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

Welcome to the University of London registration & payment portal for Bangladesh 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.

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.

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

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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 withing 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 5 February 2024 and closes at midnight on 28 February 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).

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.

Late Registration

There will be an opportunity to make late registrations. However, a 20% Late Registration Fee will apply.

British Council Late Registration opens at 08.00 on 15 March 2024 and closes at midnight on 10 April 2024.

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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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 *

A

First name *

James

Last name *

Nethercote

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 *

Choose one…

B

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

Choose one…

9. You then need to select the exams you want to register for. You do this by clicking on the tick box above that exam. Check that you have selected the correct exams before clicking on **Proceed**.

Exam Location and Exam Choice

Please select the exam/s you wish to sit from the following list.

The box for each exam is displayed above the relevant exam name *

☐
LA2001-02 Tort law 29/04/2024
☐
LA3026-02 Intellectual property 30/04/2024
☐
LA3021-02 Company law 02/05/2024
☐
LA2008-02 Administrative law 03/05/2024
☐
LA1040-02 Contract law 07/05/2024
☐
LA3014-02 Conflict of laws 08/05/2024
☐
LA3005-02 Jurisprudence and legal theory 09/05/2024
☐
LA2029-02 International protection of human rights 10/05/2024
☐
LA1020-02 Public law 13/05/2024
☐
LA2019-02 Family law 14/05/2024
☐
LA2024-02 EU law 16/05/2024
☐

LA3007-02 Evidence 17/05/2024
☐
LA2003-02 Property law 20/05/2024
☐
LA3025-02 Criminology 21/05/2024
☐
LA1010-02 Criminal law 28/05/2024
☐
LA3013-02 Public international law 29/05/2024
☐
LA3002-02 Equity and Trusts 30/05/2024
☐
LA2015-02 Commercial law 31/05/2024
☐
LA1031-02 Legal system and method 11/06/2024
☐
LA3028-02 Introduction to Islamic law 13/06/2024

(A)   (B)   (C)

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A – UOL code for module	
B – The name of the exam	
C – Date of the exam	
D – Price of that exam (in local currency)	

10. You will then see a summary of the registration. Here you have the opportunity to edit or make any changes if the information is incorrect.

Registration Details

Registration contact's details: James Nethercote

[Edit] **A**

12 High Street
Clovelly
EX3934E
james.nethercote@britishcouncil.org

[Add Another Attendee] **B**

Attendee 1: James Nethercote (Attendee) [Delete] [Edit]

C **D**

Show Details

Description	Quantity	Unit price	Total
EMFSS exam choice	1	£92.00	£92.00
		Total:	£92.00
		Grand total:	£92.00
		Outstanding:	£92.00

E

F

Available payment methods

G

◯ Pay online   ◯ Bank Transfer

[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

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

E – a list of the different exams the candidate wants to take

F – the amount to pay

G – the payment method

11. Select the payment method you want to use.

12. Click on **Complete registration**.

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

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

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.