

School Exams

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# How to Register as a Private Candidate through SRS Portal

## [B2C Registration Page](#)

If you are unsure about which codes to register, refer to your school for more clarification, if applicable.

Please refer to the guides below when making your entries from the awarding bodies websites:

- **Cambridge:** Guide to Making Entries (Session name, e.g. June 2024)
- **Pearson Edexcel: Information Manuals**
  - 4-international-a-level
  - 5-GCSE
  - 6- international-gcse
- **Oxford International AQA:** Entry Codes Booklet (Session name, e.g. 2023/2024)

You will find more information about guides, pricelists and deadlines [here](#).

### Special Arrangements:

If you require special arrangements during your exams, please contact our customer service at [Private.Candidates@britishcouncil.org](mailto:Private.Candidates@britishcouncil.org)

For more information regarding Special Arrangements please refer to [this page](#).

### Regulations to look out for:

#### Carry Forward options:

- You will need your previous centre number and previous candidate number.
- You can carry forward marks up to **13 months** after the exam series when they were achieved.
- Refer to the Guide to Making Entries document to know which option to choose.

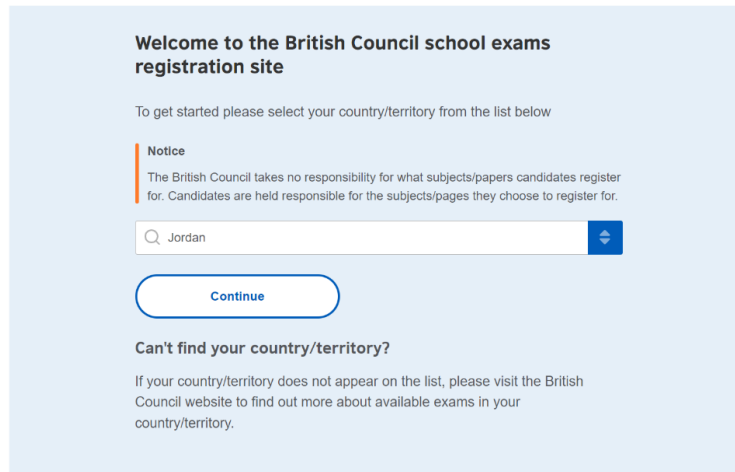
#### UCI (Edexcel and AQA)

- You will need to input your UCI number. It's used to aggregate unit results for modular exams. Without it, candidates may **not** be given their full results.
- If your registration is new and you did not have a previous UCI number, a number will be assigned for you by the system.

# Registration Steps

## Step 1

Choose country/territory.



**Welcome to the British Council school exams registration site**

To get started please select your country/territory from the list below

**Notice**  
The British Council takes no responsibility for what subjects/papers candidates register for. Candidates are held responsible for the subjects/pages they choose to register for.

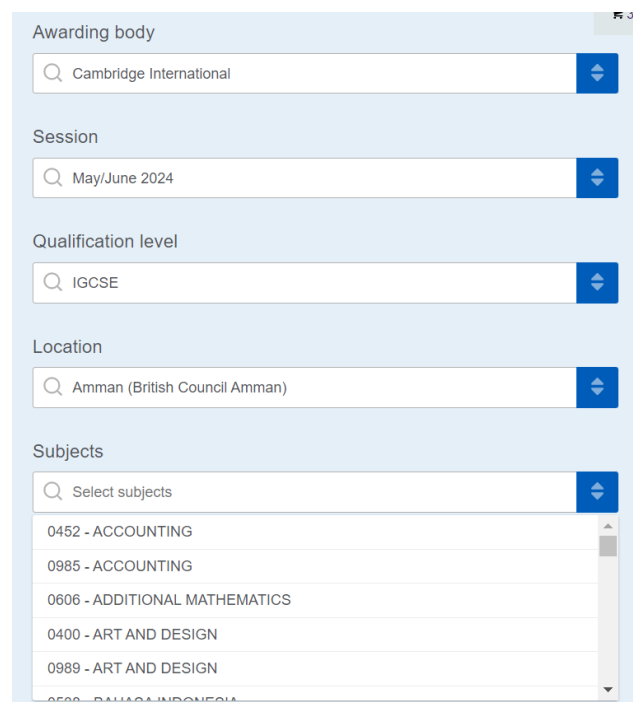
Q Jordan

**Continue**

**Can't find your country/territory?**  
If your country/territory does not appear on the list, please visit the British Council website to find out more about available exams in your country/territory.

## Step 2

Choose Awarding Body (Cambridge, Edexcel or Oxford International AQA), session, qualification level (IGCSE, GCSE, GCSE, O LEVEL, AS & A LEVEL, IAL), location (Amman), then the subjects you wish to register.



**Awarding body**  
Q Cambridge International

**Session**  
Q May/June 2024

**Qualification level**  
Q IGCSE

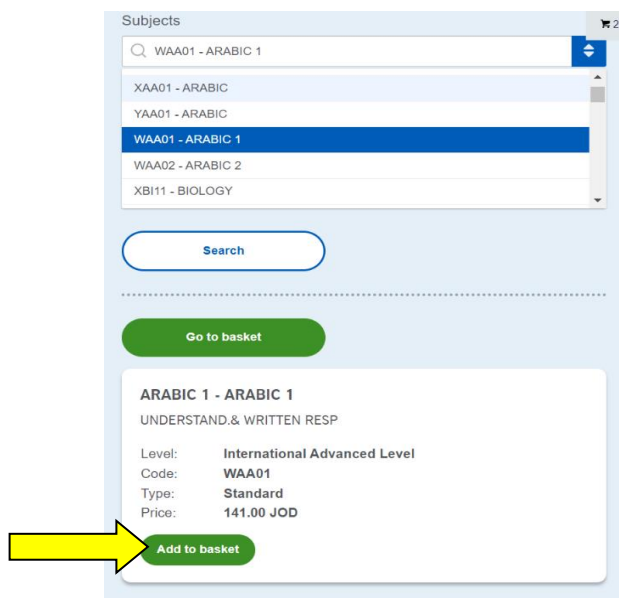
**Location**  
Q Amman (British Council Amman)

**Subjects**  
Q Select subjects

- 0452 - ACCOUNTING
- 0985 - ACCOUNTING
- 0606 - ADDITIONAL MATHEMATICS
- 0400 - ART AND DESIGN
- 0989 - ART AND DESIGN
- 0500 - BAHASA INDONESIA

## Step 3

Search for the subject you wish to register. Then click on 'Add to basket'.

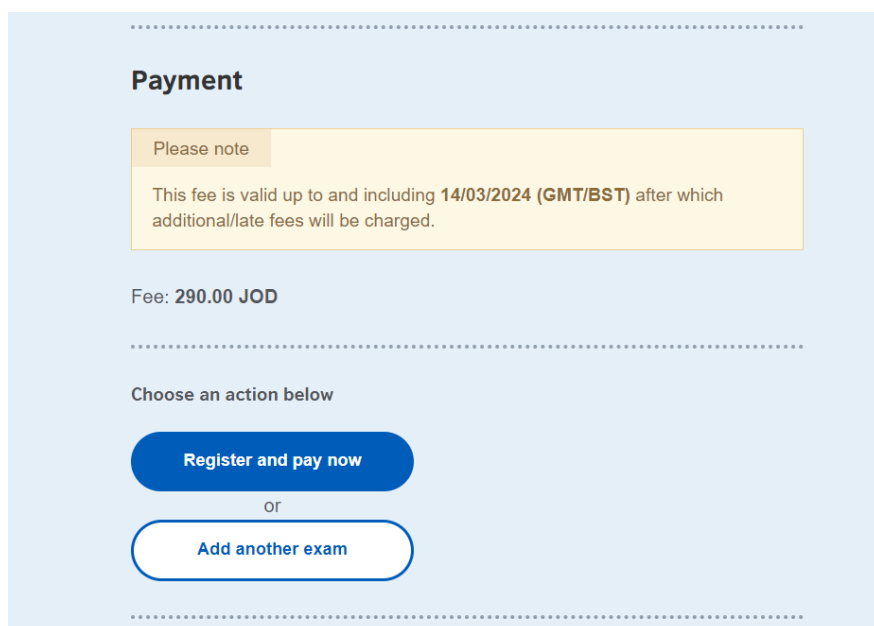


The screenshot shows a search interface for subjects. A search bar contains 'WAA01 - ARABIC 1'. Below the search bar, a list of subjects is displayed, with 'WAA01 - ARABIC 1' selected. A 'Search' button is located below the list. Below the search results, there is a 'Go to basket' button. A detailed view of the selected subject is shown, including the title 'ARABIC 1 - ARABIC 1', the description 'UNDERSTAND & WRITTEN RESP', the level 'International Advanced Level', the code 'WAA01', the type 'Standard', and the price '141.00 JOD'. A yellow arrow points to the 'Add to basket' button.

## Step 4

Once added to basket, click 'Go to basket' to view your registrations and pay the fees.

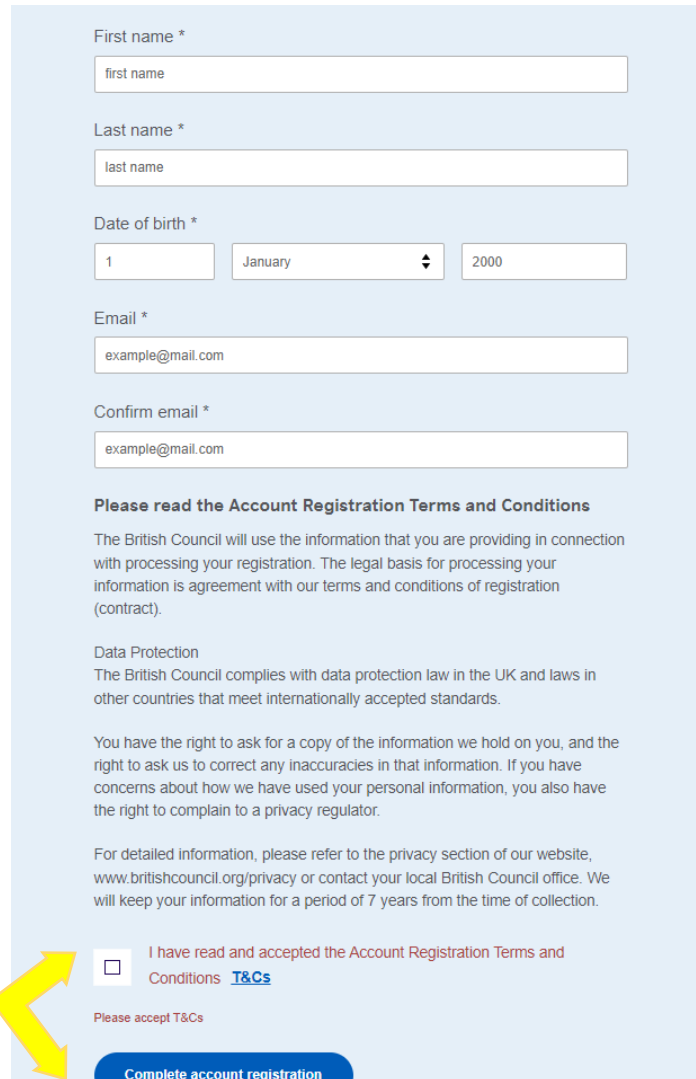
You can 'Register and pay now' to complete your registration, or 'Add another exam' to go back and add more subjects to your basket.



The screenshot shows the 'Payment' section of the British Council website. It features a 'Please note' box with the text: 'This fee is valid up to and including 14/03/2024 (GMT/BS T) after which additional/late fees will be charged.' Below the note, the fee amount is displayed as 'Fee: 290.00 JOD'. Underneath, there is a section titled 'Choose an action below' with two buttons: 'Register and pay now' and 'Add another exam'.

## Step 5

Log in if you already have an account, if not then register an account. Make sure to enter your correct and accurate information. Read the terms and condition before agreeing.



First name \*

Last name \*

Date of birth \*

 January 

Email \*

Confirm email \*

**Please read the Account Registration Terms and Conditions**

The British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with our terms and conditions of registration (contract).

**Data Protection**  
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.

For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

I have read and accepted the Account Registration Terms and Conditions [T&Cs](#)

Please accept T&Cs

**Complete account registration**

## Step 6

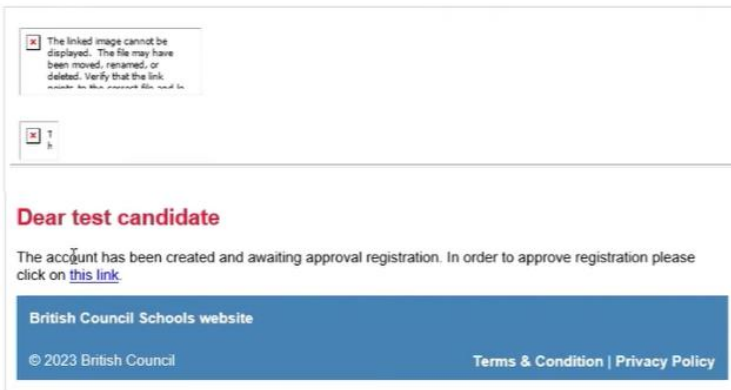
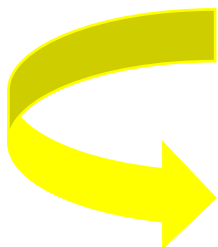
Once you receive a confirmation, check your email inbox to activate your account.



The registration confirmation was sent. Please check your inbox to activate your account.

## Step 7

Click on the link in the email you receive to direct you to activate your account.




**Dear test candidate**

The account has been created and awaiting approval registration. In order to approve registration please click on [this link](#).

British Council Schools website

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### Account activation

 **Success**

Your account has been activated. Please, [Log In](#) to the system.

You can then log in to your account using the credentials used when setting up the account.

## Step 8

Log in to resume the registration process. Choose who the test is being booked for, whether for yourself, or if under 18, your guardian will need to book the test for you. Then fill in the rest of the information required.

### Who are you booking the test for?

Myself

Book for somebody new

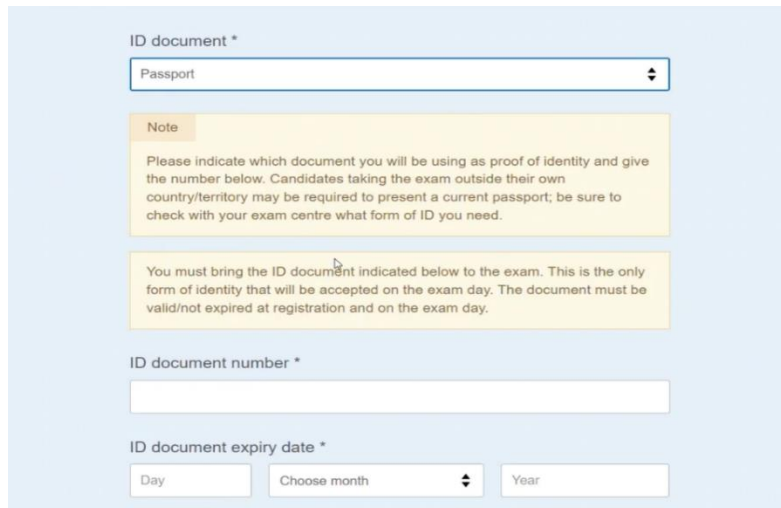
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Note

These names must be the same as the names in candidate's Identification Document and must appear in the same order.

## Step 9

Enter ID information (Passport or National ID). We will need the ID document number (not your national number), and expiry date of said document.



The screenshot shows a registration form for ID documents. It includes a dropdown menu for 'ID document \*' with 'Passport' selected. Below this is a 'Note' box with instructions. Further down is a text input field for 'ID document number \*' and a date selection section for 'ID document expiry date \*' with fields for 'Day', 'Choose month', and 'Year'.

ID document \*

Passport

Note

Please indicate which document you will be using as proof of identity and give the number below. Candidates taking the exam outside their own country/territory may be required to present a current passport; be sure to check with your exam centre what form of ID you need.

You must bring the ID document indicated below to the exam. This is the only form of identity that will be accepted on the exam day. The document must be valid/not expired at registration and on the exam day.

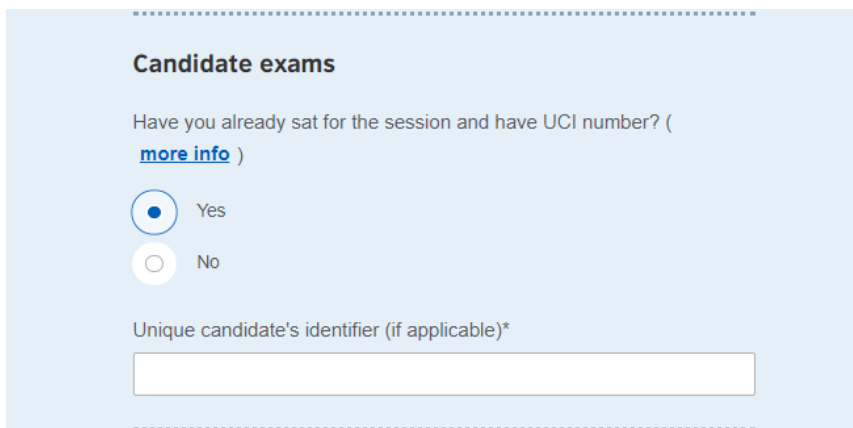
ID document number \*

ID document expiry date \*

Day Choose month Year

## Step 10

When registering with Pearson Edexcel or Oxford International AQA **IAL**, if applicable, add your UCI number.



The screenshot shows the 'Candidate exams' section of a registration form. It asks if the user has already sat for the session and has a UCI number, with a 'more info' link. There are radio buttons for 'Yes' and 'No'. Below this is a text input field for the 'Unique candidate's identifier (if applicable)\*'.

Candidate exams

Have you already sat for the session and have UCI number? ([more info](#))

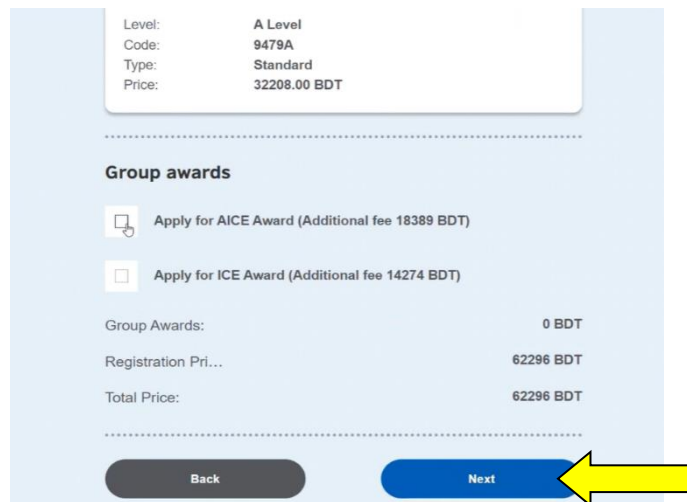
Yes

No

Unique candidate's identifier (if applicable)\*

## Step 11

Scroll down to view the exams you have selected. Check if you need to add Group Awards if applicable, then click 'Next'.



Level: A Level  
Code: 9479A  
Type: Standard  
Price: 32208.00 BDT

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**Group awards**

Apply for AICE Award (Additional fee 18389 BDT)

Apply for ICE Award (Additional fee 14274 BDT)

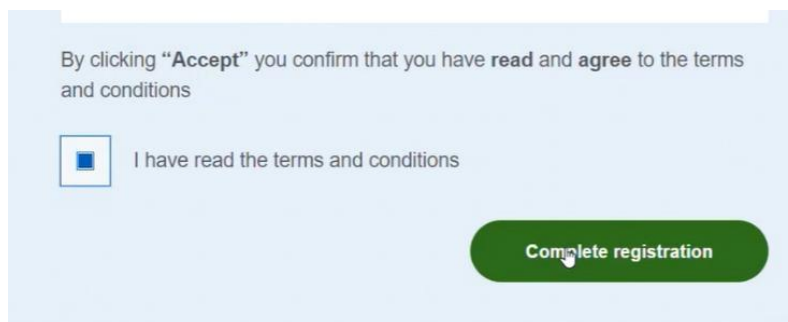
Group Awards: 0 BDT  
Registration Pri... 62296 BDT  
Total Price: 62296 BDT

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[Back](#) [Next](#)

## Step 12

Read the 'Summary terms and condition' very carefully before clicking 'Accept'. Then click 'Complete registration'.



By clicking "Accept" you confirm that you have read and agree to the terms and conditions

I have read the terms and conditions

[Complete registration](#)

## Step 13

Choose payment method. Online or offline. Enter your card information to make the payment.



## Step 14

Save your registration reference number in case of future enquiries when contacting the British Council.

### Online payment confirmation

Please take a print out of this registration summary, attach following documents:

1. A photocopy of your passport ID page which contains your picture, name, date of birth, etc.
2. Three recent passport size photograph
3. The British Council copy of the deposit slip
4. Instruction to fill up the deposit slip: Your reference number is a 21 digit number that starts with **A2BD-G** for Cambridge and Edexcel school exam will be generated by the online system. The **last 6 digit** of Unique Reference Code should be copied on this form

**Example:** If your registration number is : "A2BD-G000000000XXXXXX. Only **last six digit** need to be written on the deposit slip

A	2	B	D	-	G	0	0	0	0	0	0	0	0	0	0	X	X	X	X	X	X
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

5. A copy of Statement of Entry or Result Sheet (If you have appeared before for O/GCSE/A Level)

If you are a School Candidate, you must submit all the documents to your respective school. If you are a Private Candidate, you must submit all the documents in the drop-box kept in the Bank.

## Step 15

Scroll down to 'View registration summary' for a final check of your registrations.

### Notes

- If you need to register for two awarding bodies, the transactions will have to be separate.