

Global Exams Services

Pearson Edexcel Post-test Service Application Guidance

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

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1. Create an account: Please register an account by click the link <u>https://www.britishcouncilexams.cn/Candidate/Login.aspx#</u> If you already registered at this website before, you may choose to log into the system with your current account.

2. Apply for Service: Login with the account and choose "Exam Registration", choose the test centre (the centre you have sat the exams), choose "School Exams" for Exam category, choose "Edexcel Enquiries on Result" (for remark or result attesting) or "Edexcel Late Cash-in", choose current month for exam month, you may submit your application and click "next step" and input your signature.

3. Complete the 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
 - d) **Results attesting**: there is no need to complete additional form but submit the e-copy of your Candidate Statement of Provisional Result or Certificate
- 2) Please submit the below information with attached completed form to <u>Globalexams.China@britishcouncil.org.cn</u>

Office/Exam Centre:	
Exam Board:	
Candidate Name:	
BKID in System (five digits number) :	

Once we have received and validated the complete application information, we will update your application status to "waiting for payment".

4. Make Payment: The service fee can be paid online once we update your application status. You may click the "Registration Record" and find you application status from "Application Information":

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Now you can only choose to click "Pay by Domestic Debit Card" to complete your payment. 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.

For any other enquiries, please contact:

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

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