Kindly note that it is the responsibility of a candidate to fill in the accurate details on the online registration portal, the British Council will not be responsible for any omission or incorrect entries made. It is stressed that candidates should refer to the syllabus to ensure that they are registering for the correct exams, subject and option codes. The Statement of entry, Statement of result and Certificate should be collected from British Council office once you receive an email and a SMS to collect the same.

Candidates can only register at one center for any given session. The British Council is not responsible for any clash in the timetable that may occur as a result of registering at more than one center.

A private candidate must be at least 16 years of age at the time of the examination. Please note that 11 years of School studies is required to apply for Equivalence from the Ministry of Private Education, Kuwait. If a candidate above 16 years of age without 11 years of school studies is applying for Cambridge examination to be eligible to apply to Universities outside Kuwait for higher studies, he/she will not be eligible for Equivalence from the Ministry of Private Education, Kuwait.

**Submission of documents upon registration and payment Online through Schools Registration System (SRS)**

Candidates who register online for Cambridge and/or Edexcel examinations through Schools Registration System (SRS) and make an online payment should visit the British Council office within the next working day to submit all the below required documents with our Customer Services:

- Three identical recent coloured passport-size photographs.
- A clear photocopy of your passport and Civil ID
- Copy of the "School Exam Registration Summary"
- If you have chosen to pay online, a print out of your online payment summary
- School Leaving Certificate with 11 years of school studies or No-Objection Letter from the School Principal (if registering for subjects not part of the school curriculum). *This is applicable only for Cambridge registrations.*
- Previous statement of results if you are re-taking entries
- Copy of previous Statement of Results as proof of UCI (only for Edexcel registration)
Payment at British Council

If you register online through SRS and wish to make the payment at British Council office, you need to visit our office within 1 working day of your registration online with a copy of the Registration summary page from Schools Registration System (SRS) along with the above mentioned documents and make the payment at our Customer Services Desk. Please note that the modes of payment at British Council office are:

- K-net
- Credit card
- Cash (please carry exact change)


*In case, these documents are not received at the British Council office within 1 working day of you registration, the British Council reserves the right of cancelling your entry for June 2018 session. British Council will not be liable for any refund in case of not fulfilling any registration requirement. If the required documents are submitted late, late stage penalty fees will be applicable.*

- **Note:** Candidates are requested to take note that for each stage registration deadline – you need to have also paid the fee and not just registered on the online registration system. Any payments made after the deadline will be treated as late and subject to the appropriate late fee. **The registration process will be completed after the payment is received at British Council office. Therefore; please do not hold on to your mandatory documents submission after making the online payment and make sure that they reach us before the relevant deadline.**

**Important Note:**

It is very important that correct number of the ID document is written at the time of registration. On the test day, no candidate will be permitted to sit for their examination without an original ID and Statement of entry.

**For Cambridge June 2018 Exams Session**

<table>
<thead>
<tr>
<th>Entry Stage</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>3 January – 09 February</td>
</tr>
<tr>
<td>Late stage</td>
<td>10 February – 06 March</td>
</tr>
</tbody>
</table>
Examination Results and collection of certificates
Copy of the online Provisional results – 14 August 2018
Final Statement of Results - Late August 2018
Certificates - Late October 2018

You will receive an email/SMS detailing the collection of the above documents from our office. For further details about Cambridge International Examinations please visit www.cie.org.uk or www.britishcouncil.com.kw

For EDEXCEL June 2018 Exams Session

<table>
<thead>
<tr>
<th>Entry Stage</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>11 February – 09 March</td>
</tr>
<tr>
<td>Late stage 1</td>
<td>10 March – 12 April</td>
</tr>
<tr>
<td>Late stage 2</td>
<td>13 April – 22 April</td>
</tr>
</tbody>
</table>

Examination Results and collection of certificates
Copy of the online Provisional results – 16 August 2018
Final Statement of Results - Late August 2018
Certificates - Late October 2018

You will receive an email/SMS detailing the collection of the above documents from our office. For further details about Cambridge International Examinations please visit www.qualifications.pearson.com or www.britishcouncil.com.kw

Special arrangements and Special needs

Special arrangements are made to allow candidates with substantial and long-term disabilities to gain access to the examination venues, demonstrating their attainment in the best possible examination conditions. Any special arrangements like extra time allowance, provision of specially adapted papers, assistance with reading or writing etc. must be mentioned clearly in the Health form form available on our website as well as our Customer Services Desk. Where a candidate requires special arrangements, for example extra time or special exams supervision due to a clash of exam papers (more than 3 hours 45 mins),
you will need to contact us at least six weeks before your first exam. If the circumstances require a special test version to be prepared, you will first need to contact us at the time of registration. You will need to provide a completed Health form with a recent medical certificate.

- Your application must be supported by medical evidence, which should meet the following criteria:
- be legible and either in English or in Arabic – This should be in English only as Cambridge International Assessment Education needs to understand and agree to medical evidence
- be an original document bearing the name, relevant qualification(s) and signature of a recognized practitioner
- Provide a clear statement of the candidate’s disability
- Clarify on how the disability justifies special arrangements.
- The medical evidence must be in the form of a report prepared in a period within three years before the test date

For more information or an enlarged copy of the registration document kindly contact our Customer Services Team. A Health Form must be submitted along with the supporting recent medical evidence by

**Cambridge Assessment International Education : 11 January 2018**
**Pearson EDEXCEL : 18 February 2018.**

**Acknowledgements**

The British Council would provide the final Statement of entry (SOE) and Venue letter at least 2 weeks prior to the start of the written exam session. Candidates will receive an email and SMS to collect the same from British Council office.

Details on Statement of entry (SOE) should be checked and British Council office must be notified of any discrepancies immediately. Make sure that spellings of your name and date of birth mentioned are correct as per the ID document. In case you do not receive your Statement of entry (SOE) at least two (2) weeks before the start of the examination session, please contact British Council immediately.

Venue letter will also be emailed to you two weeks before the start of the examination session and will be available on our website too. A map will be attached to the Venue Letter for your reference.
Subject amendments

Candidates must complete a separate “Amendment form” available at our Customer Services Desk for entry amendments or Change of option codes.

Cancellation and refunds

If a cancellation is made before the ‘regular entries’ deadline, a refund may be considered. Individual subject fees will be refunded, minus an administration charge of 25% per subject. Refunds are usually processed within 5 working days.

No cancellations are possible after the ‘Regular Entries’ deadline, except on medical grounds. If medical evidence is provided, refund is subject to approval from the examining board. The decision of the examining board will be available by the end of the examination session (mid-June). If approved by the board, a refund will be given after deducting KWD 20 as administration fees within 5 working days from board approval.

As the UK’s International organization for educational opportunities and cultural relations the British Council develops relationships with people from a wide range of backgrounds. Engaging positively with the richness of diversity is central to what we do in line with our core values. We have developed our integrated Equality Scheme to help us promote equality and eliminate discrimination in the areas of gender, race, disability etc. Find out how we are applying this scheme worldwide: www.britishcouncil.org/organisation/how-we-work/equality-diversity-inclusion/about

Data Protection Fair Collection Notice

Under the terms of the United Kingdom’s Data Protection Act, 1988, the British Council is required by law to manage any personal information you give to us about yourself or your child securely and only for the purpose we have specified. For the information you provide, these are as follows:

- To maintain academic and educational records of our customers.
- To maintain accurate financial records.
- To register our customers.
- To be able to cater for any special needs our customer may have.
- To provide academic records for our candidate’s sponsors where applicable.
- To distribute information to customers.
We may want to use your candidate information to send details of the British Council activities, services and events (including social events) which you might find of interest. You have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. If you do want to see a copy of your information, please contact the Data Protection Team by e-mail at dataprotection@britishcouncil.org, or send in your request to, the Data Protection Team, The British Council, 10 Spring Gardens, London SW1A 2BN or your local British Council office.

Other terms and conditions:

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand 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 only.
We wish to make the exams experience for you and all candidates one which allows you to perform in the best possible way. We have clear procedures and a code of conduct for all exams conducted by the British Council in order to ensure this.

Please read this document carefully before registering for your examinations.

Candidates should:

- **Arrive at the reporting time for all your examinations as per the Venue letter.** Candidates are not allowed to enter the exam room while instructions are being read and question papers distributed. Late candidates will only be allowed entry once the exam has started and will not receive extra time.
- **Show respect for the rights, property and safety of the candidates, British Council staff, venue security staff and the venue institution. Abusive language and gestures will not be tolerated.**
- **Follow British Council staff and exams board instructions.**
- Not take any form of weapon to the examination venue.
- Refrain from smoking inside the exam venue premises.
- Respect and accept the diversity of all British Council Staff, as per our Equal Diversity and Inclusion policy. For further information please see [www.britishcouncil.org/organisation/how-we-work/equality-diversity-inclusion/about](http://www.britishcouncil.org/organisation/how-we-work/equality-diversity-inclusion/about)

The venue supervisor may take immediate action against any individual found to be disturbing the candidates inside or outside the examination hall. Candidates found to be cheating, using unfair practice, or breaking the rules in any way may be disqualified from the whole examination session.

**Zero Tolerance policy**

British Council follows a Zero Tolerance policy for breach of the code of conduct. Failure to observe the code of conduct will be taken up as a serious offence and reported to British Council management and Examining board (Cambridge or Edexcel). A report of the incident will be sent to the respective board and the decision of the British Council management will be final.