BRITISH COUNCIL

Global Exams Services

Pearson Edexcel Post-test Service Application Guidance

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

Pearson Edexcel Exam - 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 SRS system.

Step 1: Log on

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

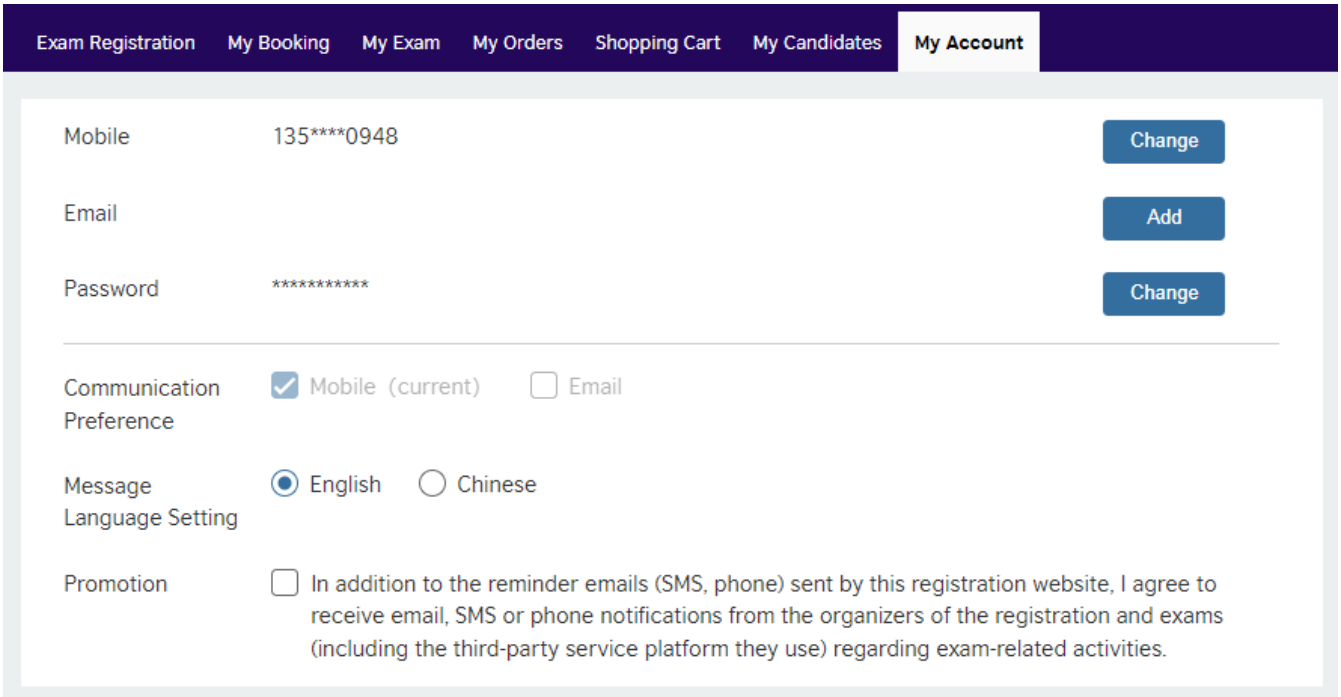
Step 2: Log in or sign up

- **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.



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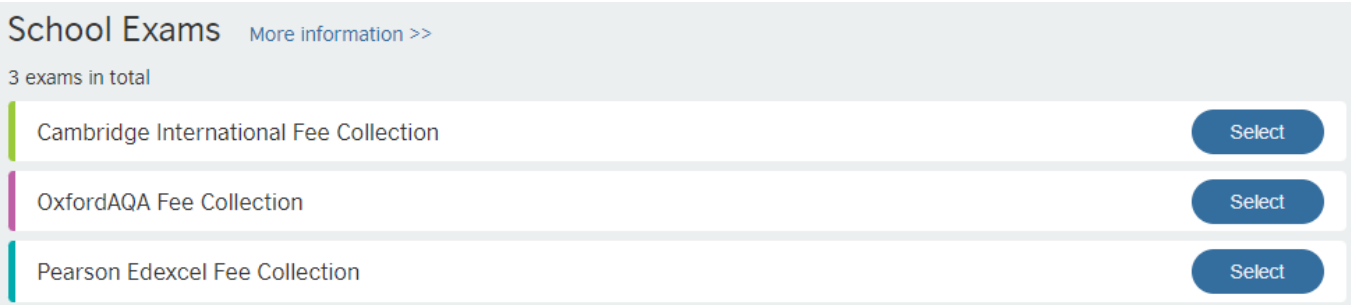
Step 3: Select Category

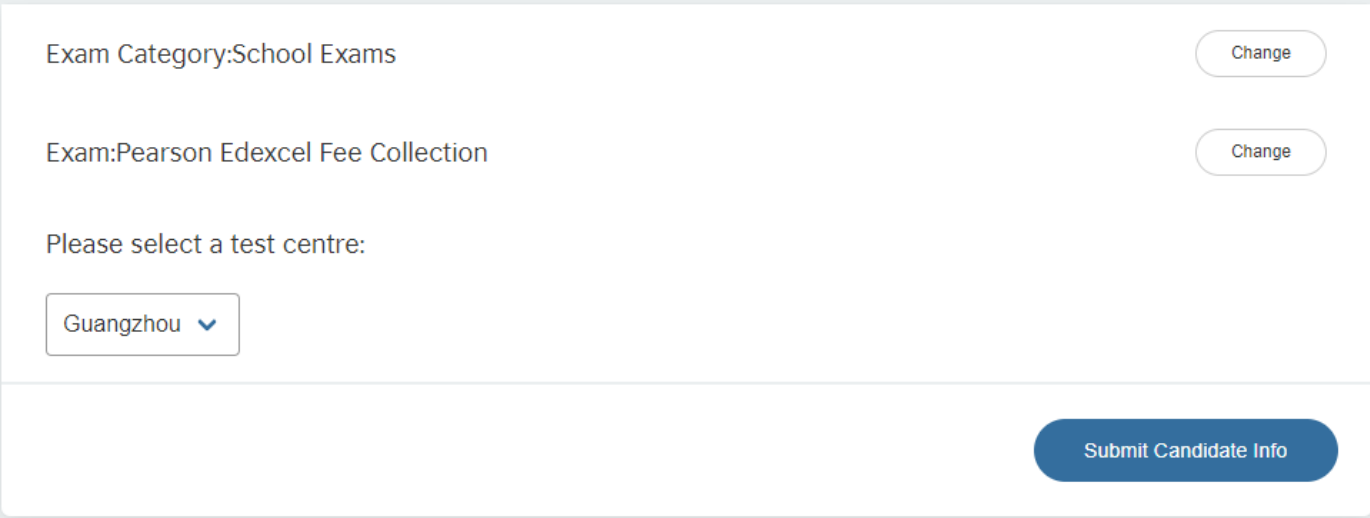
Please select the “**Pearson Edexcel Fee Collection**” under the **School Exams** category.



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.



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.

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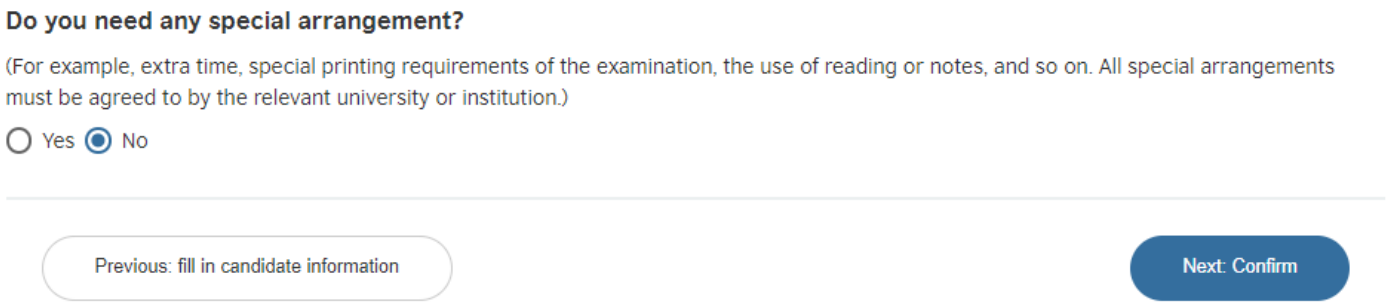

Step 8: Select a leaving type

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**: Pearson Edexcel Candidate Consent Form A
   b) **Access to scripts**: Pearson Edexcel Candidate Consent Form B
   c) **Late Cash-in request**: Pearson Edexcel Late Cash-in Application Form

2) Please submit the completed form to Globalexams.China@britishcouncil.org.cn . 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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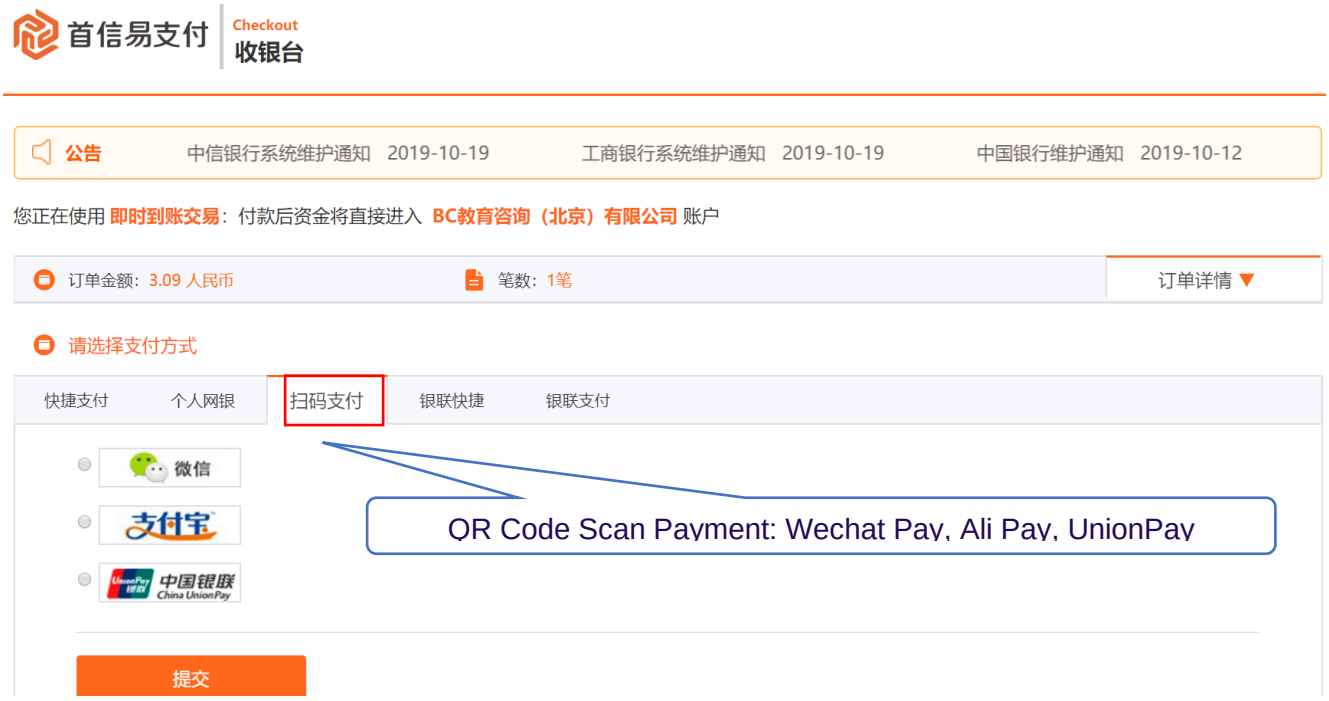

For any other enquiries, please contact:

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