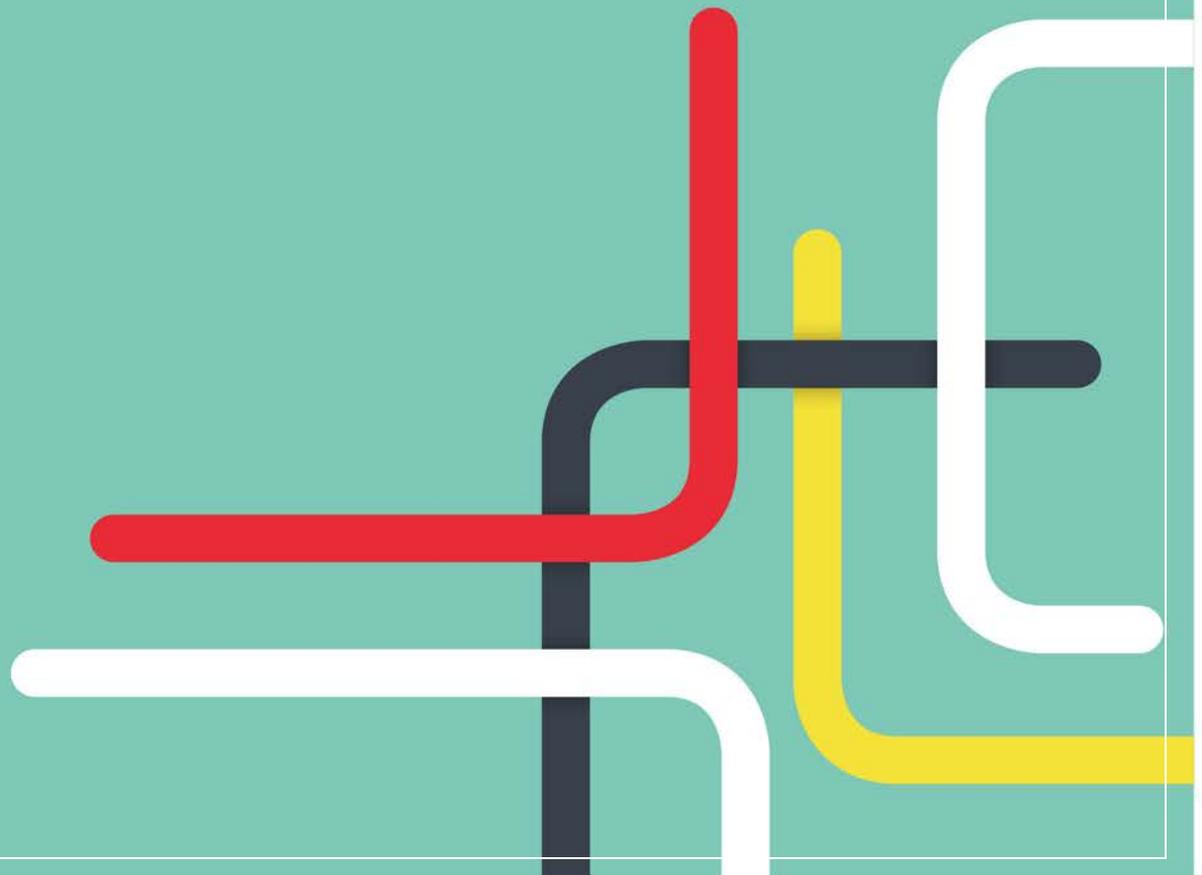


# Step guide for IGCSE, O level and A level Exam registration Bangladesh



## STEP GUIDE FOR IGCSE, O LEVEL AND A LEVEL EXAM REGISTRAION

**Valid Email ID:** You must provide a valid Email ID to complete your registration. You will need to activate your registration account by clicking on the activation link sent to your email address.

**Child Protection Disclosure:** If a candidate is under 18, a parent/legal guardian will do the registration on behalf of the candidate.

- British Council will provide a dedicated link for school candidates. Private candidates should register through the link on the British Council website
- School candidates must receive this particular link from the school to complete the registration as the school candidate.
- If the registration is planned to complete from one particular PC, it is recommended that
  - After completing the first registration, a candidate should log out
  - In the second attempt, another candidate must ensure the browser history is cleared and again copy-paste the link to the browser to start over the registration.
  - Otherwise, the site will re-direct the candidate to the Private Registration portal. As a result, the second candidate might end up with private registration.
- School candidates should not make any attempt to register through British Council website.

### Step 1:

Select country- Bangladesh

Then select the followings:

- Awarding Body – **Edexcel/Cambridge International**
- Qualification Level – **IGCSE/O Level/AS Level/A Level**
- Location – **Dhaka / Chittagong /Sylhet/Khulna**

### Step 2:

- Now select subjects e.g. Accounting, Business, Physics. (Multiple subjects can be chosen). Then Click **Search**
- Click **Add to Basket** beside the relevant subject with correct option code
- After adding all required subjects click **Proceed to Basket**

### Step 3:

- Review all information is correct or not. (Click 'add' another exam in case candidate wants to add any subject previously not selected. Click 'remove' to delete any subject which is wrongly added).
- Then click **Register and pay now.**
- Click **Sign up**

**Step 4: (applicable for over 18 candidates)**

If a candidate is over 18, follow the steps below with candidate's information and skip **Step 5**

- Fill in First Name, Last Name, Email and Date of Birth
- Password & Confirm Password field (your password must at least 8 character long and should contain a Capital letter, one numeric value (eg-1, 7, 4 etc) and one special character (eg- !, %, &, +, \* etc. )
- Check in I'm not a robot box and complete the image based verification
- Check the Terms & Conditions Box and press **Complete Account Registration**
- A confirmation link will be sent to your given email address. Please check your email to activate your account. After clicking on the activation link from email, click on log in. Now provide your registered email ID and Password to login in your registration account
- Who are you booking the test for? : Select **Myself**
- Fill in relevant details: Title, Gender, Address, City, Post Code, Country, Telephone and Mobile. **Note:** First Name, Last Name and Date of Birth of candidate should be matched with passport  
Click on **Next** and follow from **Step 6**

**Step 5: (applicable for under 18 candidates)**

If a candidate is below 18, first follow the steps below with parent's information-

- Fill in First Name, Last Name, Email and Date of Birth
- Password & Confirm Password field (*your password must at least 8 character long and should contain a Capital letter, one numeric value (eg-1, 7, 4 etc) and one special character (eg- !, %, &, +, \* etc. )*)
- Check in I'm not a robot box and complete the image based verification
- Check the Terms & Conditions Box and press **Complete Account Registration**
- A confirmation link will be sent to your given email address. Please check your email to activate your account. After clicking on the activation link from email, click on log in. Now provide your registered email ID and Password to login in your registration account
- Who are you booking the test for : Select **Child**
- Please select relation to the child and put your contact number
- Fill in all relevant Candidate Details: Title, First Name, last Name, Email, Date of Birth, Gender, Address, City, Post Code, Country, Telephone and Mobile. **Note:** First Name, Last Name and Date of Birth of candidate should be matched with passport.
- How child will leave the premises at the end of the exam. Please select any of the following:
  1. Yes I give my permission
  2. No I want to specify who will pick them up
  3. The child will be over 18 at exam date
- Fill in the fields with the information for the person who will be picking you up from the exams venue
  - family name,
  - relationship and
  - active mobile number of the authorized person You May add any other person if required
  - **Click Yes I confirm** and then select **Next**

**Step 6:** Fill in all relevant Candidate Details:

- Identification Document: **Passport**
- Identification Document Number: **Passport Number**
- Identification Document Expiry Date: **Passport Expiry Date** (The passport must remain valid during the exam period.)
- Identification Document Issuing Authority: **DIP/Dhaka** (For Bangladeshi passport. For other country check it in your passport and mention).
- Name of any representative/agent: **n/a**

### **Step 7:**

- Candidate Exams: Select **Standard/ Carry forward/Retake** and click on **Next**
- **Note:** If any marks need carry forward (in case of Cambridge exams only) from the previous session click **Carry Forward**. Then fill in the required fields with correct Centre number and Candidate number from the previous session and go to next page.
- Check **I have read the Terms and Conditions** box and click on **Accept T&Cs**

### **Step 8:**

- Click View Registration Summary.
- Click **Print** to print out your registration form and sign on the designated space. Your Registration Form will tell you how much your fees are. Candidate should fill in their last **21 digit** reference number in the bank deposit slip along with other details. Example- **A2BD-G0000000000XXXXXX**
- Please make the payment at designated branches of Standard Chartered @ **SERVICE -1** booth at any of the following locations:

#### **Dhaka**

Dhanmondi Branch:	House 6, Road 5, Dhanmondi R/A, Dhaka 1205
Kawran Bazar Branch:	53 Kawran Bazar, Dhaka
Gulshan Branch:	SCB House, 67 Gulshan Avenue, Gulshan, Dhaka 1212
Gulshan North Branch:	Block No – NW (A), 189, Gulshan Avenue (North), Gulshan Dhaka 1212
Uttara Branch:	Update Tower, Plot 1, Shahjalal Avenue, Sector 6, Uttara Model Town, Dhaka-1230
Ruposhi Bangla Branch:	Ruposhi Bangla Hotel, Annex Building, 1 Minto Road, Dhaka 1000
Kakrail Branch:	Karnaphuli Garden City, 109 Kakrail Road, Dhaka
Motijheel City Centre Branch:	City centre, Plot 5/A, Motijheel C/A, Dhaka
Mirpur Branch:	Dynasty Tower, Plot 1, Road 12, Block G, Section 6, Mirpur, Dhaka 1221

#### **Chattogram**

Agrabad Branch:	Sheikh Mujib Road, PHP House, 31 Agrabad C/A
Nasirabad Branch:	Bulbul Centre – 486/B O R Nizam RD, CDA Avenue, Nasirabad

#### **Sylhet**

Sylhet Branch:	7 Noya Sharak, Jail Road, Ward 16, Sylhet
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### **Step 10:** Please attach the following documents:

- A photocopy of your passport ID page which contains your picture, name, date of birth, etc.
- One recent passport sized photograph
- The British Council copy of the deposit slip
- If you are a school candidate you must submit all the documents to your school
- If you are a private candidate please drop all the documents in the drop-box kept inside the bank. We will collect the documents securely from the drop-box.

## ADDRESS

Dhaka  
5 Fuller Road  
Dhaka 1000

Chattogram  
8th Floor, Rafique Tower  
92 Agrabad C/A  
Chittagong 4100

Sylhet  
Arcadia, Level 5  
Dorshon Dewri, Amborkhana Sylhet

Phone: + 88 09666773377

Email: [bd.enquiries@britishcouncil.org](mailto:bd.enquiries@britishcouncil.org)

[www.britishcouncil.org.bd](http://www.britishcouncil.org.bd)

**Thank you for registering with the British Council**