

STEP 1	<p>Log onto https://schoolexams.britishcouncil.org</p> <ul style="list-style-type: none"> Please use "Google Chrome" instead of "Internet Explorer"
STEP 2	<p>Country Selection Select country "Nigeria" from the drop-down list. Click on the "Continue" button</p>
STEP 3	<p>Search for Exams</p> <ul style="list-style-type: none"> 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	<p>Selection of Exams</p> <ul style="list-style-type: none"> 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	<p>Sign Up</p> <ul style="list-style-type: none"> 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	<p>Register for an Account</p> <ul style="list-style-type: none"> Enter your first name, middle name. This refers to <u>all</u> the names <u>other than</u> 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	<p>Candidate Details</p> <ul style="list-style-type: none"> • 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	<p>Candidate Details (contd.):</p> <ul style="list-style-type: none"> • 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	<p>Candidate Exams Very Important:</p> <ul style="list-style-type: none"> • Your chosen subject/options should be listed in this page. • Please click on “Re-take” only if you sat exams in October/November 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 Arrangements. 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	<p>Summary Terms and Conditions</p> <ul style="list-style-type: none"> • Tick “I have read the terms and conditions” • Click on Accept “T&Cs”
STEP 11	<p>Select Payment Method</p>

	<p>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.</p> <ul style="list-style-type: none">• 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	<p>What to submit to British Council:</p> <ul style="list-style-type: none">• 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