

Guide for Private Candidates

Submitting Post-Results Service Requests on Schools Registration System for Cambridge International Exams

Introduction

This user guide is for private candidates who submitted their Cambridge International November 2024 registrations using the Schools Registration System.

This guide provides step-by-step instructions on how to submit enquiries about results on the Schools Registration System.

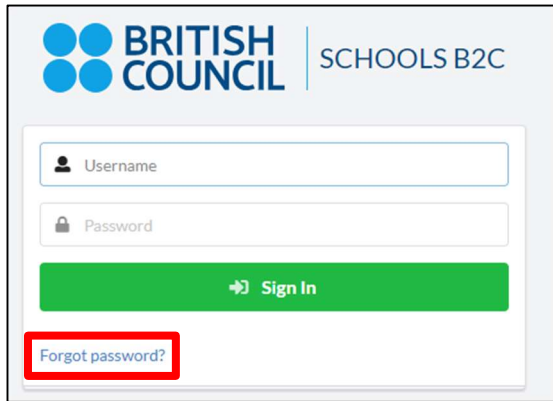
Post-Results Activities

Private candidates can use the Schools Registration System to submit Post-Results Service requests for the latest exam series. Please note that this service is only available for exams that have already been marked.

Once you have been informed that Post-Results Services are available, use the following steps to submit your request.

Please be advised that enquiries related to **'No Results'** or **'Pending'** statuses cannot be processed through the Schools Registration System. For such requests, please contact your local country exams team.

1. Log in to the Schools Registration System, the platform where you registered for your exams: <https://schoolsexams.britishcouncil.org/select-country>
(If you have forgotten your password, please use the 'Forgot Password' button to reset the password.)



The screenshot shows the login interface for the British Council Schools B2C system. At the top left is the British Council logo and the text 'SCHOOLS B2C'. Below this is a login form with two input fields: 'Username' and 'Password'. A green button with a right-pointing arrow and the text 'Sign In' is positioned below the password field. At the bottom left of the form, there is a red-bordered button labeled 'Forgot password?'.

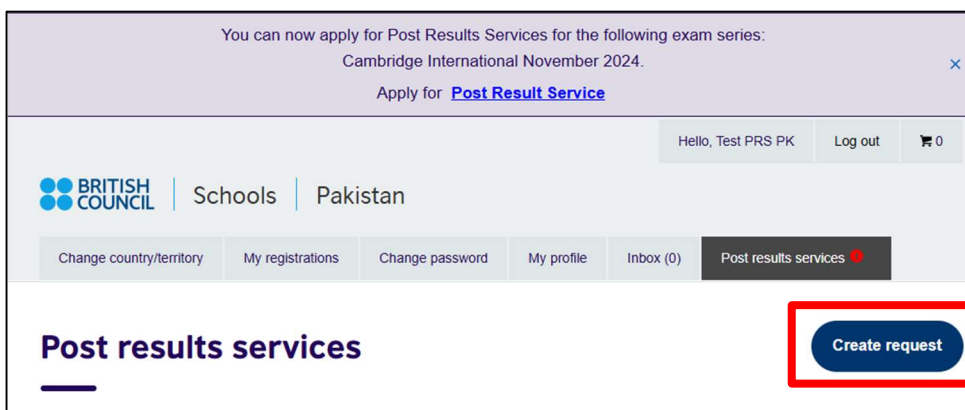
2. When you log in, you will see a notification banner at the top of the page, informing you that you can apply for post-results services for the Cambridge International November 2024 exam series.

Click on 'Post Result Service'.



The screenshot displays the user's dashboard after logging in. At the top, a purple notification banner states: "You can now apply for Post Results Services for the following exam series: Cambridge International November 2024." Below this, there is a button labeled "Apply for Post Result Service" with a red border. The dashboard header includes the user's name "Hello, Test PRS PK" and a "Log out" link. The main navigation bar features several options: "Change country/territory", "My registrations", "Change password", "My profile", "Inbox (0)", and "Post results services" which has a red notification icon.

3. Click on 'Create Request'.



The screenshot shows the "Post results services" page. At the top, a notification banner is present. The page title "Post results services" is displayed in a large, bold font. In the bottom right corner, there is a dark blue button with the text "Create request" highlighted by a red border.

4. Complete the boxes as outlined below by selecting the relevant options from the drop-down menus.

- 1 The session date.
- 2 The candidate's full name.
- 3 The type of Post-Results Service you wish to request. See below for details of the different Post-Result Services available.
- 4 The exam the request corresponds to.
- 5 The component (specific paper) the request corresponds to.

Post-Results Services:

Service name	Details of service	Availability of service
Clerical re-check: Service 1	This service checks that all parts of the script were marked, and that the marks were totalled and recorded correctly.	Available for components externally assessed.
Clerical re-check with copy of script: Service 1S	The same as Service 1 but you also receive a copy of the script.	Available for components externally assessed, except for Art & Design syllabuses.
Review of marking: Service 2	A review of the original marking to check the agreed mark scheme was applied correctly. This service also includes the re-checks in Service 1. In this context, the 'original marking' means the marking used to determine the candidate's provisional result. This is often, but not always, the marking of the first examiner to mark the script.	Available for components externally assessed, except for multiple-choice question papers.
Review of marking with copy of script: Service 2S	The same as Service 2 but you also receive a copy of the script	Available for components externally assessed, except for multiple-choice question papers and Art & Design syllabuses.

Important information

- You can only submit enquiries about results at component level (ie for a specific paper sat).
- You must submit requests for all the components you wish to review within the same syllabus at the same time. The awarding organisation will not accept additional component enquiries for the same syllabus at a later date.
- For clerical re-check or review of marking services, you may only select one type of review or re-check service. For example, you cannot ask for a Service 1S for one component and then a Service 2S for another component if they are in the same syllabus. You cannot ask for the same or another service for the same syllabus if a previous request has already been submitted.
- All the components you wish to review must already have been marked.

5. Tick the check box (1) to confirm that you accept the Terms and Conditions. Then click 'Create' (2).

The screenshot shows a registration form with the following text: "I have entered on this form. I also understand that the British Council is not responsible for reserving any clash papers between/of two different boards. I understand my obligation to report for any morning or afternoon examination paper at least half an hour before the scheduled examination start time as is required by British Council administrative arrangements." "The British Council reserves the right to disallow me to take the examination if they are not satisfied with the identification produced at the time of examination. I have not made an exam registration at any other centre for the same exam board for current exam series. I have read and understood the Registration Information Manual of the examination series." "Kind regards" "The British Council" Below this text is a checkbox labeled "I accept Terms & Conditions" which is highlighted with a red box and a pink circle containing the number "1". At the bottom of the form, there are two buttons: "Previous" and "Create". The "Create" button is highlighted with a red box and a pink circle containing the number "2".

6. Select the preferred payment method and confirm payment by clicking on 'Pay now'.

The screenshot shows a "Payment method" screen. At the top, it says "Request number S109-PK900-0004-1-0001 has been created." Below this, there is a green box with a checkmark and the text: "We have received your application, please be patient. Our support team will look into the matter at the earliest available time." To the right of this text is "5000 PKR". Below this is a section titled "Please select preferred payment method to complete payment" with a "Payment deadline: 31/01/2025". There are two options: "Online payment" (selected) and "Offline payment". The "Online payment" option is highlighted with a red box and a pink circle containing the number "1". Below the "Online payment" option, there is a "Pay now" button highlighted with a red box and a pink circle containing the number "2". To the right of the payment method selection is a "Payment summary" box with the following details: "ACCOUNTING" "S706AY" "Component Price" "AS LEVEL MULTIPLE CHOICE 5000 PKR" "12 970612" "Total price: 5000 PKR".

7. Go to the Post-Results Service page and use the drop-down menus to select the relevant criteria to view the ongoing and past requests.

The screenshot shows a web interface for managing post-results services. At the top, there are two dropdown menus: 'Session' set to 'November 2024' and 'Candidate' set to 'Test PRS PK'. Below these are two more dropdowns: 'Post result services type' set to 'All' and 'Status' set to 'All'. There are two buttons: 'Choose to cancel' and 'Choose to pay'. The main content area displays a service card for 'ACCOUNTING 9706AY' with the following details:

Exam:	ACCOUNTING 9706AY
Post results services reference ID:	S109-PK900-0004-1-0001
Qualification Level:	A Level
Post result service type:	Clerical re-check
Date of creation:	06/01/2025
Status:	Paid

Below the card, there is a light blue box containing component and price information:

Component:	AS LEVEL MULTIPLE CHOICE 12 970612
Price:	5000.00 PKR

8. To cancel unpaid requests, click on 'Choose to Cancel' and provide the required details to proceed with the cancellation.

This screenshot shows the same interface as above, but with a different service card selected. The 'Status' is 'Unpaid'. The 'Choose to cancel' button is highlighted with a red box. The service card details are:

Exam:	BIOLOGY 9700AY
Post results services reference ID:	S109-PK900-0004-2-0002
Qualification Level:	A Level
Post result service type:	Review of marking
Date of creation:	06/01/2025
Status:	Unpaid

Below the card, there are two component and price boxes:

Component:	AS STRUCTURED QUESTIONS 22 970022	Component:	ADV PRACTICAL SKILLS 33 970033
Price:	10000.00 PKR	Price:	10000.00 PKR

At the bottom, there are two buttons: 'Discard' and 'Choose to cancel' (highlighted in red).