

THIS FORM IS VALID FOR THE STANDARD REGISTRATION PERIOD ONLY. PLEASE NOTE THAT PAYMENT MADE AFTER THIS PERIOD WILL ATTRACT A PENALTY FEE.

Completing your application form

Ensure that you read the Guidance Notes as they contain important information about making an application. Ensure that you complete your form fully especially with valid contact numbers. Mobile numbers are especially preferred to enable us to send important messages via SMS. This will also allow us to contact you if we have any questions about your application. **Please select the correct subject codes, make the exact payment, sign the application form. Monthly exchange rates are available from the British Council.**

Registration Period		
	Period	Deadline
Normal registration period	02 July 20 to 19 Aug 20	19 August 2020

Completing the Bank Deposit Slip

In order to assist us in identifying your payment, it is important that you tick or cross the box next to the **exam** option you are paying for *on the Deposit Slip*. You will see an option for Edexcel exams on the deposit slip will look like the table below. To complete the deposit slip, enter in the blank spaces (7 to 13) as many characters of your ID as possible.

		1	2	3	4	5	6	7	8	9	10	11	12	13
<input checked="" type="checkbox"/>	Edexcel	3	3	4	0	3	1							

Examination	FEE (PER UNIT)
International advanced Level (IAL) Biology/ Physics (Old and New) /chemistry (Old and New) /Statistics/ Mechanics/ per unit	£48
International advanced Level (IAL) Pure Mathematics (New) per unit	£53
International advanced Level (IAL) Core Mathematics per unit	£77

If you wish to apply for any other (IGCSE, GCE etc.) exam that is not listed here kindly contact us on +260211376700 for assistance.

Submitting your completed application

You need to submit your completed application, deposit slip and payment to Standard Chartered Bank. The British Council will collect your application form directly from Standard Chartered Bank.

Please ensure you keep a copy of your deposit slip as proof of payment.

Where to make the Payment

Payments can be made at the following SCB branches: Standard Chartered Bank branches:

Lusaka	Lusaka Main branch, Cairo Road
	Levy branch, Levy Shopping Mall
	Kabulonga branch
	Manda Hill branch, Manda Hill Shopping Mall
Chingola	Chingola branch
Solwezi	Solwezi branch
Livingstone	Livingstone branch,
Kitwe	Zambia Way branch (Town Centre)
Ndola	Jacaranda branch

Examination Fees

These are indicated against every subject or component.

Please ensure that you make the correct payment. **Underpayment** will result in your application not being processed and delayed until full payment is made. **Overpayments** will not be refunded. Only make *one deposit* in the bank, do not make separate payments if you are sitting for more than one exam. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance.

If you do not get an SMS or Email within 5 working days after your payment, Please contact us. This is to enable you to collect your statement of Entry and verify your details before the exams commence.

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Refunds

All examination fees paid are non refundable. Refunds will not be issued for incorrect choice of examination or subject choice.

We will only consider applications for refunds made on the following grounds:

1. Medical – hospital admission or serious injury
2. Loss or bereavement – death of parents, guardian, brother/sister or child
3. Hardship/trauma – victim of crime, victim of traffic accident
4. Military service

Applications for refund must be made within 14 days of payment and addressed to the Examinations Services Manager.

Applications made after 14 days of payments should be addressed to the Examining Board and the application made through British Council.

Applications made within 14 days of payment shall attract a 25% administration fee.

Equality, Diversity & Inclusion

British Council is committed to Equality, Diversity and Inclusive services accessible to all. If you have any special requirements or need special assistance to sit an examination with us, **please contact us on +260211376700 or email us on info@britishcouncil.org.zm**

Child Protection Policy

The British Council promotes a positive, supportive and secure environment which gives all young learners and candidates a sense of being valued. For this reason, the British Council Child Protection Policy seeks to protect all children under the age of eighteen. **If you are under 18 years of age, kindly ensure that your parents/guardians sign the consent form from the British Council.** It is your responsibility to ensure that this information is shared with your parents/guardians.

Identification

Candidates are required to present their Statement of Entry and any one of the following ID documents at the examination venue in order to sit the examination.

- National Registration Card (NRC)
- Passport
- Drivers Licence

Failure to produce this documentation shall result in the candidate not being allowed to sit the examination.

Venue for Examinations — LUSAKA only

Written Exams	The Exam Venue will be communicated through text messages or email to the candidates before Exam date.
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Statement of Entry

Statements of Entry will be available from the British Council. We will SMS you to notify that the Statement of Entry is ready for collection. **If you have not heard from the British Council by 26TH of August please contact us on +260211376700**

It is your responsibility to ensure you collect your statement of entry. The British Council will not be responsible if you do not collect and miss your examinations.

Results

Candidates are responsible for the collection of their results from the Schools or British Council. Results will only be given upon presentation of National Registration Card, passport or valid drivers licence

Results shall not be disclosed over the telephone, fax or email. Candidates may authorise third party to collect Results on their behalf by submitting IDs plus authorisation letter.

The British Council will only hold certificates for a period of 12 months (1 YEAR) after the examination session. After this period they will be returned to Edexcel.

Please keep this guidance note for your reference

Further information

Web: www.britishcouncil.org.zm

Email: info@britishcouncil.org.zm

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SECTION A — PERSONAL DETAILS

Name/ Surname		Candidate Number (if you have written before)															
Gender		Date of Birth (DD/MM/YY)		National Identity Number (Passport/NRC)													
M	F																
Study Centre/ School:																	
Physical / Postal Address:																	
Mobile/Cell:																	
Email:																	

SECTION B — SUBJECT SELECTION

Please select and tick the subject (s) units you will be entering for. If you are unsure what units codes you should be entering OR you are applying for any other units (not sciences) or GCSE kindly contact us on +260211376700 for assistance or indicate the units you intend to sit for on the blank spaces.

SUBJECT/ Cash in Code	UNITS						
International Advance Subsidiary					NEW	NEW	NEW
IAS BIOLOGY XBI11					WBI11	WBI12	WBI13
IAS PHYSIC XPH11					WPH11	WPH12	WPH13
IAS CHEMISTRY XCH11					WCH11	WCH12	WCH13
IAS MATHEMATICS XMA01		WMA01 (C12)	WME01/WST01		WMA11	WMA12	WMA13
IAS PURE MATHEMATICS XPM01		WMA01 (C12)	WFM01		WMA11	WMA12	WMA13
Other Units							
International Advance Level							
IALCHEMISTRY YCH11		WCH04	WCH05	WCH06	WCH14	WCH15	WCH16
IAL BIOLOGY YBI11		WBI04	WBI05	WBI06	WBI14	WBI15	WBI16
IAL PHYSIC YPH11		WPH04	WPH05	WPH06	WPH14	WPH15	WPH16
IAL MATHEMATICS YMA01		WMA02(C34)	WME02/WST02		WMA14		
IAL PURE MATHEMATICS YPM01		WMA02(C34)	WFM02		WMA14		
Other Units							

SECTION E — DECLARATION

By submitting this application form, I confirm that I have read, understand and agree to the terms that are set out in the guidance notes attached to this application form.

I confirm that the information I have given is the truth and is accurate to the best of my knowledge and belief.

Name:

Signature:

Date:

DISCLAIMER:

Your personal data will only be used for internal purposes of British Council and for registration with Edexcel. The British Council is committed to deliver the examinations services according to the rules and regulations set by the . However, we cannot be held responsible for any interruptions *which* are 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.

From time to time, we may wish to notify you about new services and products that the British Council is offering. If you would like NOT to receive this information, please tick this box

FOR BRITISH COUNCIL USE ONLY

Application Received:	Correct Payment Received:	Date Application Processed:	Edexcel Candidate No:	Exam Officer Name:
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