

Dear Candidate/Parent/Guardian/Tutor,

Thank you for contacting the British Council regarding registration for the Cambridge International November 2025 examination series.

To register, please visit our online registration portal:

<https://schoolexams.britishcouncil.org/#/select-country>

Registration Tips:

- Begin by creating an account (sign up).
- After selecting each subject, add it to your basket before choosing the next.
- Note that some AS Level subjects may appear under A Level.
- Each email address can register a maximum of five candidates. If registering more, please use a different email address.
- Candidates under 18 must have their Parent/Guardian create the account and use the “Select Child” option when booking. The form should still reflect the child's personal details.
- If you are over 18, you may proceed with registration directly.
- Kindly review your application carefully before submitting. The British Council is not responsible for subject or option code selections. Candidates are accountable for their choices during registration.

Required Documents:

Once registered online, please email the following documents to

ZA.PrivateCandidatesenquiries@britishcouncil.org:

- Passport-sized photo
- Copy of a valid South African ID Book/Card or Passport, or birth certificate for candidates under 16
- Any applicable medical report if you are applying for access arrangements

Important Information:

Carry-Forward Marks:

You may carry forward marks from November 2024 or June 2025 under two scenarios:

1. To complete a Cambridge International A Level (using marks from a previous full AS Level)
2. To improve a previous grade (non-exam assessments like coursework/speaking tests)
3. Please note:
 - Marks must be from within the past 13 months
 - IGCSE/O Level marks can only be carried forward once
 - AS Level marks can be carried forward twice
 - Candidates must be entered for the relevant '*Mark Carried Forward*' component

Retake Entries:

A retake is valid when:

- The same syllabus (regardless of option code) was taken in June 2025
- You select the retake option at the time of entry (cannot be added later)
- Applies only to the November exam series

Speaking Exams:

- If registering for subjects with speaking components, please ensure they align with the testing window.
- If you have not received your speaking exam schedule by 24 October 2025, please follow up.

Exam Fees and Payment:

- View exam fees within the registration portal.
- Your registration will only be processed once full payment is received.
- Online payments are accepted via Visa/Mastercard (credit or debit).

- Should you find it difficult to make payment online, a PayByLink payment option will be shared with you.
- Please ensure all documents are submitted and payment is completed before your registration is confirmed.

If you have registered and paid but did not receive a confirmation email within two working days, contact us at:

ZA.PrivateCandidatesenquiries@britishcouncil.org

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Late Registration:

- Late registration incurs a penalty fee.
- Final deadline for late registration: 15 September 2025

Important Dates:

- **Normal Registration Deadline: 8 August 2025**

We strongly encourage all candidates to complete their registration and payment by 8 August 2025 to allow sufficient time for support should any issues arise before the deadline.

- **Late Stage 1 Deadline: 15 September 2025**
- **Retake Entry Deadline: 15 September 2025**
- **Access Arrangements Deadline: 8 August 2025**
- **Modified Papers Deadline: 1 July 2025**
- **Remark Request Deadline (June 2025 Series): 15 September 2025**

You will receive your final Statement of Entry two weeks after the registration closing date.

Warm regards,

British Council South Africa

www.britishcouncil.org.za