

**October/November 2024**

<b>STEP 1</b>	Log onto <a href="https://schoolexams.britishcouncil.org">https://schoolexams.britishcouncil.org</a> . Please use <b>"Google Chrome"</b> instead of "Internet Explorer"
<b>STEP 2</b>	<b>Country Selection</b> Select country <b>"Nigeria"</b> from the drop-down list. Click on the <b>"Continue"</b> button
<b>STEP 3</b>	<b>Search for Exams</b> <ul style="list-style-type: none"> <li>• Select awarding body as CIE</li> <li>• Select qualification level (i.e. A level, AS level, IGCSE or O level). Select AL subject list for A2 qualification</li> <li>• Select the location <b>"British Council Lagos"</b></li> <li>• Select subjects that you intend to take (note that option codes are not visible at this stage)</li> <li>• To select multiple subjects, click in the <b>"Subjects"</b> box and select the subjects</li> <li>• Once you select the subjects, click on the <b>"Search"</b> button</li> </ul>
<b>STEP 4</b>	<b>Selection of Exams</b> <ul style="list-style-type: none"> <li>• Select the correct option code relevant to each subject by clicking on <b>"Add to basket"</b>. Please note that the components corresponding to each option code are also shown here.</li> <li>• Once you have chosen option codes for each subject, please click on <b>"Proceed to Basket"</b></li> <li>• To remove the a subject/option click on <b>"Remove"</b> button</li> <li>• To add a new subject/option click on "Add Another Exam" button and repeat the above steps</li> <li>• Click on <b>"Register and pay now"</b> to proceed further</li> <li>•</li> </ul>
<b>STEP 5</b>	<b>Sign Up</b> <ul style="list-style-type: none"> <li>• Click on <b>"Sign up"</b> to create your profile</li> <li>• You may use this profile to log into the system during future exam series</li> <li>• If you cannot remember your password, click on "Forgot Password" to receive your password in your email</li> </ul>

<b>STEP 6</b>	<p><b>Register for an Account</b></p> <ul style="list-style-type: none"> <li>• Enter your first name, middle name. This refers to <b>all</b> the names <b>other than</b> your surname name.</li> <li>• Enter your Surname.</li> <li>• Enter your email address (please use a valid email address to which you have immediate access)</li> <li>• Enter your password (must be alpha-numerical - containing letters and numbers)</li> <li>• Confirm your password</li> <li>• Tick on <b>“I am not a robot”</b></li> <li>• Please read and tick “I have read and accepted the Account Registration Terms and Conditions”</li> <li>• Click on <b>“Complete Account Registration”</b></li> </ul>
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<b>STEP 7</b>	<p><b>Candidate Details</b></p> <ul style="list-style-type: none"> <li>• Select your title from the drop-down menu</li> <li>• Your first name, surname and the email address you entered previously should already be showing by default</li> <li>• Enter your date of birth (dd/mm/yyyy)</li> <li>• Select your gender</li> <li>• Enter your mailing address in lines 1,2,3,4 accordingly as well as the city and state. Postcode is not mandatory. This should <b>not</b> be the name of your school as important documents will be sent to this address.</li> <li>• Select the country “Nigeria” from the drop down list</li> <li>• Enter your telephone number – mandatory</li> <li>• Enter your mobile number – mandatory</li> </ul>
<b>STEP 8</b>	<p><b>Candidate Details (contd.):</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Key in your ID number accordingly</li> <li>• Key in your ID document expiry date. If your ID document does not have an expiry date, then proceed without entering expiry date)</li> <li>• Enter your ID issuing authority (e.g. Nigeria Immigration Service)</li> </ul>

<b>STEP 9</b>	<b>Candidate Exams Very Important:</b> <ul style="list-style-type: none"> <li>• Your chosen subject/options should be listed in this page.</li> <li>• Please click on <b>“Re-take”</b> only if you sat exams in <b>October/November</b> of the same year.</li> <li>• Please fill in: Previous Centre number, Previous Candidate number, Previous exam session</li> <li>• If you require Access Arrangement facilities, please click <b>“Yes”</b> and provide a brief description in the section regarding Access Arrangements. If you do not require any Access Arrangements, please click on <b>“No”</b>.</li> <li>• 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.</li> <li>• Click on the <b>“next”</b> button</li> </ul>
<b>STEP 10</b>	<b>Summary Terms and Conditions</b> <ul style="list-style-type: none"> <li>• Tick “I have read the terms and conditions”</li> <li>• Click on Accept “T&amp;Cs”</li> </ul>
<b>STEP 11</b>	<b>Select Payment Method</b>

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	<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"> <li>• Click on <b>“Pay another way”</b> and click on <b>“Continue”</b></li> <li>• Make a note of your reference number</li> <li>• Click on <b>“My Registrations”</b> on top of the page</li> <li>• Click on <b>“Summary”</b> to take a print out of the registrations you have just made</li> </ul>
<b>STEP 11</b>	<b>What to submit to British Council:</b> <ul style="list-style-type: none"> <li>• Place your signature on the registration summary</li> <li>• Affix three passport photographs to the <b>“registration summary”</b></li> <li>• One photocopy of your National ID card</li> <li>• Previous statement of entries/statement of results if you are re-taking entries</li> <li>• Bank draft of the exact amount quoted on the registration summary. Draft should be in favour of <b>“BRITISH COUNCIL TRADING SERVICES NIGERIA LIMITED”</b></li> <li>• Submit all documents listed above to your nearest British Council office</li> </ul>