

Global Exams  
Services

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# Booking Exam Registration Guidance

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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 of booking exams, applicable to:

- Professional Exams
- University Exams
- School Entrance Exams

## 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 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 Exam My Orders Shopping Cart My Candidates **My Account**

Mobile 135\*\*\*\*0948 Change

Email Add

Password \*\*\*\*\* Change

Communication Preference  Mobile (current)  Email

Message Language Setting  English  Chinese

Promotion  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, you can choose other exam options under each exam category:

Professional Exams: Professional Exams - Other

University Exams: Other UK universities / Other Non-UK universities

School Entrances Exam: School Exams - Other

[See all exams](#)

#### School Entrance Exams [More information >>](#)

108 exams in total

Abingdon School	Select
Brighton College	Select
Dulwich College	Select
ISEB	Select
SISHK-SINGAPORE INTERNATIONAL SCHOOL (HONG KONG)	Select

[Click to check more School Entrance Exams exams](#)

#### Aptis [More information >>](#)

5 exams in total

[Click to check more Aptis exams](#)

#### University Exams [More information >>](#)

42 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.

- 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 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). If the available date for the test centre is not within the school's exam window, please contact us. 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 >

Submit Candidate Info

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

## 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.

## Step 8: Select a leaving type (For U18 candidate 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 pick 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. We will contact the university/school/institution to confirm your test arrangement according to the contact information provided by you. Your test arrangement and payment information will be uploaded to the registration system once confirmed (it normally takes 7-10 working days). Please wait patiently and pay attention to the system message. If your test 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	<a href="#">Detail</a>
<input checked="" type="radio"/> BK100071	candidate one	Guangzhou	Badminton School	<a href="#">Detail</a> <a href="#">Pay</a>
<input type="radio"/> BK100067	wu wang	Beijing	Univeristy of Liverpool	<a href="#">Detail</a>

## 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



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**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 1-2 weeks before the exam. 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	candidat...	<a href="#">View</a> <a href="#">Print Confirmation Letter</a> <a href="#">Cancel Exam</a>
● 1000380	2023/04/28	14:30 - 16:00	English	Guangzhou	San Zhang	<a href="#">View</a> <a href="#">Print Confirmation Letter</a> <a href="#">Cancel Exam</a>