


How to register for UOL exams with Eventsforce

This guide is for candidates who wish to register and pay for UOL exams.

Candidates will receive a link from UOL which will allow them to register and pay for the exams that they want to sit.

1. When you click on the link you will come to the landing page. Click on **Click here to start**.

 **University of London Registration and Payment Portal**

University of London Registration and Payment Portal

Welcome to the University of London registration & payment portal for MENA (Bahrain, Egypt, Tunisia, UAE) for online payment and offline payment via bank transfer.

Online payment will provide immediate confirmation of booking once payment is processed with validation code being issued within two working days, whilst offline payment will delay confirmation and issue of code. Please note, offline payment processing is outside the control of the British Council as is between those registering and the Bank.

You will not be registered until the British Council has had confirmation that payment has been received.

You can only make one registration per individual.

Please refer to the [How to Guide](#) on how to register.


Click here to start


2. If you would like to register only for yourself, please click on **I am registering for myself (A)**. If you are registering for other people, please click on **I am registering on behalf of other people (B)**.


Registration Mode

For institutions please select the option to register on behalf of other people. Please note, you will need to enter the candidate details one by one.

For individuals registering for themselves, please select the option to register for yourself.

A →  I am registering for myself

B →  I am registering on behalf of other people

 I am registering for myself and other people

3. You will need to complete the contact details. If you are registering for yourself, enter your details and enter “Individual” in the Organisation / Institution box. If you are an organisation registering on behalf of others, enter “Business” in the Organisation / Institution box.

Registration Contact Details

Please note, for organisations registering their candidates you will need to enter the details of each candidate one by one. You will also need to enter your organisation details below.

For individuals making their own booking, please only enter your First Name and Last Name and input 'Individual' in the Company/Institution name field below.

For businesses/educational institutions please input 'Business' in the Company/Institution name field below.

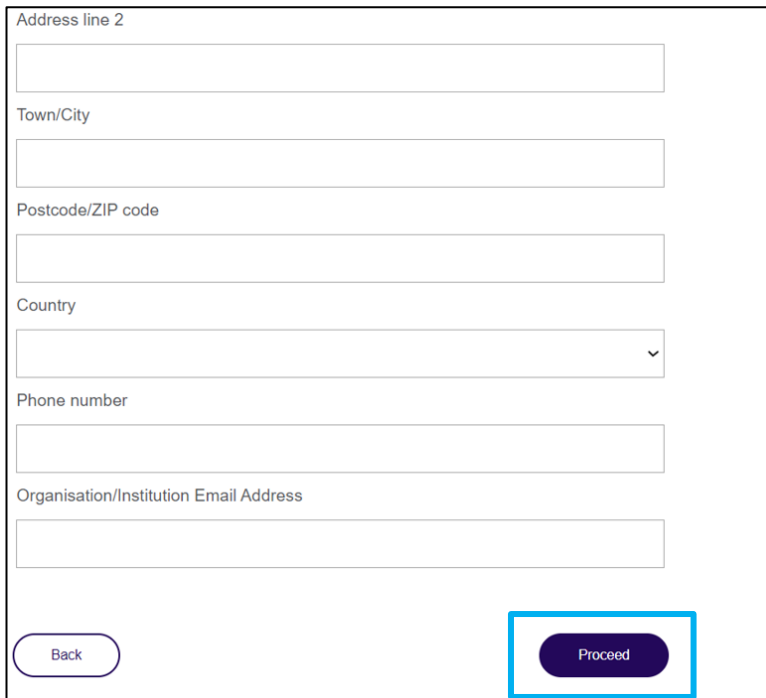
First name *

Last name *

Organisation/Institution name *

Address line 1

4. When you have completed the necessary fields click on **Proceed**.



Address line 2

Town/City

Postcode/ZIP code

Country

Phone number

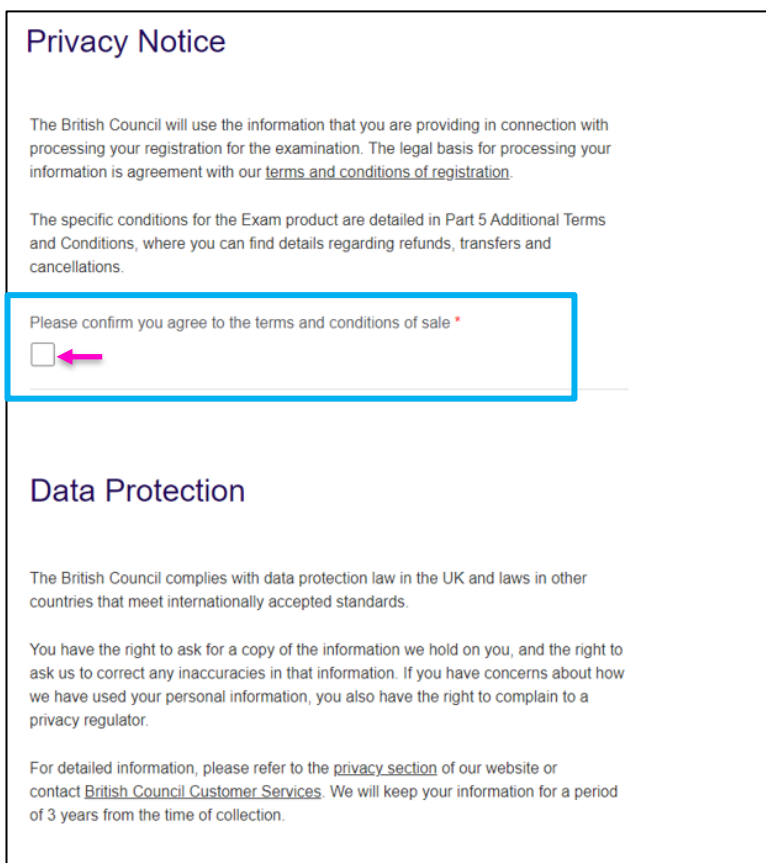
Organisation/Institution Email Address

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Proceed

Note: If you are registering on behalf of others, you will have to enter each candidate's details individually.

5. You will be taken to the British Council Privacy Notice. To agree to this statement, check the tick box under the text saying - *Please confirm you agree to the terms and conditions of sale.*



Privacy Notice

The British Council will use the information that you are providing in connection with processing your registration for the examination. The legal basis for processing your information is agreement with our [terms and conditions of registration](#).

The specific conditions for the Exam product are detailed in Part 5 Additional Terms and Conditions, where you can find details regarding refunds, transfers and cancellations.

Please confirm you agree to the terms and conditions of sale *

☐

Data Protection

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.

You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the [privacy section](#) of our website or contact [British Council Customer Services](#). We will keep your information for a period of 3 years from the time of collection.

6. You will then need to read through some important information regarding the registration process. Once you have read all the information, check the tick box under the text saying - *Please confirm that you have read and understood so that you can proceed with your British Council Registration and Payment in order to receive your Validation Code.* Then click on **Proceed** to continue.

Please Note

Welcome to the British Council's registration and payment system for University of London exams. The following guidance is important. Following it will ensure you receive your Validation Code within two working days.

What information does the British Council need and why is accuracy important;

- Your nine-digit numerical Student Registration Number (SRN No.) and the correct details of the exam modules you have selected during University of London Assessment Entry. We need these so we can match your British Council registration to your University of London Assessment Entry. If the data you provide cannot be matched then the British Council will not be able to issue a Validation Code and will email you with further guidance.
- Your First Name, Last Name, Date of Birth (DD/MM/YYYY), Email address and Contact number. This should match the data held by the University of London. This data will ensure British Council can do everything possible to match your registration to the Assessment Entry provided to us by the University of London.
- All candidates making entries should enter "Individual" when completing Institute Name.

Online payment will ensure your registration is processed immediately. You will receive confirmation of registration once the online payment has been successfully processed.

If you leave the system before completing online payment, then you will receive an email with a link to allow you to complete the entry you have started within 48 hours. If you do not complete within 48 hours you will need to start again.

You should use the email address that you have registered with the University of London. British Council will send all further correspondence, including your Validation Code and later exam confirmation details to the e-mail registered with the University of London.

Reasons why it might take more than two working days to provide a Validation Code:

- The British Council cannot match the SRN No. provided and / or the Exam Module(s) you have selected to the University of London Assessment Entry you have made. In such cases the British Council will write with guidance on how to proceed.
- Your online payment was not successful. If this happens you will have received an automated email at the email address provided during the British Council registration process with a link to access and complete payment.
- You have opted for an offline payment. The British Council will only send you the Validation Code once your payment has reached us.

The University of London will not accept Validation Codes from previous exam sessions. So you must complete your British Council registration and payment to receive a new Validation Code before you can complete your University of London Assessment Entry task and sit your exam.

British Council registration opens at 08.00 on 1 August 2024.

- For UG Laws exams registration will close on Monday 26th August 2024, therefore any off-line payment must clear British Council's account no later than Thursday 29th August 2024.
- For EMFSS exams registration will close on the 9th September 2024, therefore any off-line payment must clear British Council's account no later than Thursday 12th September 2024.

Exam seats are allocated by the British Council on a first come first served basis and while the British Council guarantees you an exam seat it cannot guarantee whether that will be a morning or afternoon sitting. If demand is exceptionally high, then the British Council may request the University of London to arrange an additional sitting on another date (usually the following day).

- Any late payments may result in your registration not being processed and payment being refunded.

The British Council Refund Policy is available on the EventsForce and you will have the opportunity to read and accept before you continue with your registration.

When to contact at the British Council

- You should only contact your local British Council office if you are:
- you are having an issue gaining access to the British Council Registration and Payment system;
- you are experiencing difficulties making online or offline payments; or
- any information emailed to you by the British Council is unclear.
- All other enquiries should be directed to the University of London in the usual way.

Please confirm that you have read and understood the above so that you can proceed with your British Council Registration and Payment in order to receive your Validation Code. *

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Proceed

7. You will then need to enter all the information regarding the candidate. All boxes with a red asterisk must be completed. Once you have completed all the information, please click on **Proceed**.

Candidate Details

You must ensure all information provided matches your information held by the University of London, including your:

- Nine digit (numerical only) Student Registration (SRN) No.
- First name and Surname
- Date of birth
- E-mail address
- Contact telephone no

Please enter your Student Registration Number (SRN) this must be a 9 digit numerical number *

First name *

Last name *

Date of Birth *

(DD/MM/YYYY)

Contact Email Address *

Please reconfirm your Email Address *

The email address you provide when booking your exam should be the same email address you used to register with the University of London as this is where all correspondence will be sent.

If this email address has changed please ensure you update this with the University of London before continuing with your exam booking.

Any difference could delay your exam booking confirmation and your validation code.

Contact Phone Number *

Please select one of the following ID documents you will bring with you to the exam *

A

You will be asked to enter your Student Registration Number. This number is your ID for UOL.

B

You will need to select the ID document you plan to bring with you to the exam from the dropdown box.

8. You need to select the country where you are sitting your exam. This will display the appropriate location.

Exam Location and Exam Choice

Please select the country you wish to sit your exam/s *

Tunisia

Please select the location you wish to sit your exam/s *

Tunis (650)

Please select if you are sitting for either the EMFSS or UG laws exams: *

Choose one...

Sold by British Council Bahrain

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Proceed

9. You will then need to select if you are sitting Undergraduate Laws Exams (UG Laws exams) or Economics, Management, Finance and the Social Sciences (EMFSS).

Exam Location and Exam Choice

Please select the country you wish to sit your exam/s *

Tunisia

Please select the location you wish to sit your exam/s *

Tunis (650)

Please select if you are sitting for either the EMFSS or UG laws exams: *

Choose one...

Sold by British Council Bahrain

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Proceed

10. This will display the exams available. You need to select the exams you want to register for. You do this by clicking on the tick box beside that exam. Check that you have selected the correct exams before clicking on **Proceed**.

Please select if you are sitting for either the EMFSS or UG laws exams: *

EMFSS

Please select the exam/s you wish to sit from the following list. Prices displayed are including VAT.

The box for each exam is displayed next to the relevant exam name *

☒
FN2191-02 Principles of corporate finance 29/04/2024 (£110.00)

☒
IR1198-02 International Relations: Theories, Concepts and Debates 29/04/2024 (£110.00)

☒
IR1011-02 Intro to International relations 29/04/2024 (£110.00)

☒
IR3140-02 Security in international relations 29/04/2024 (£110.00)

☐
IS2182-02 Innovating digital systems and services 29/04/2024 (£110.00)

☐
ST2134-02 Advanced statistics: statistical inference 29/04/2024 (£110.00)

☐
EC2199-02 The world economy from the industrial revolution to the present 30/04/2024 (£110.00)

11. You will then see a summary of the registration. Click on **Show details** to check the exams you are registering for.

Registration contact's details:

Dummy Test

Edit

Individual
12 Dummy Test
Clovelly
EX3934E
07918853723
james.nethercote@britishcouncil.org

Add Another Attendee

Attendee 1:

Dummy Test

Delete

Edit

Show Details

A –to edit any of the details related to the registration

B – to register for more than one person

C – Delete this candidate

D – to edit any of the information related to the candidate

This will display a list of the exams you have selected.

Hide Details

Attendee Registration Details

Quantity

Please select the exam/s you wish to sit from the following list. Prices displayed are including VAT.

1

The box for each exam is displayed next to the relevant exam name:

LA1040-02 Contract law 07/05/2024

Please select the exam/s you wish to sit from the following list. Prices displayed are including VAT.

1

The box for each exam is displayed next to the relevant exam name:

LA3014-02 Conflict of laws 08/05/2024

Please select the exam/s you wish to sit from the following list. Prices displayed are including VAT.

1

The box for each exam is displayed next to the relevant exam name:

LA3005-02 Jurisprudence and legal theory 09/05/2024

12. If you need to make changes to the exams you have selected, please click on the **Edit** button (marked with D in image above). This will take you back through the registration process.

james.nethercote@britishcouncil.org

Add Another Attendee

Attendee 1:

Dummy Test

Delete
Edit

13. Once you have ensured you are registering for the correct exams you will also see what is the total amount to pay.

Description	Quantity	Unit price	Total
UG Laws exam choice late entry fee	1	£126.00	£126.00
UG Laws exam choice late entry fee	1	£126.00	£126.00
UG Laws exam choice late entry fee	1	£126.00	£126.00
Total:			£378.00
Grand total:			£378.00
Outstanding:			£378.00

Enter promotional code

Update

14. Select the payment method you want to use.

Available payment methods

☐ Pay online ☐ Bank Transfer

15. Click on **Complete registration**.

Complete registration

We accept VISA, Mastercard, JCB, Diners International, Discover and American Express and PayPal along with Apple Pay, Google Pay and Microsoft Pay where they are available. Please note, your bank may decline your purchase or charge an additional fee for an international payment. This site uses 'Verified by Visa' and 'Mastercard Securecode' for all online transactions, collectively known as '3D Secure'. If you do not know your password or have not set up 3D Secure, please contact your bank. Read more about [3D Secure](#)

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If you select online payment, you will be taken through the steps to make payment.

BRITISH COUNCIL | Checkout | Time to complete your payment 01 hour 14 minutes

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Pay by Card

You are paying
100.00 GBP

Payment options
Card payments are processed securely by **Stripe**.
Card brands available may vary from those shown.

VISA | M | A | DISCOVER | Diners Club INTERNATIONAL

Enter your card details

Card number
1234 1234 1234 1234

If you select offline payment, you will view a purchase receipt, but the status will be marked as Unpaid.

BRITISH COUNCIL

University of London Exams Spring 2024 - Bangladesh - (Admin Registration)

Purchase Receipt

Registration Ref: UOL0323589500001

Status: **Unpaid**

Registration Date: 11/01/2024 15:02

Registration Contact's Details: Dummy Test

British Council
25 Nutgrove Avenue
Bristol
BS34QE
07918853723
james.nethercote@britishcouncil.org

Attendee 1: Dummy Test

Please note: If paying online you will receive an email confirming if the payment was successful or not.
How to guide – Registering of UOL exams using EventsForce V1 07/2024

Once you have completed the registration you will be sent a confirmation email which will include information about your booking and instructions on next steps.



BRITISH COUNCIL

Registration reference: UOL0323589500002

Dear Charlotte,

Thank you for registering to attend University of London Exams Spring 2024 - Bangladesh.

Instructions for online payment:

- If you have paid with a card please find your order ID here: E-BDEXA-278870-751120
- Please forward this email attaching a copy of your passport and online payment invoice to info.bd@britishcouncil.org by 20 February 2024.

Payment instructions for offline payment:

- Please make the payment by going to one of the branches of Standard Chartered Bank. Please click [here](#) to find the details of the branches
- After making the payment, please collect the payment slip/invoice

Please forward this email attaching a copy of your passport and the payment invoice to info.bd@britishcouncil.org by 20 February 2024.

Please contact University of London for any assistance for special arrangement.

We will email your validation code to you after we verify your payment.

Please take a moment to check the details you provided during the registration are correct:

Full name: Charlotte Burton

Date of birth: 10/01/2024

Phone number: 07411239808

SRN: 13432425454

Exam Choice: FN2191-02 Principles of corporate finance 29/04/2024

Exam Location Choice: Chattogram 70H

Notice to all candidates

You'll be sent your full venue and exam details via email at least 2 weeks before the exam date.

Please note you are required to attend the venue no later than 30 mins before the scheduled start of the exam, unless subsequently notified.

Venue details received upon payment and registration are subject to change and you will be informed accordingly of any change to your booked venue.

All candidates must bring a photo ID with them on the test day so that the invigilator can check their identity. Acceptable IDs include, but are not limited to:

- Passports
- Driving Licences
- National Identification Card

IDs must be original (not photocopies), contain a photo of the candidate and must be in date/not expired.

If you have any queries, or if you need to make any amendments to your registration, please [email](#) or call + 88 09666 773377 Saturday to Thursday from 09.00 to 16.30, quoting your unique registration reference listed at the top of this message.

Please note: This email will not contain your validation code or information about the venue where you will be taking the exam. This information will be sent in a separate email to you.