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| 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 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 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" |

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| 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. • 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>You can now pay for your Schools Exams (Private Candidate Only) using any of the following online and offline payment methods:</p> |

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| | <p>Online Payment: This option allows for test takers to receive instant payment confirmation within the online registration portal.</p> <p>a) Debit Cards: Master Card, Visa Card, Verve Card</p> <p>Offline Payment: This option allows test takers to make payments by bank transfer.</p> <p>a) Bank transfer: Payment can be made to British Council Trading Services Nigeria Limited using the details below:</p> <p>Account Number: 0002859402</p> <p>Account Name: British Council Trading Services (Nigeria) Limited</p> <p>Bank Name: Standard Chartered Bank</p> <ul style="list-style-type: none">• Click on “My Registrations” on top of the page• Click on “Summary” to take a printout of the registrations you have just made |
| STEP 11 | <p>You are required to submit some documents at the British Council Office. To submit the required documents please follow the instructions below.</p> <ul style="list-style-type: none">• Login to your email account to printout the “Registration Summary”,• Append your signature on the “Registration Summary”• Affix three passport size photographs to the “Registration Summary”,• Include a copy of your valid International Passport / National ID Card / Permanent Voters' card.• If you are under 18 years old, please submit the Child Safe Collection Form (download below)• Send via email to exams.nigeria@ng.britishcouncil.org all documents listed above. |