

*Please complete all fields below

Candidate Details										
Please enter your name(s) as shown in your valid passport.										
Surname										
Forename(s)										
Date of Birth			/			/				
	D	D		M	M		Y	Y	Y	Y
Gender	Male <input type="checkbox"/>			Female <input type="checkbox"/>			Prefer not to say <input type="checkbox"/>			
First Language	English <input type="checkbox"/>				Not English <input type="checkbox"/>					
Passport No.										
Previous Edexcel UCI Number (if applicable)	UCI (Unique Candidate Identification) Number									
Current School Name & Address										
Telephone Number				Mobile Phone Number						
Email Address										
Correspondence Address										

For Official Use Only	
Centre Name	British Council Tokyo
Centre No.	93520
Transaction Reason	Pearson Edexcel IAS/IA Level Examination October/November 2021 examination series
Transaction Type	Our test centre only accepts bank transfers
Bank Account Details	Citibank Japan Ltd. Yamabuki Branch Current Account (Toza) No. 9036062 BRITISH COUNCIL
Important Note for Bank Transfers	<ul style="list-style-type: none"> Please type the candidate's name as the payer's name when transferring money via ATM. (Please inform us if the payer's name is different from the candidate's name.) The payer is responsible for all bank charges* in addition to the actual total examination fees. Please enclose a proof of payment when submitting this registration form.
<ul style="list-style-type: none"> If you are paying from overseas, please contact us for our international bank account details. You are responsible for all bank charges and we require all domestic and international transfers to us to be made with the OUR instruction, and not with the SHA (Shared) or the BEN (Beneficiary) instructions when arranging for a remittance. The transfer amount must be the actual total fees for our services PLUS ALL bank charges, including intermediary/correspondent bank charges. Insufficient payment will be rejected. You will be required to re-process the payment and all additional bank fees incurred. This document and your original bank transfer slip is your receipt and proof of payment. A separate receipt will not be issued. 	

Access Arrangements	
Please tick the box if you require access arrangements.	
Please specify: Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> If you are a candidate with special needs (for example the use of a scribe or extra time), please provide the required supporting documents in English from a registered medical institution. You should make sure the report specifies the reason and your needs for the examination. 	

Please turn to the next page.

Entry and Amendment Deadlines

Please be aware of the following deadlines. Entry and amendment fees are charged according to our price list.

October/November 2021 Examination Series

Stage	Start	End
Standard Stage Entry	12 August 2021 09:00 Japan Standard Time	29 August 2021 17:00 Japan Standard Time
Low Late Entry	30 August 2021 09:00 Japan Standard Time	21 September 2021 17:00 Japan Standard Time
High Late Entry	22 September 2021 09:00 Japan Standard Time	1 October 2021 17:00 Japan Standard Time

Entry Details

Please enter the syllabus name, syllabus code and option code correctly.

No.	Subject Name and Unit Title	Examination Code
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

IMPORTANT

- Please refer to the terms and conditions on this registration form, the price list and the examination timetable before registering.

Please turn to the next page.

Terms and Conditions

Please carefully read the examination terms and conditions below.

Examination Venue

- Venue address: British Council, 1-2 Kagurazaka, Shinjuku-ku, Tokyo, 162-0825, Japan. Contact email address: exams@britishcouncil.or.jp

Examination Time

- Our centre follows the Pearson Edexcel International Advanced Levels Examination Timetable: https://qualifications.pearson.com/content/dam/pdf/Support/Examination-timetables-for-International-Advanced-Levels/October_2021_Int_A_Level_Final.pdf. Due to time difference, our centre can only operate 'Morning' examination sessions.
- 'Morning' examinations in **October** 2021 start at **14:00** Japan Standard Time. 'Morning' examinations in **November** 2021 start at **15:00** Japan Standard Time.
- Candidates must arrive at least 30 minutes prior to the examination's actual start time for bag storage, identity verification and examination announcements.

Candidate Information

- Candidates must confirm that all candidate details are correct.
- Candidates should provide personal information as shown in their valid passports.
- Candidates are required to be in possession of passports that are valid for at least six months when submitting registration forms.
- Candidates should present their valid original passports which are used for the registration of this examination series to invigilators for identity verification on each examination date.
- Failure to provide the correct candidate details will result in unsuccessful registration. Candidates have to take full responsibility for all the information provided.

Entry and Amendment

- The same deadlines apply to entries and amendments.
- No deadlines for entries or amendments can be modified and extended.
- No entries and amendments will be accepted after the High Late-Entry deadline.
- Examination entries will be processed only after we have confirmed receipt of the full payment and all required information on this registration form by the relevant deadline.
- Candidates will not be entered for the examination until the full payment has been successfully made.
- Candidates must only use the provided syllabus names, syllabus codes and option codes listed on our price list.
- Candidates are not permitted to combine components by themselves. Candidates are also not permitted to register to take the same syllabus in different centres.
- Candidates must confirm that all the data for their examination entries are correct.
- Failure to provide correct entry data will result in unsuccessful registration. Candidates must take full responsibility for all the information provided.
- It is candidates' sole responsibility to ensure that they are registering to take the correct examination(s) as required by their school/institution.

Examination Fees

- Candidates should carefully read the price list before registering.
- Entry fees are calculated per syllabus and are charged according to the submission date and time of the registration form. Each syllabus with different options has different entry fees.
- Late fees will apply to both late applications and late payments.
- Amendment fees are calculated per syllabus and will be charged according to the submission date and time of amendment requests.

Examination Date and Time

- According to the Pearson Edexcel Policy, it is not possible to change examination dates, times or the venue.
- Candidates should report to the venue at least 30 minutes prior to the start of each examination. Candidates must not leave the examination venue until the end of each examination.

Cancellations and Refunds

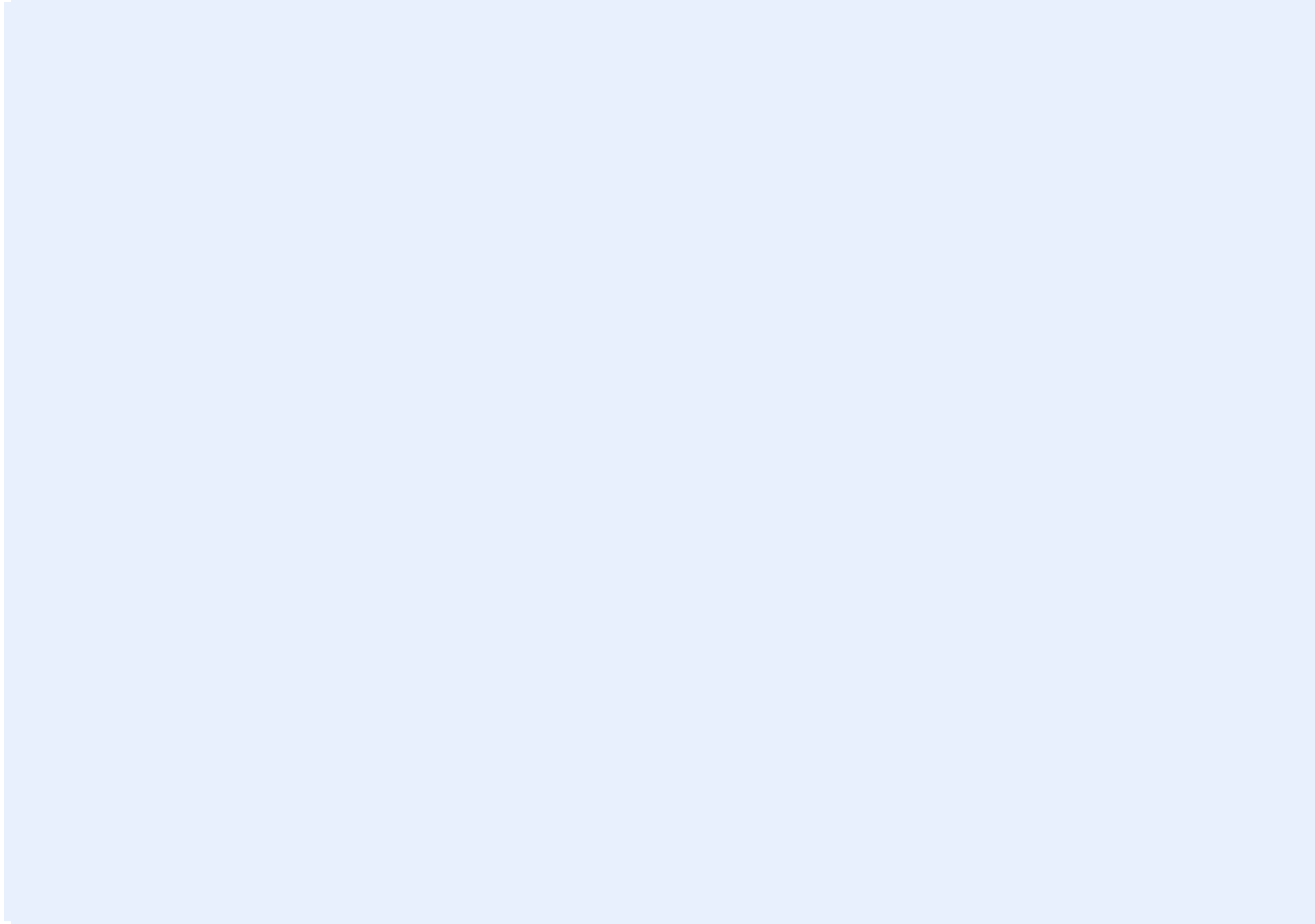
- No refund will be provided if you are absent from the examination or late for the examination.
- Candidates may cancel bookings before the final deadline. 50% of the cancelled syllabus fee will be refunded (with bank charges deducted).
- No refund will be provided if cancellation is requested after the High Late-Entry deadline.
- Sufficient evidence or explanation must be given if cancellation is requested. This evidence must be in English. Evidence may include a medical report or accident report (or similar), which should be issued by an authorised body. The report should include both the signature of the doctor or professional and the stamp of the institution. It should also indicate that the situation prohibits the candidate from taking the examination on the scheduled date and time.

Candidates must carefully read and understand all information on this registration form, the price list, the examination timetable, and our website.

Please turn to the next page.

Copy of Candidate's Passport

Please provide a scan of the candidate's valid passport photo page (the file size should be at least 600px.).



Please turn to the next page.

Disclaimer

The British Council and the examining boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions 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. The British Council's liability will be limited to the refund of the registration fee or retesting on a later date. Neither the British Council nor the examining board can be held responsible for any loss or damage, or injury or death caused to any candidate at the examination venue during the examination due to any act of terrorism or any other such circumstances beyond our control.

Declarations

For candidates under the age of 18, the registration form and child safe collection form must be completed and signed by both candidates and their parents/legal guardians/legal representatives.

- I hereby affirm that I have fully understood the terms and conditions on this registration form and all the information on the price list, the examination timetable and the British Council's website for the administration of examinations and agreed to be bound by them.
- I hereby affirm that I am fully aware of all the rules, regulations and terms and conditions of the examining board.
- I hereby affirm that all the information provided in the registration form is true to the best of my knowledge.
- I fully understand that the British Council and the examining board take all reasonable steps to provide continuity of service. I will understand, however, that the British Council cannot be held responsible for any interruptions caused by circumstances beyond their control. If examinations or results are disrupted, cancelled, or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the administrative/paper fees or retesting on a later date.
- I fully understand that the British Council's liability is limited to the online registration and delivery of examinations. The British Council will not be responsible for any interruptions caused by circumstances beyond their control. The British Council can only provide follow-ups and updates from the examining board to candidates.
- I fully understand that candidates are advised not to bring any unnecessary luggage or any valuables to the examination venue as the British Council will not be responsible for any loss or damages.
- I fully understand that the British Council reserves the right to cancel or postpone the examination due to natural disasters, earthquakes, typhoons or other circumstances beyond their control.
- I fully understand that the British Council reserves the right to the final interpretation of the terms and conditions for the administration of the examination.

Privacy Note

- The British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with our terms and conditions of registration.
- We may need to pass this information on to Pearson Edexcel for examination registration.
- 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, www.britishcouncil.org/privacy, or contact your local British Council office. We will keep your information for a period of 4 years from the time of collection.

Signature

By signing this registration form, I hereby affirm that I have fully understood all the above information and the terms and conditions.

Date of Signature	Date of Signature	Date of Signature	Date of Signature

Handwritten signature is mandatory

Please turn to the next page.

Child Safe Collection Consent Form

Child's Name:			
Child's Date of Birth:			
Dates of Examinations: (Please list all the examination dates)			
Collection Arrangements: (Please choose one option. Sign and complete the corresponding section below)	Option 1: I consent for my child (aged 11 years or older) to leave the examination premises unaccompanied.	<input type="checkbox"/>	
	Or		
	Option 2: I do not consent for my child to leave the examination premises unaccompanied and choose for them to be collected by the designated person/people identified in the table below.	<input type="checkbox"/>	

The British Council believes that the care, protection and welfare of children are paramount and that all children have the right to be protected from harm. This includes our commitment to effective child protection systems and ensuring children are safely collected from examination premises.

Please read this information carefully before you complete and sign this consent form. If you do not complete this form, you will not be able to complete the registration and your child will not be able to take the examination. We recommend that you keep a copy of this form for your records.

Who is this form for?

This form is to be completed by the parent/guardian of any child taking a British Council test. It provides the British Council with information about who will be collecting the child after the test or provides confirmation that the child is permitted to leave examination premises unaccompanied.

Child Safe Collection Policy

The following applies to all British Council examination operations:

- A child is defined as any person **who has not reached their 18th birthday**.
- Children aged **10 years and under** are **not** permitted to leave the examination premises unaccompanied. They must be collected by the parent/guardian named on this form or by a person for whom the parent/guardian has provided details.
- Children aged **11 years or older** are **only** permitted to leave the examination premises alone once parental/guardian consent has been given in writing via the completion of this form.
- The person identified to collect the child must be aged **14 years or older**.
- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/guardian.

Privacy note

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, www.britishcouncil.org/privacy, or contact your local British Council office. We will keep your information for a period of 4 years from the time of collection.

Option 1 – Consent for children aged 11 years and over to leave the examination premises unaccompanied:

I (your name) _____ hereby give permission to allow (child's full name) _____ to leave the examination premises unaccompanied at the end of each examination session.

In case of emergency, please contact (name) _____ on (telephone number) _____.

Handwritten Signature: _____

Date of Signature: _____

Option 2 – Consent for children to be collected by the designated person/people identified in the table below:

Please note that children aged **10 years or under** are **not** permitted to leave examination premises alone and the completion of the information below is mandatory.

Parent/guardian of children **aged 11 years and older** who wish for the child not to leave examination premises alone must complete the information below identifying who is authorised to collect the child.

When the child is collected by the person/people listed, identification must be presented to confirm identity. Acceptable forms of identification are driver's licence, passport, identification card, residence card, birth certificate.

Last Name	First Name(s)	Relationship to the child
Last Name	First Name	Relationship
Last Name	First Name	Relationship

I (your name) _____ hereby confirm that the person/people listed are authorised to collect (child's full name) _____ at the end of each examination session.

In case of emergency, please contact (name) _____ on (telephone number) _____.

I certify that the named person/people above are aged **14 years or older**.

Handwritten Signature: _____

Date of Signature: _____