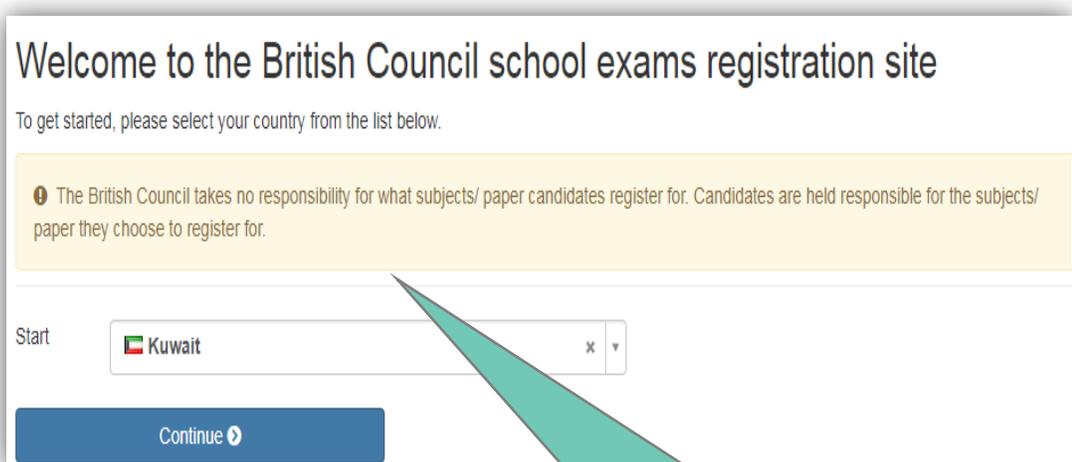


# Private Candidates Guide

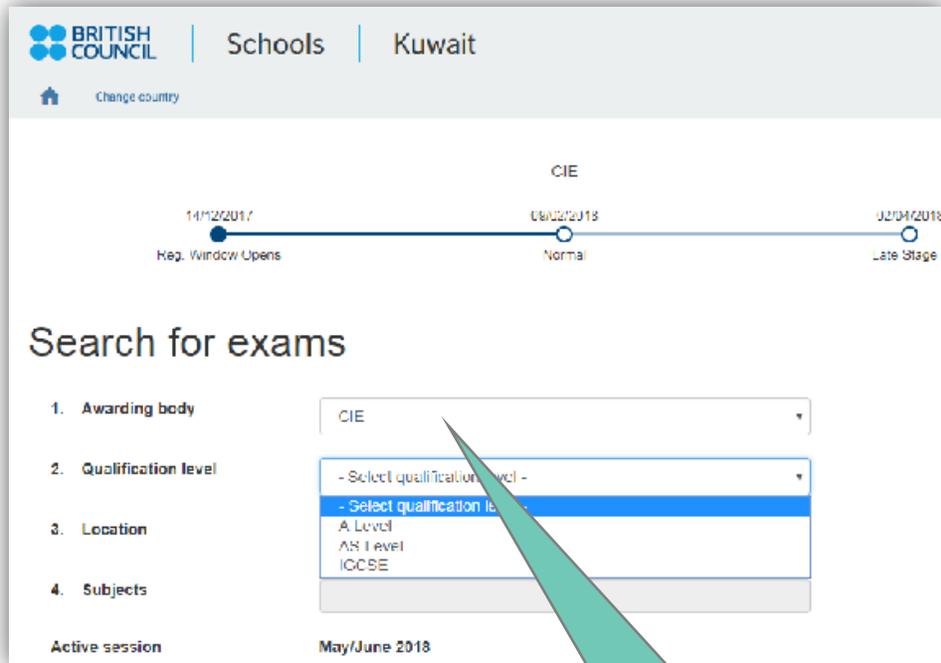
Please note the following before proceeding with the **SCHOOLS REGISTRATION SYSTEM**

- Customers under 18 must be registered by a parent or guardian.
- A Parent or guardian can use the same account for registering more than one child.
- If you want to add subjects after you register on the system please ensure that you use the same account with the same email id to avoid duplicate candidate numbers being allocated.
- When entering your details, please ensure that you enter your full name including the middle name under “First Name” column. Please enter your family name only in the “Last Name” field which will not accept any initials. The name used for registration will be the name appearing on your certificate.
- Please ensure to enter the Candidate’s personal details only (Date of birth, ID etc) if you are registering as a Parent or Guardian.
- Ensure you enter the correct email address and phone number as these will be used for all further communications.
- Check with your tutor/school regarding the subjects and codes you need in order to register.
- Please contact our Customer Service Team with any queries on 22052300 or [info@kw.britishcouncil.org](mailto:info@kw.britishcouncil.org)

<b>STEP 1</b>	Log onto <a href="https://schoolexams.britishcouncil.org">https://schoolexams.britishcouncil.org</a>
<b>STEP 2</b>	<p><b>Country Selection</b></p> <p>Select ‘<b>KUWAIT</b>’ from the drop-down list. Click on ‘<b>Continue.</b>’</p> 

**STEP 3****Search for Exams**

- Select awarding body - **CIE / Pearson Edexcel**.
- Select qualification level (i.e. A level, AS level, IGCSE or O level).  
\*Please note that you need to select **AL** for **A2 qualification**.
- Select '**British Council Kuwait City**' under location.
- Select the subject(s) you wish to register for.
- Select the correct codes for each subject and click '**Add to basket**'
- To remove a subject/option, click on '**Remove**'
- To select multiple subjects, click on '**Add another exam**' and select the subjects
- Click on '**Register and Pay Now**' to proceed



BRITISH COUNCIL | Schools | Kuwait

Change country

CIE

14/12/2017 Reg. Window Opens | 08/02/2018 Normal | 02/04/2018 Late Stage

### Search for exams

1. Awarding body: CIE

2. Qualification level: - Select qualification level -

3. Location: A Level, AS Level, IGCSE

4. Subjects: [Empty]

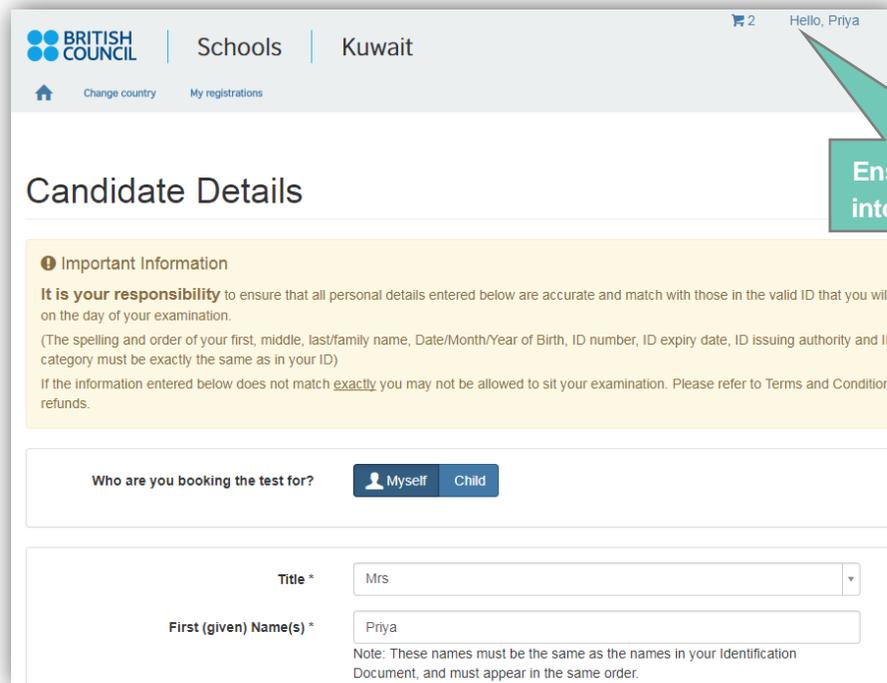
Active session: May/June 2018

Ensure all fields are filled in accurately

## STEP 4

## Sign Up

- If you have registered for previous exams, please enter the same user details & password to login.
- Click on **'Sign up'** to create a new profile if this is your first time.
- If you have forgotten your password, click on **'Forgot Password'** and a link will be sent to your e-mail
- You may use this profile to log into the system for future exams.



The screenshot shows the British Council Schools Kuwait portal. The user is logged in as Priya. The page title is "Candidate Details". There is a yellow warning box with the following text:

**Important Information**  
**It is your responsibility** to ensure that all personal details entered below are accurate and match with those in the valid ID that you will be using on the day of your examination.  
(The spelling and order of your first, middle, last/family name, Date/Month/Year of Birth, ID number, ID expiry date, ID issuing authority and ID category must be exactly the same as in your ID)  
If the information entered below does not match exactly you may not be allowed to sit your examination. Please refer to Terms and Conditions for refunds.

Who are you booking the test for?  Myself  Child

Title \*

First (given) Name(s) \*

Note: These names must be the same as the names in your Identification Document, and must appear in the same order.

Ensure, you are logged into the portal correctly

Personal Information has to be entered correctly

<p><b>STEP 5</b></p>	<p><b>Candidate Details Continued...</b></p> <p><b>Register for an Account &amp; provide candidate details</b></p> <ul style="list-style-type: none"> <li>• Enter your first name, middle name &amp; surname as per your passport.</li> <li>• Please ensure that you enter your full name including the middle name under “First Name” column. Please enter your family name only in the “Last Name” field which will not accept any initials.</li> <li>• Please ensure to enter the Candidate’s personal details only (Date of birth, ID etc) if you are registering as a Parent or Guardian</li> <li>• Enter your email address. Please use a valid email address as all communication will be sent to this account.</li> <li>• Enter your password ‘must be 8 characters long with a capital letter and a number’</li> <li>• Complete all mandatory fields marked with *</li> <li>• Tick <b>‘I am not a robot’</b></li> <li>• Please read and tick <b>‘I have read and accepted the Account Registration Terms and Conditions.’</b></li> </ul>
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<p><b>STEP 6</b></p>	<ul style="list-style-type: none"> <li>• Click on <b>‘Complete Account Registration.’</b></li> <li>• Select the identification document you will use from the drop down list - Passport /Civil ID.</li> <li>• Enter your ID number, expiry date &amp; ID issuing authority (E.g. Embassy, Government).</li> <li>• If you require special access arrangements, please complete the <b>Health Form</b> available from Customer Service, along with a <b>recent medical report</b> to support your request.</li> <li>• Click on <b>‘Next’</b> to proceed.</li> </ul>
<p><b>STEP 7</b></p>	<p><b>Summary Terms and Conditions</b></p> <ul style="list-style-type: none"> <li>• Please read <b>‘Summary Terms &amp; Conditions’</b> ‘carefully</li> <li>• Click on <b>‘Accept T&amp;Cs’</b></li> </ul>

**STEP 8**

Please make sure you are selecting the correct payment method as it is not possible to change once it is selected.

Select payment method

This fee is valid up to and including 09/02/2018 after which additional/late fees will be charged.

▲ Choose a payment method below to complete your booking

Your exam centre may also add an administration charge to this fee.

<p>Online payment</p> <p><input checked="" type="radio"/> Pay online</p> <p>We accept Visa and Mastercard credit and debit cards.</p> <p>NULL</p> <p>🔒 You will be directed to a secure payment page</p> <p>Fee: 158.00 KWD</p>	<p>Offline payment</p> <p><input type="radio"/> Pay another way</p> <p>If you choose 'Offline payment', registration is not complete until payment is received.</p> <p>Ways to pay:</p> <p><b>Manual Card</b></p> <p>Credit card is our preferred mode of payment. Please refer to our website for our opening hours. Contact Us # <a href="https://www.britishcouncil.com/kw/en/about/contact">https://www.britishcouncil.com/kw/en/about/contact</a></p> <p><b>Cash</b></p>
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**Select Payment Method**

- To pay by credit card, click on **'Pay online'** and then **'Continue.'**
- To pay by cash or KNET at British Council, click on **'offline payment.'**
- **Please note** all payments must be settled within 1 working day.
- Make a note of your reference number.
- Click on **'My Registrations'** at the top of the page.
- Click on **'Print'** for a record of the registrations you have just completed.

Once payment has been made successfully, you will receive a transaction reference number. Please keep this safe.

Offline payment method selected

✓ Registration complete

✓ Transaction reference number: A2KW-G0000000000362928

What's next?

**i** Thank you for submitting your exams registration.

A place is being held for you at the Exam location: **Kuwait City** which will be confirmed when we receive your full payment by up to and including 09/02/2018. After that date, extra charges will apply.

Updates regarding your exams will be sent to you by email

## Registration Summary - Priya Dhawan

Print

### Current Session Exam Details

**Country:** Kuwait  
**Location:** Kuwait City  
**Awarding Body:** CIE  
**Session:** May/June 2018

### EXAMS

You have been registered for the following exams in the current session so far

**Reference number:** A2KW-G0000000000362928

**Registration type:** Private  
**Session:** May/June 2018 (CIE)  
**Group award:** NONE

 <b>BIOLOGY - BIOLOGY OPT CX</b> (In Kuwait City)	<b>Price: 82.00 KWD</b>
 <b>PHYSICS - CIE A LEVEL OPT BX</b> (In Kuwait City)	<b>Price: 76.00 KWD</b>

**Total Price: 168.00 KWD**

## STEP 9

### Documents to submit to British Council :

- 3 recent coloured passport size photographs
- School leaving certificate with 11 years of schooling or No objection letter from your school
- Copy of Civil ID or Passport with which you have registered online
- Previous statement of entries/statement of results if you are re-taking entries.

**General  
Information**

The Schools Registration System will not allow you to make any changes to your details or subjects registered once you have completed your registration online. However if you need to amend any of your details or subject entries made, kindly contact British Council Customer Services. Please note there will be service charge depending on the level of entry at the time of request for this service.