

Dear Private Candidate

### **Terms and Conditions for May / June 2026 Exam submitted session**

By ticking the "**I Accept**" check box below, you confirm that you understand that you are registering via the British Council's Online Registration System to take the International GCSE, IGCSE, IAL and GCE exams with the British Council and the payment relating to your registration is directly between the British Council and yourself. All aspects of your registration relating to payment terms, refund, cancellation and transfer are as per the policies stipulated below.

The British Council is incorporated in England and Wales by Royal Charter and registered as a charity (under number 209131 in England and Wales and number SC03773 in Scotland). Its registered office is at 10 Spring Gardens, London, SW1A 2BN.

It is the responsibility of the candidate/teacher to ensure that accurate and complete entry data (candidate's details and subject) is submitted to the British Council. All entry amendments must be submitted to us before the deadline.

On-line applications must be submitted before the registration deadline. Applications received after the deadline will be subject to late entry penalty fees. After the deadline no further entries or changes to applications will be accepted.

#### **Entries**

On-line applications must be submitted by regular entry deadline. On-line applications received after regular entry deadline will be subject to late entry penalty fees. The British Council will accept late entries and changes to entry until the very late entry deadline. After this point no further entries or changes to applications will be accepted.

#### **Payments**

##### **1. Online Payment**

The online payment method is only available for Visa or Master Card.

##### **2. Bank Transfer or Deposit**

You can pay your exams by direct deposit to the British Council account at any Alpha Bank branch after you have booked your place on our Online Registration System. You can pay the test fee via ATM or via web banking through your own bank. Please note that you will be responsible to cover all bank charges.

Bank Name: Alpha Bank  
Bank Account Name: British Council  
Account number: 1150 0200 2018 908  
IBAN: GR05 0140 1150 1150 0200 2018 908

Please quote the CIE Reference number provided by the Online Registration System in the «Απολογία» field on the Alpha Bank deposit slip (e.g. A3-GR005-S-XXXXXXX or A3-GR0136-S-XXXXXXX).

#### **Special Arrangements and Special Needs (Access Arrangement)**

Special arrangements are made to allow candidates with substantial and long-term disabilities gain access to the examination and to demonstrate their attainment in the best possible examinations conditions. Special arrangements for extra time allowance, the provision of

specially adapted papers, assistance with reading or writing etc must be communicated with the British Council before the normal registration period finishes. Applications for additional time allowance, reader scribe and prompter can be submitted by the regular registration deadline. However, deadline for modified papers closes earlier than the rest of the arrangement, therefore, please contact us at [customerservices@britishcouncil.gr](mailto:customerservices@britishcouncil.gr) for more information.

### **Statement of Entry**

Statements of entry, other exam board rules and regulations will be posted to private candidates by e-mail.

In case the exams are cancelled due to Covid19 restrictions we will let you know the procedure to register to the next session. For any case of refunds 25% admin fee will be deducted from the original fee.

### **Refund**

You may apply for a refund if you are unable to attend your entire exam for **medical** reasons only. If this is the case, you must provide a medical **certificate** from a public hospital or private hospital or medical practitioner, a copy of your Statement of entry to support your application for a refund.

Important Note: For Pearson Edexcel exams **you may not apply for a refund after the normal registration period closes.**

The request form and supporting documents must be submitted to the [British Council](#) within two weeks of the date of the written exams. Fees cannot be transferred to a later Exam session or to another type of examination instead of being refunded.

### **Cancellation**

You may cancel your Test Registration with no charge at any time prior to the closure of the relevant normal registration period for your exams by sending an email the British Council, [customerservices@britishcouncil.gr](mailto:customerservices@britishcouncil.gr).

### **Location, date and time**

All information regarding the location and your candidate number, will be communicated to you approximately **2 weeks** before your first exam date by e-mail.

### **General Regulations**

Any candidate using audio recording equipment, a mobile phone, or any other electronic material, or breaking the regulations in any other way will be automatically disqualified, as mentioned in the Notice to Candidates document.

### **Results**

Results and/or detailed results will be available through candidate results website at <https://myresults.cie.org.uk> and you can access them by following details sent in separate e-mail prior the Results Release day.

### **Data Protection**

We apply the UK Data Protection Act 1998 to all of our global operations unless the local equivalent law is stronger. The UK Data Protection Act works in two main ways. It gives individuals rights over how their personal information is used and sets out rules for organisations that handle personal information. Our [global data protection policy](#) describes how we treat personal information. Our [Personal Information Charter](#) sets out the standards you can expect from us when we handle personal information and what you can do if you think standards are not being met.

The British Council may contact you as part of the collection of anonymous statistical data directly related to the exam you are registering for, and that this data will be used for internal British Council research purposes only to improve the exams service.

**Child Protection**

The British Council believes that all children have potential and that every child matters – everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

**Communications**

You will receive electronic marketing communications about British Council products, services and activities through our newsletter. Please note that if you don't want to receive such information, then you can 'unsubscribe' when receiving the first circular. Our [privacy policy](#) describes how we treat personal information.