如接送者信息有修改，请尽快联系报考的考试中心进行更改。

第二部分：报名系统使用指引 Part 2: Registration System Guidance



*建议使用电脑端 Google Chrome 或者火狐浏览器 Recommend using Google Chrome or Firefox browser in computer

*建议使用电脑浏览器进入报名系统前, 先进行浏览器 cookies 清理。Recommend clearing browser cookies before entering the registration system.

*请注意, 您一次只能为单个考生提交单个科目的报名, 如您需要为单个考生报名多门考试或者您需要为多名考生报名, 请重复报名流程。在费用支付环节, 您可以选择将报名考试加入购物车后合并支付。

Please kindly note you can only register one single candidate for one single exam per registration. If you would like to register for multiple exams or for multiple candidates, please repeat the registration process for each exam or each candidate. At the end of each registration, you may choose to add it to the shopping cart before making payment, so the payment can be made for multiple registration in one attempt.

支付 Payment

本报名网站提供多种便利的在线支付方式。

This registration system provides various convenient online payment method.

支付方式	Payment Method
国内卡 <ul style="list-style-type: none">快捷支付个人网银扫码支付银联快捷银联支付	Domestic Card <ul style="list-style-type: none">Express paymentOnline bankingQR Code Scan PaymentUnionPay ExpressUnionPay payment
Visa/Master	Visa/Master



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 2019-10-19 中国银行维护通知 2019-10-12

您正在使用 **即时到账交易**: 付款后资金将直接进入 **BC教育咨询(北京)有限公司** 账户

订单金额: 3.09 人民币

笔数: 1笔

订单详情 ▼

请选择支付方式

快捷支付 个人网银 **扫码支付** 银联快捷 银联支付



扫码支付: 微信、支付宝、云闪付
QR Code Scan Payment: Wechat Pay, Ali Pay, UnionPay

提交