

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 <u>SRS system</u>.

## Step 1: Log on

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

## 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****0	)948					Change
Email							Add
Password	******	ŔŔ					Change
Communication Preference	🗸 Mob	ile (curre	nt) 🗌 E	Email			
Message Language Settir	Engl Ig	ish 🔘	Chinese				
Promotion	In ac rece (incl	ddition to t eive email, uding the	he reminder SMS or phor third-party s	r emails (SMS, pl ne notifications f ervice platform	none) sent by thi from the organiz they use) regard	is registration ers of the regis ding exam-rela	website, I agree to stration and exams ted activities.

Global Exams Services Presentation document services 2021 British Council. All rights reserved. This document may not be amended, copied or distributed without permission www.britishcouncil.org.uk/exam/global-exams-

# Step 3: Select Category

Please select the "Pearson Edexcel Fee Collection" under the School Exams category.

School Exams More information >>	
3 exams in total	
Cambridge International Fee Collection	Select
OxfordAQA Fee Collection	Select
Pearson Edexcel Fee Collection	Select

## 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.

Guangzhou 🗸	
Please select a test centre:	
Exam:Pearson Edexcel Fee Collection	Change
Exam Category:School Exams	Change

# 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.

#### 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.)

Ο	Yes	$\odot$	No
---	-----	---------	----

Previous: fill in candidate information	
---	--

Next: Confirm

## 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: <u>Pearson Edexcel Candidate Consent Form B</u>
  - c) Late Cash-in request: Pearson Edexcel Late Cash-in Application Form
- 2) Please submit the completed form to <u>Globalexams.China@britishcouncil.org.cn</u>. 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

Global Exams Services Presentation document services 2021 British Council. All rights reserved. This document may

not be amended, copied or distributed without permission

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

診首信易支付 收银台					
✓ 公告 中信银行系统维护通知 ■ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	1 2019-10-19 「接进入 <b>BC教育咨询</b>	工商银行系统维护通知	2019-10-19	中国银行维护通知	2019-10-12
<ul> <li>订单金额: 3.09 人民币</li> <li>建生化支付支子</li> </ul>	∎ 笔数:	:1笔			订单详情 ▼
快捷支付  个人网银    扫码支付	银联快捷	银联支付			
◎ <u>¢</u> @ 微信 ● <u><b>支付宅</b></u> ● <u><b>●</b> <del>□</del> <del>□</del> <del>□</del> <del>□</del> <del>□</del> <del>□</del> <del>□</del> <del>□</del> <del>□</del> <del>□</del></u>	QR Co	de Scan Payment:	: Wechat Pay	v, Ali Pay, Unio	nPay
- China UnionPay 提交					

### For any other enquiries, please contact:

### National service hotline: +86 (0) 10-58103306

E-mail: Globalexams.China@britishcouncil.org.cn