



英國劍橋大學考試院國際教育部

Cambridge Assessment International Education

線上報名系統操作說明

Registration Process

2021

www.britishcouncil.org

步驟一 – 進入報名網站

Step 1 – Visit Our Registration Website

請進入報名網站

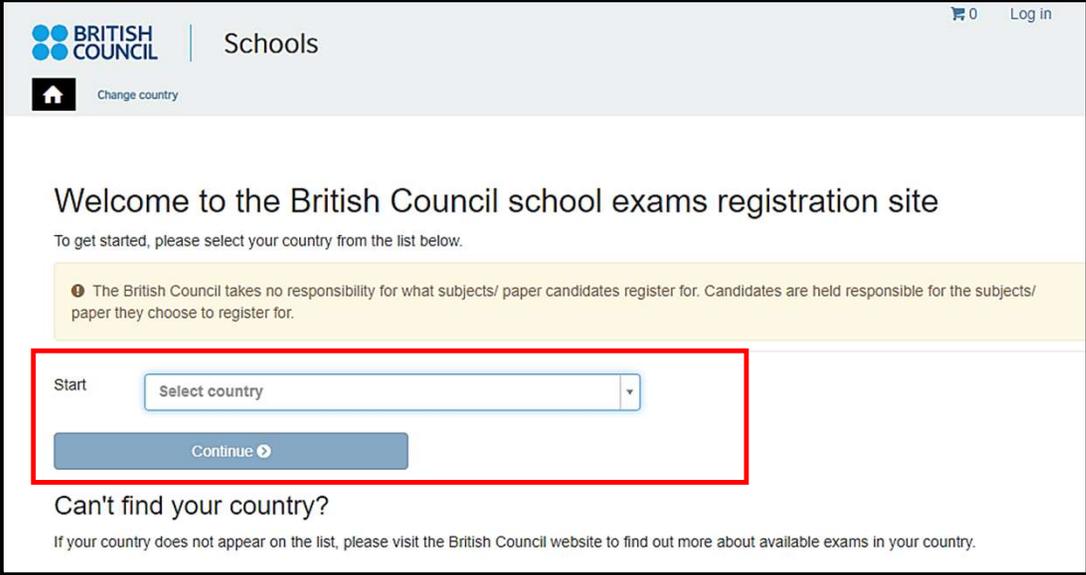
<https://schoolexams.britishcouncil.org>

並從下拉式選單選取「臺灣」後按「繼續」。

Please visit the registration website

<https://schoolexams.britishcouncil.org>

and choose 'Taiwan' from drop down box and click 'Continue'.



The screenshot shows the British Council Schools registration page. At the top, there is a navigation bar with the British Council logo, the word 'Schools', and a 'Log in' link. Below the navigation bar, there is a 'Change country' link. The main heading is 'Welcome to the British Council school exams registration site'. Below this, there is a message: 'To get started, please select your country from the list below.' A yellow warning box contains the text: 'The British Council takes no responsibility for what subjects/ paper candidates register for. Candidates are held responsible for the subjects/ paper they choose to register for.' The 'Start' section is highlighted with a red box and contains a 'Select country' dropdown menu and a 'Continue' button. Below the 'Continue' button, there is a link for 'Can't find your country?' and a note: 'If your country does not appear on the list, please visit the British Council website to find out more about available exams in your country.'

步驟二 – 選擇考試項目

Step 2 – Choose Exam Category

請選取欲報名考試之相關訊息：

1. 考試機構 – 劍橋或培生愛德思
2. 考試季度
3. 報考類別 – 選擇欲報考項目如A Level, GCSE
4. 考試地點 – 選擇欲參加考試地點
5. 考試科目 – 選擇劍橋或培生愛德思科目代碼，可多選，可自行輸入代碼查詢。

Please choose the relevant information from the drop-down lists:

1. Awarding body – Cambridge International or Edexcel
2. Exam session
3. Qualification level – Desired qualification such as A Level, GCSE, etc.
4. Location: Location for the exam
5. Subjects: the codes are those of CIE and Edexcel subjects, e.g., D610 Biology. Candidates can choose multiple subjects. Candidates can type codes if known.

Search for exams

1. **Awarding body**
2. **Session**
3. **Qualification level**
4. **Location**
5. **Subjects**

步驟三 – 選擇科目

Step 3 – Add Subjects to Basket

點選「搜尋」查找科目後，點選想要報名的科目，最後點選「進入清單」。

Click 'Search' the system offers them the chosen subjects, add exams to basket, and then click 'Proceed to Basket'.

The screenshot shows a 'Search for exams' form with the following fields:

- 1. Awarding body: Cambridge International
- 2. Session: Nov 2021
- 3. Qualification level: A Level
- 4. Location: Taipei (British Council Taiwan)
- 5. Subjects: 9700 BIOLOGY

A blue 'Search' button is located below the filters. To the right of the search filters is a green 'Proceed to Basket' button with a right-pointing arrow.

Below the search filters, a search result is displayed for 'BIOLOGY - GCE A LEVEL OPT AZ'. The result includes the following details:

- Level: A Level
- Code: 9700AZ
- Price: 11,905.00 TWD
- Exam components: MULTIPLE CHOICE 13, AS STRUCTURED QUESTIONS 23, ADV PRACTICAL SKILLS 35, A LEVEL STRUCT QUESTIONS 43, PLAN, ANALYSIS, EVALUATION 53

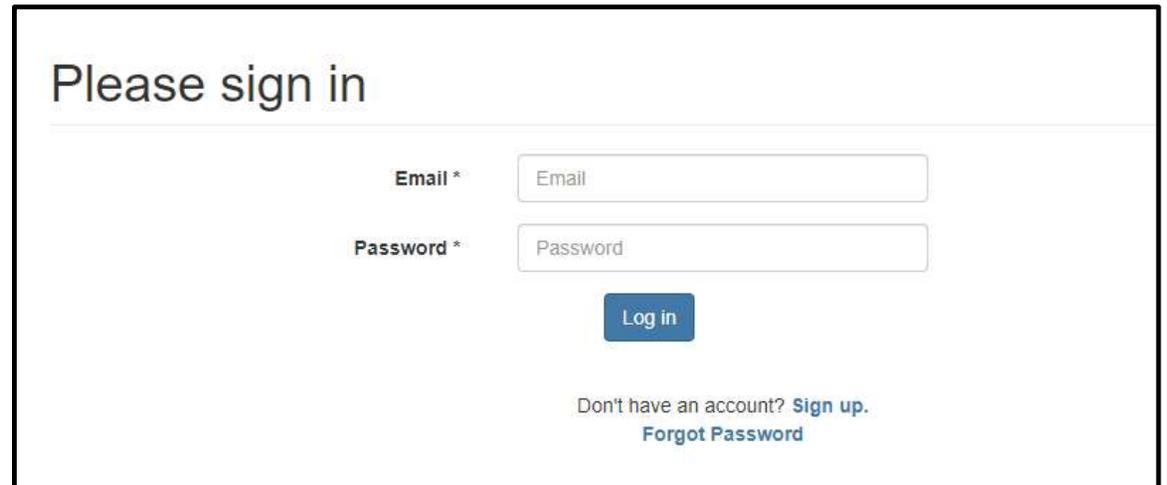
A red 'Remove from basket' button is located to the right of the search result details.

步驟四 – 註冊帳號

Step 4 – Register your membership

請登入帳號，若您還沒有帳號，請點選下方「註冊」創建一個新的帳號。

Please sign in or create a new account by clicking 'Sign up'.



Please sign in

Email *

Password *

[Log in](#)

Don't have an account? [Sign up](#).
[Forgot Password](#)

步驟五 – 確認考科資料 Step 5 – Confirm Exam Details

請確認報名資料是否正確，若需成績合併，請輸入所需相關資訊。

Please confirm your exam details, and fill in relevant information if you choose 'Carry forward'.

www.britishcouncil.org

Cambridge International Exams

For Cambridge International exams, the customer will potentially have the option to click 'Standard' or 'Carry forward'.

Candidate exams

Name: **BIOLOGY - GCE A LEVEL OPT BY**
Option code: **9700BY**
Level: **A Level**

Standard Retake Carry forward

Name: **CHEMISTRY - GCE A LEVEL OPT BY**
Option code: **9701BY**
Level: **A Level**

Standard Retake Carry forward

* field required

Price: 50,590.00 LKR

Cambridge does not have a UCI number. Clicking 'Carry forward' will display the information below

In order to identify the candidate and amalgamate previous results with any new exam results, the customer must add the Previous centre and candidate numbers and Exam session

Name: **BIOLOGY - GCE A LEVEL OPT BY**
Option code: **9700BY**
Level: **A Level**

Standard Retake Carry forward

Previous centre number * PREVIOUS CENTRE NUMBER

Previous candidate number * Previous candidate number

Exam session May/June 2019

Once the exam details are confirmed, the customer clicks 'Next'

步驟六 – 確認服務約定條款

Step 6 – Terms and Conditions

請閱讀服務約定條款，並於閱讀完成後勾選確認。

Please read the Terms and Conditions, and click confirm to proceed.

The screenshot shows a web interface for accepting terms and conditions. It includes a 'Summary Terms And Conditions' section with a disclaimer and a declaration by the candidate. Below this is a confirmation box with a checked checkbox and an 'Accept T&Cs' button. Three blue callout boxes with arrows point to these elements: 'The customer should read Terms and Conditions' points to the summary section; 'Clicks the check-box to confirm they have read the T&Cs' points to the checked checkbox; and 'Finally, the customer clicks the 'Accept T&Cs' button' points to the button.

The customer should read Terms and Conditions

Clicks the check-box to confirm they have read the T&Cs

Finally, the customer clicks the 'Accept T&Cs' button

Summary Terms And Conditions

Disclaimer
The British Council and the examining boards take all reasonable steps to provide continuity of service: we feel sure you will understand, however, 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. Neither British Council nor the Exam board can be held responsible for any loss or damage or injury or death caused to any candidate at the examination venue during examination due to any act of terrorism or otherwise.

Declaration by candidate

• I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

By clicking "Accept" you confirm that you have read and agree to the terms and conditions

I have read the terms and conditions

Accept T&Cs

步驟七 – 繳納測驗費用

Step 7 – Making Payment

本會提供Offline Payment的選項：

1. MPayNow: 請於報名申請完成後，寄送電子郵件至 exams@britishcouncil.org.tw 以確認報名，我們將寄送付款連結給您。電子郵件主旨請註明：報名完成 – 姓名 – 交易代號
2. 銀行匯款: 請於匯款後提供匯款證明影本至 exams@britishcouncil.org.tw 以完成報名。

British Council Taiwan offers 2 methods of offline payments:

1. MPayNow: After your application is complete, please send an email to exams@britishcouncil.org.tw with the email title: Registration Complete – Name – Transaction Reference Number, and we will send you a payment link to proceed with your payment.
2. Bank Transfer: Please send us your bank transfer receipt via our email: exams@britishcouncil.org.tw

The screenshot shows a confirmation page titled "Offline payment method selected". It contains several key pieces of information highlighted with red boxes and explained by callouts:

- Registration complete:** A blue bar with a checkmark and the text "Registration complete". A callout box states: "Confirmation that their registration is complete".
- Transaction reference number:** A blue bar with a checkmark and the text "Transaction reference number: A2PK-G0000000001472810". A callout box states: "A transaction reference number that can be provided to an administrator to find it on the system".
- What's next?:** A section with an information icon and the text: "Thank you for submitting your exams registration. A place is being held for you at the Exam location Bahawalpur which will be confirmed when we receive your full payment by up to and including 02/08/2019. After that date, extra charges will apply. Updates regarding your exams will be sent to you by email." A callout box states: "Some general information on what what's next that may differ according to the country and exam".
- Registration details:** A box containing: "Registration type: Private", "Candidate UID: 1155055", and "Session: Nov 2019 (Cambridge International)". A callout box states: "Confirmation of the registration type, a unique number to identify the candidate, and confirmation of the session and exam board".

步驟八 – 確認完成報名

Step 8 – Confirmation

完成考試報名後，我們將發送**測驗報名完成確認函**至您登記的電子郵件信箱，確認報名成功。如果您在預定考試的前三天仍未收到確認電郵，請與我們聯繫。

Once your registration is complete, we will send you a **confirmation email** containing the test details.

If you have not received the confirmation email three days before the proposed test date, please contact us.