

## Registration form for October November 2025 examinations session for OxfordAQA

(1) Centre number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(2) Centre name
(3) Candidate number (Leave it empty)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(4) Candidate's name as it is written in the identification (ALL CAPITAL LETTERS)
(5a) Passport/National ID number (if available, if not follow 5b)					
Expiry date (Must not expire before the exam session)					
(5b) School ID number					
(5C) UCI number					
Expiry date (Must not expire before the exam session)					
(6) Date of birth					<u>Day</u> <u>Month</u> <u>Year</u>
(6) E-mail address					
(7) Telephone number					Home: <input type="text"/> Mobile: <input type="text"/>
(8) Circle the appropriate gender					Male <input type="checkbox"/> Female <input type="checkbox"/>

(9) Enter subjects in numerical order first A-Level followed by AS/A2 and then GCE/IGCSE/GCSE.

Qualification	Subject Title	Subject Number	Unit Code/option (if applicable)	Cash In Yes/No	Fee
IGCSE					
IGCSE					
IGCSE					
IGCSE					
IGCSE					
IGCSE					
IGCSE					
Certification's fees 10JOD/statement of results					
Total fees in JOD					
Date paid:		Receipt number:			

☐ I certify that the information on this form is complete and accurate, and I have noted your instructions and procedures detailed at the back of this form and I take full responsibility of any discrepancy in the future

Candidate's name: -----

Signature: -----

Parent's name: -----

Signature: -----

Date: -----

Checked by Coordinator's name and signature: -----

Date: -----

### Instructions for Completing the Registration Form

1. Recent digital photo is needed according to the standards given by the British Council to be provided to the centre. If you are a private candidate, please attach an up-to-date photo to the application form.
2. A copy of your valid identification (Passport/National ID). If you don't have one, please ask your centre for a valid school ID with validity date and a serial number.
3. Please write the appropriate centre number and the name of the centre. Please note that each school has an individual number. Please check with your School Coordinator for the appropriate centre number. If you are a private candidate, please indicate so.
4. Write your name and date of birth as it is written in your valid identification.
5. Make sure to enter your personal e-mail and mobile number as we will be sending you your exam information (e.g. timetable, registration update, results information...etc.) through these numbers.
6. Look into the Syllabus book for information about the exam and consider the following:
  - Check if the exam is offered in June or November series.
  - Ensure entering option code where it is required.
  - Check if the subject is offered to private candidates.
  - Check for forbidden combinations. Certain courses or papers are not allowed to be taken together.
7. Sign the Registration Form.
8. Check you have added the cash in code where applicable and needed.

### **Important Notes**

- We may use your personal details to send you information in connection with your examinations, and/or information about our activities and services.
  - If your picture was taken in any of our events, we may use it in our publications.
    - Please tell us if you agree to this or not, by ticking one of the following boxes.
- ☐ **I agree**                      ☐ **I disagree**
- Please be aware that Security staff and British Council staff on duty at the Exams venue are responsible for ensuring your safety and that of all our customers. We ask you to co-operate with the above procedures and ensure full adherence to health and safety measures and set security standards at premises. Failure to do so - and depending on the level and details of any initiated disruption to set policies - this may result in:
    - you being excluded from the test
    - you being banned from entering the British Council exam venue
    - British Council may be obliged to share your contact details with local law enforcement, which comes under our data protection policy in case of disciplinary issues or needed investigation.

Thank you for your cooperation and support in ensuring a safe and secure environment of your exam conduct

### **Cancellation and Refund**

- If the candidate wishes to drop one subject or the whole registration, he/she must complete the cancellation form. Please follow up with your School Coordinator.
- Candidates who have given written notice to the British Council of their intention to withdraw from the examination by the last date for regular entry may expect to receive a full refund of the subject fees after the board's approval. A charge of 25% per module will not be refunded.
- Candidates who have given written notice to the British Council of their intention to withdraw from an examination from the first day of the start date of late registration may not expect to receive a refund. On medical grounds refund may be issued upon the Board's description.

- If you have requested a refund after the entries deadline, please do not withdraw the candidate.
- If your refund is approved by the board, we will withdraw the candidate and process your refund.
- Please note that all refund will be issued after the end of the examinations period.
- According to our financial regulations all our cheques must be issued with a PAYEE ONLY stamp, therefore, please state clearly the name which should appear on your cheque in case of refund, failing to do so the cheque will be issued in the name of the candidate only.
- If the cheque is not collected within 6 months of its issue date, the cheque will be automatically cancelled.

### **How we use your information**

The British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application. To process your application we will need to share necessary data with a third party, reviewers and panel members contracted by the British Council and partners in participating countries.

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. If you want more information about this, please contact your local British Council office or the Data Protection Team [infogovernance@britishcouncil.org](mailto:infogovernance@britishcouncil.org) or see our website <https://www.britishcouncil.org/privacy>.

Please be aware that British Council may be obliged to share your contact details with local law enforcement in case of disciplinary issues or needed investigation

### **Disclaimer**

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.





**Attach Valid ID / Passport copy.**



**Attach Payment receipt.**

### Child Safe Collection Consent Form

Child's name:	
Child's date of birth:	
Date of written exam:	/ /
<b>Collection arrangements:</b> Please sign and complete the corresponding section below)	<p>a) I consent for my child (<u>aged 11 years and over</u>) to leave the exam premises unaccompanied, <input type="checkbox"/></p> <p>or</p> <p>b) I <u>do not</u> consent for my child to leave exam premises unaccompanied and choose for them to be collected by the designated person/people identified in the table below. <input type="checkbox"/></p>

The British Council believes that the care, protection and welfare of children are paramount and that all children have the right to be protected from harm. This includes our commitment to effective child protection systems and ensuring children are safely collected from exam premises.

Please read this information carefully before you complete and sign this consent form. If you do not complete this form, you will not be able to complete the registration and your child will not be able to take the test. We recommend that you keep a copy of this form for your records.

#### **Who is this form for?**

This form is to be completed by the parent/carer of any child taking a British Council test. It provides the British Council with information about who will be collecting the child after the test or provides confirmation that the child is permitted to leave exam premises unaccompanied.

## Child Safe Collection Policy

The following applies to all British Council exam operations:

- A child is defined as any person **who has not reached their 18th birthday**.
- Children aged **10 years and under** are not permitted to leave exam premises unaccompanied. They must be collected by the parent/carer named on this form or by a person for whom the parent/carer has provided details.
- Children aged **11 years or older** are only permitted to leave exam premises alone once parental/carer consent has been given in writing via the completion of this form.
- The person identified to collect the child must be age **14 years** or older.
- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.

### Option 1 - Consent for children aged 11 years and over to leave exams premises unaccompanied:

I (your name) \_\_\_\_\_ hereby give permission to allow (child's full name) \_\_\_\_\_ to leave exam's premises unaccompanied at the end of the test/s. In case of emergency, please contact (insert name of emergency contact) \_\_\_\_\_ on (insert telephone number) \_\_\_\_\_.

Signature (full name) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_.

### Option 2 - Consent for children to be collected by the designated person/people identified in the table below:

Please note children aged **10 years and under** are not permitted to leave exam premises alone and the completion of the information below is **mandatory**.

Parents/carers of children **aged 11 years and older** who wish for the child not to leave exam premises alone must complete the information below identifying who is authorised to collect the child.



When the child is collected by the person/people listed <sup>1</sup>identification must be presented to confirm identify.

Last Name	First Name (s)	Relationship to the child (i.e. parent, carer, uncle etc.)

I (your name) \_\_\_\_\_ hereby confirm that the person/people listed are authorised to collect (child's full name) \_\_\_\_\_ at the end of the test/s. In case of emergency, please contact (insert name of emergency contact) \_\_\_\_\_ on (insert telephone number) \_\_\_\_\_. I certify that the above named people are aged **14 years** or older.

Signature (full name): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_.

### Privacy around how we use your data

The British Council respects and protects the privacy of people who use our registration systems. The information you provide when registering will not be used for any marketing purposes and will not be shared with any third parties.

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