STEP 1	Log onto https://schoolexams.britishcouncil.org
	• Please use **"Google Chrome"** instead of "Internet Explorer"

STEP 2	**Country Selection**
	Select country **"Nigeria"** from the drop-down list. Click on the **"Continue"** button

STEP 3	**Search for Exams**
	• Select awarding body as CIE
	• Select qualification level (i.e. A level, AS level, IGCSE or O level). Select AL subject list for A2 qualification
	• Select the location **"British Council Lagos"**
	• Select subjects that you intend to take (note that option codes are not visible at this stage)
	• To select multiple subjects, click in the **"Subjects"** box and select the subjects
	• Once you select the subjects, click on the **"Search"** button

STEP 4	**Selection of Exams**
	• Select the correct option code relevant to each subject by clicking on **"Add to basket"**. Please note that the components corresponding to each option code are also shown here.
	• Once you have chosen option codes for each subject, please click on **"Proceed to Basket"**
	• To remove the a subject/option click on **"Remove"** button
	• To add a new subject/option click on "Add Another Exam" button and repeat the above steps
	• Click on **"Register and pay now"** to proceed further
	•

STEP 5	**Sign Up**
	• Click on **"Sign up"** to create your profile
	• You may use this profile to log into the system during future exam series
	• If you cannot remember your password, click on "Forgot Password" to receive your password in your email

STEP 6	**Register for an Account**
	• Enter your first name, middle name. This refers to **all** the names **other than** your surname name.
	• Enter your Surname.
	• Enter your email address (please use a valid email address to which you have immediate access)
	• Enter your password (must be alpha-numerical - containing letters and numbers)
	• Confirm your password
	• Tick on **"I am not a robot"**
	• Please read and tick "I have read and accepted the Account Registration Terms and Conditions"
	• Click on **"Complete Account Registration"**

STEP 7	**Candidate Details** • Select your title from the drop-down menu • Your first name, surname and the email address you entered previously should already be showing by default • Enter your date of birth (dd/mm/yyyy) • Select your gender • Enter your mailing address in lines 1,2,3,4 accordingly as well as the city and state. Postcode is not mandatory. This should **not** be the name of your school as important documents will be sent to this address. • Select the country "Nigeria" from the drop down list • Enter your telephone number – mandatory • Enter your mobile number – mandatory
STEP 8	**Candidate Details (contd.):** • Select your identification document type from the drop down list. Acceptable Identity Documents are – International Passport or National ID (including voter's card, driver's license). • Key in your ID number accordingly • Key in your ID document expiry date. If your ID document does not have an expiry date, then proceed without entering expiry date) • Enter your ID issuing authority (e.g. Nigeria Immigration Service)
STEP 9	**Candidate Exams** **Very Important:** • Your chosen subject/options should be listed in this page. • Please click on **"Re-take"** **only if** you sat exams in **May/June** of the same year. • Please fill in: Previous Centre number, Previous Candidate number, Previous exam session • If you require Access Arrangement facilities, please click **"Yes"** and provide a brief description in the section regarding Access Arrangments. If you do not require any Access Arrangements, please click on **"No".** • Note that you are required to submit required supporting evidence for all Access Arrangement requests. Please contact the British Council Customer Services team for more information. • Click on the "next" button
STEP 10	**Summary Terms and Conditions** • Tick "I have read the terms and conditions" • Click on Accept "T&Cs"
STEP 11	**Select Payment Method**

	Offline Payment Methods are available only. You will be required to submit a bank draft to the British Council for the amount quoted to you. - Click on **"Pay another way"** and click on **"Continue"** - Make a note of your reference number - Click on **"My Registrations"** on top of the page - Click on **"Summary"** to take a print out of the registrations you have just made
STEP 11	**What to submit to British Council:** - Place your signature on the registration summary - Affix three passport photographs to the **"registration summary"** - One photocopy of your National ID card - Previous statement of entries/statement of results if you are re-taking entries - Bank draft of the exact amount quoted on the registration summary. Draft should be in favour of **"BRITISH COUNCIL TRADING SERVICES NIGERIA LIMITED"** - Submit all documents listed above to your nearest British Council office