

STEP Mathematics Registration Guidance

STEP Mathematics注册引导

• 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 Mathematics 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 the test before submitting a UCAS application, you will be responsible for providing the result to the relevant university. 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 Mathematics 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。考生在提交考试申请时, 请务必确保您报名时提供的 UCAS ID 与 UCAS 系统中的信一致, 以确保您的考试成绩被系统发送至对应大学。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), for example C05STEP. No space or other characters should be entered. Candidate is required to fill in at least one course code. 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 input OTHSTEP 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), 例如: C05STEP。编码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。若您申请了其他并不需要 STEP 成绩的大学课程或作为自测水平用途, 请输入编号 OTHSTEP。

University Applied 申请学校	Code 编码	Course 所选课程
University of Cambridge (C05)	C05STEP	Any course requiring STEP
Imperial College London (I50)	I50STEP	
University of Warwick (W20)	W20STEP	
Other (OTH)	OTHSTEP	

• 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 noon 12:00 (China Local Time) on 21st April 2026. The detailed supporting documents need to be scanned and emailed to our centre. For the contact information, 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 2026 年 4 月 21 日中午 12: 00 前（北京时间）将具体证明的扫描件以邮件形式发送至我中心。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
Enlarged Question paper	扩大试卷
Other (please give detailed requirement)	其他（请提供具体需求）

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

- ❖ If a withdrawal request is submitted before the registration deadline, 80% of the test service fee will be refunded (after deduction of an administration fee of 20% test service fee). Candidates can submit the request directly through the registration website.
- ❖ After the registration deadline, cancellations will only be considered under exceptional circumstances and must be supported by valid supporting documents. For example, if the cancellation is due to medical reasons, the request must be submitted before the test day along with a medical certificate. The British Council reserves the right to check the supporting documents and to decide whether to approve the cancellation application or not. If the cancellation application is approved, 80% of the test service fee will be refunded (after deduction of an administration fee of 20% test service fee). The cancellation application after the registration deadline must be submitted in writing using the registered email address to the British Council Global Exams Services National service mailbox (Email: Globalexams.China@britishcouncil.org.cn, service hour: 09:00-12:00, 13:30-17:00, Monday to Friday, excluding public holidays).
- ❖ The refund will be processed approximately 4 to 6 weeks after the request is approved, returned via the original payment channel.
- ❖ After the test day, or if the candidate has already taken any part of an exam package, the British Council will no longer accept any withdrawal requests.
- ❖ 在报名截止日前提出退考申请，考生将被退回 80% 的考试服务费（扣除 20% 的考试服务费作为管理费）。报名截止前的退考申请，考生可以通过报名网站自行提交。
- ❖ 在报名截止日期之后，只有在某些特殊情况下，且在递交了符合要求的证明文件后，考生才可能被允许取消考试。例如，如果因医疗原因想取消考试，需要在考试日期前提交取消申请并提供医疗证明。BC 公司保留检查证明文件并决定是否批准退考申请的权利。如果退考申请获得批准，考生将被退回 80% 的考试服务费（扣除 20% 的考试服务费作为管理费）。报名截止后的取消申请，需要使用注册邮箱书面提交给 BC 公司国际考试服务邮箱并确认（邮箱：

Globalexams.China@britishcouncil.org.cn 工作时间：09:00-12:00, 13:30-17:00, 周一至周五, 公众假期除外)。

- ❖ 退款将在申请获得批准后约 4-6 周退还至考生的原支付通道。
- ❖ 考试日期之后, 或者考生已经参加考试组合内的部分考试单元之后, BC 公司将不再受理任何退考申请。

● **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 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 centre 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, 请尽快联系考试中心进行更改。