



**Global Exams
Services**

Booking Exam Registration Guidance

Booking Exam Registration Process and System Guidance

The DOOR2 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 British Council exams. This manual provides guidance for the registration process and system operation of booking exams, applicable to:

- University Exams
- School Entrance Exams
- Professional Exams

Part 1: Registration Process Guidance

University Exams:

Step	What to Do	Done By	Timeline
1	Apply to the university for taking the exam at the British Council Centre and obtain the consent from the university.	Candidate	after the university release their exam arrangement
2	Submit the exam booking on the British Council registration system.	Candidate	4 weeks before the exams
3	Receive the exam arrangement from the university and upload it onto the registration system, then notify the candidate to complete the payment. * Candidate: Please remind the university to send the exam timetable to British Council at least 2-3 weeks prior to your first exam date. If the exam arrangement is not received, British Council are unable to upload the information to the registration system.	British Council	about 2 weeks before the exams *Subject to when the exam timetable is sent by the university
4	Check the exam arrangement in registration system and make the payment if there is no problem.	Candidate	5 days before the exams
5	Print the examination confirmation letter in the "My Exam" page of the registration system, check the information of exam time and exam venue on it, and bring it with you on the exam day.	Candidate	5 days before the exams or 3 working days after payment

School Entrance Exams:

Step	What to Do	Done By	Timeline
1	Contact the school your children are applying for to confirm that the candidate will take the entrance examination at British Council office.	Parent	refer to the school's admission requirement
2	Submit the exam booking on the British Council registration system. Please select an appropriate date from the available dates provided by the registration system based on the test window of the school entrance examination. * Please note that British Council cannot adjust the available dates of the examination. If the available dates are not within the test window of the entrance examination, please discuss the exam date with the school you are applying for.	Parent	4 - 6 weeks before the exams
3	Confirm the exam arrangement with the school, then upload it onto the registration system and notify parent to complete the payment.	British Council	about 2 weeks before the exams *Subject to when the exam timetable is sent by the school
4	Check the exam arrangements in the registration system and complete the payment if there is no problem.	Parent	5 days before the exams
5	Print the examination confirmation letter in the "My Exam" page of the registration system, check the information of exam time and exam venue on it, and bring it with you on the exam day.	Parent	5 days before the exams or 3 working days after payment

Part 2: Registration System Guidance

Step 1: Log on

- Please access the webpage through the Google Chrome:
<https://publicsession.britishcouncilexams.cn/>

Step 2: Log in or sign up

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

*Please Note:

- This website currently only accepts sign up with Chinese mobile phone number
- This website only allows adults over 18 years old to sign up for account and exam booking. If you are under 18 years old, please ask your parent / guardian to sign up and register for you.

- **First login after signing up:**

- To ensure that you could receive our notifications in a timely manner, please select both

Mobile and Email as the preferred communication channel in My Account.

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'Exam Registration', 'My Booking', 'My Exam', 'My Orders', 'My Post Test Services', 'Shopping Cart', 'My Candidates', and 'My Account'. The 'My Account' section includes fields for 'Mobile' (135****06), 'Email' (*****@hotmail.com), and 'Password' (*****), each with a 'Change' button. A red box highlights the 'Communication Preference' section, which has radio buttons for 'Mobile (current)' and 'Email', both of which are selected. Below this is the 'Message Language Setting' with radio buttons for 'English' and 'Chinese' (selected). At the bottom, there is a 'Promotion' checkbox and a text agreement: '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.'

Step 3: Select Exam

You can select the exam you would like to book by clicking to check more exams under each exam category or searching for an exam. If the exam you want to book is not on the list, please contact **British Council Exams Services Contact Centre**:

The screenshot shows the 'Exam Registration' page with a navigation bar at the top containing 'BRITISH COUNCIL', 'China', 'Home', 'Exam Registration', 'My Booking', 'My Exam', 'My Orders', 'My Post Test Services', 'Shopping Cart', 'My Candidates', and 'My Account'. A search bar with the placeholder 'Search for an exam' and a 'See all exams' button is highlighted with a red box. Below the search bar, there are two sections: 'Professional Exams' and 'School Entrance Exams'. The 'Professional Exams' section shows '5 exams in total' and lists 'CIM' and 'NEBOSH, The National Examination Board in Occupational Safety and Health', each with a 'Select' button. A red box highlights a link 'Click to check more Professional Exams exams'. The 'School Entrance Exams' section shows '114 exams in total' and lists 'Abingdon School', 'Brighton College', 'Dulwich College, UK', 'ISEB Pre-Tests', and 'SISHK-SINGAPORE INTERNATIONAL SCHOOL (HONG KONG)', each with a 'Select' button. A red box highlights a link 'Click to check more School Entrance Exams exams'.

University Exams [More information >>](#)

57 exams in total

Cardiff University	Select
London School of Economics and Political Science	Select
Newcastle University	Select
Univeristy of Liverpool	Select
University of Leeds	Select

[Click to check more University Exams exams](#)

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

Step 5: Select a test centre and an expected test date

Select a test centre and go to next step.

2. Submit Exam Booking

Exam Category: University Exams [Change](#)

Exam: Cardiff University [Change](#)

Please select a test centre:

Beijing

[Submit Candidate Info](#)

- For booking exam, please submit your booking at least 3 weeks in advance, and for exams within the next 3 months. If your exam is expected to be after 3 months or more, please submit your booking later.

- Please ensure that you have applied to the university/institution/school for taking the exam at the British Council Centre and have obtained the consent before submitting your booking.

-Please note that if you are applying for the **University Exams**, after obtaining the consent from your university, please remind the university to send the exam timetable to us at least 2-3 weeks prior to your first exam date.

-Please note that if you are applying for the **School Entrance Exams**, you also need to select an expected test date. Please select an available test date based on the exam window instructed by the school (We will open the test date for next 3 months only). For **Professional and University Exams**, there is no need to choose the expected exam date for professional and university exams. We will arrange the exam for you based on the exam timetable provided by the professional institutions or universities.

2. Submit Exam Booking

Exam Category: School Entrance Exams

Change

Exam: Brighton College

Change

Please select a test centre:

Guangzhou

Please select an expected test date:

29/06/2023

< June 2023 >

Su	M	Tu	W	Th	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Submit Candidate Info

Need help? See [FAQ](#) or [Contact us](#)

cookies

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 exam related information

Please read carefully and provide exam related information as requested.

* If you are applying for the **University Exams**, please provide the following information to ensure your overseas examinations can be smoothly delivered in line with the requirements of your university.

Contact person in the university should be the university personnel responsible for overseas exams.

4. Exam

* Before submitting your exam booking request, please ensure that you have applied to your university/school/institution for taking the exam at the British Council Centre and have obtained the consent.

Contact person in the university

Contact person email address

Upload document (if any)

If you have an exam application form that needs to be signed or stamped, please complete your part first and upload it here. Or if you have any email communication with the university regarding the exam arrangement, please upload it here. Please name the file as "your name-file name", such as Sam Zhang_application form. (jpeg/pdf/word/excel files can be uploaded, file size does not exceed 5m)

Drop your files here or click to upload

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.)

Yes No

Previous: fill in candidate information

Next: Confirm

*If you are applying for the **School Entrance Exams**, please provide the following information. British Council will contact the school according to the contact information provided by you and arrange the exams for you.

4. Exam

* Before submitting your exam booking request, please ensure that you have applied to your university/school/institution for taking the exam at the British Council Centre and have obtained the consent.

Contact person in the school that applied

Contact person email address

Exam window instructed by the school (i.e. 10 Oct – 1 Nov)

If the candidate's name registered at the school does not match their identification document, please provide the candidate's name registered at the school

Upload document (if any)

If you have an exam application form that needs to be signed or stamped, please complete your part first and upload it here. Or if you have any email communication with the university regarding the exam arrangement, please upload it here. Please name the file as "your name-file name", such as Sam Zhang_application form. (jpeg/pdf/word/excel files can be uploaded, file size does not exceed 5m)

Drop your files here or click to upload

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.)

Yes No

Step 8: Select a leaving type (For candidate under 18 years old only)

Please read the “Child Safe Collection Policy” and the “Child Friendly Child Protection Policy”, and select a leaving type:

If you select “Guardian/Authorized pick-up person”, please fill in the details of the person who will be picked up the candidate. At the end of the examination, candidates need to wait in the designated area of the test centre 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 centre, please cooperate with the invigilator for this process. If you are confident that the candidate can leave the test centre by themselves, please select "Leave alone".

Step 9: Confirm and submit the booking

Please check again and make sure selected exam and candidate information are correct.

-Regarding the **University Exams**, we will upload your exam arrangement and payment information to the registration system after we receive it from your university (normally 2 weeks before your exam)

-Regarding the **School Entrance Exams**, we will contact the school to confirm your exam arrangement according to the contact information provided by you. Your exam arrangement and payment information will be uploaded to the registration system once confirmed (normally 2 weeks before your exam).

Please wait patiently and pay attention to the automatic notification sent by the system. If your exam arrangement has not been uploaded to the system one week before the first scheduled exam, please contact us.

You can view the booking details and status in 'My Booking'.

Exam Registration **My Booking** My Exam My Orders Shopping Cart My Candidates My Account

Please go to “My Exam” page to view the detail arrangement of completed booking

My Booking

Candidate Name Status

To be paid Submitted Completed

Booking Id	Candidate Name	Booking City	Product Name	Action
<input type="radio"/> BK100083	San Zhang	Guangzhou	Brighton College	Detail
<input checked="" type="radio"/> BK100071	candidate one	Guangzhou	Badminton School	Detail Pay
<input type="radio"/> BK100067	wu wang	Beijing	Univeristy of Liverpool	Detail

Step 10: Confirm the exam arrangements and pay

After receiving the payment notification automatically sent by the system, please check your exam arrangements in "My Booking" and pay the exam fee. This registration system provides various convenient online payment methods.

Payment Method

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



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

• 微信

• 支付宝

• 中国银联 China UnionPay

提交

QR Code Scan Payment: Wechat Pay, Ali Pay, UnionPay

Step 11: Print confirmation letter and take the exam

Once the payment has been completed. Please go to "My Exam" page to view the exam arrangements and print the confirmation letter. The confirmation letter will be available for printing around 5 days before the exam or 3 working days after you complete the payment procedure. Please pay attention to the automatic notification sent by the system.

My Exam

- On-going ● Cancellation Requested ● Withdrawn ● Cancelled ● Expired

ID	Exam Date	Time	Exam	City	Candidate	Action
● 1000439	2023/06/29	09:30 - 10:10	English	Guangzhou	candidate...	View Print Confirmation Letter Cancel Exam
● 1000380	2023/04/28	14:30 - 16:00	English	Guangzhou	San Zhang	View Print Confirmation Letter Cancel Exam