

## Easy Step Guide on the Examination Registration Process for Candidates Under the Age of 18 Years

- ❖ **Step 01:** Log on to <https://portal.lyceumassessments.lk/>
- ❖ **Step 02:** New user: Click on “Sign Up” to create an account
- ❖ **Step 03:** Enter the relevant data for the ‘New User Registration’

### Candidate Registration System for International Examinations

#### New User Registration

**User Name \***

Enter your Passport No./Sri Lankan NIC No./Sri Lankan Postal ID No.

**Password \***

Password

**Confirm Password \***

Confirm password

**Candidate Type \***

Select a Candidate Type

**School Name \***

Select a School

**School Branch \***

Select a Branch

**School Admission No \***

School Admission No

**Phone Number (mobile) \***

Ex : 94123456789

**Email \***

Email

**Confirm Email \***

Confirm Email

You will get a user confirmation email. Click the link to activate your account.

<b>User Name</b>	Enter your passport number or Sri Lankan NIC number or Sri Lankan postal ID
<b>Acceptable Identification Documents</b>	- NIC/ Passport/ Postal ID only: OL/IGCSE candidates - NIC/ Passport only: AL candidates
<b>Password</b>	Minimum eight characters
<b>Candidate type</b>	School Candidate
<b>School name</b>	Lyceum International School
<b>School branch</b>	Select the correct branch name
<b>School Admission Number</b>	Should have A-Z character and 5 digits Ex: N12345 for Nugegoda
<b>Phone Number</b>	Should be entered in 94xxxxxxxxxxx format
<b>E-Mail</b>	The e-mail address provided by you at the sign-up stage will be used for future correspondence regarding the examination.

- The mandatory fields of the application form must be filled and submitted by clicking **“Submit”**. After the successful completion of the registration for the subjects, you will receive a message **“User Created Successfully”**.
- After that, you will receive a no-reply e-mail with the subject – Account Activation with a reference number. In case, if you do not receive this e-mail in your inbox, kindly check your SPAM or Junk folder. CLICK THE LINK mentioned in the e-mail to activate your account.
- Once you click the link, you will be directed to the sign-in page.

#### ❖ **Step 04: Sign in to the Account**

- Enter the given User Name (Passport Number, Sri Lankan NIC Number, or Sri Lankan Postal ID) and the password to continue the registration process.
- Click **“Forgot Password”** if you want to reset your password.

#### ❖ **Step 05: How to Select the Age Selection Option**

- Candidates 18 or above – Select this option, if the candidate is 18 years of age or above as of the registration date.
- Candidates below 18 - Select this option, if the candidate is below 18 years of age as of the registration date.
- Select one of the options mentioned above and then click **“Next”** to proceed further in the registration process

#### ❖ **Step 06: How to Fill in the Details of the Parent/Guardian?**

*(This section is applicable if you select candidates- below 18 option)*

- When you select a **candidate- below 18**, you should complete the contact details of Parent/Guardian. Also, you can refer to the Lyceum Child protection policy.

<b>Relationship to the Child</b>	Enter the relationship to the child from the drop-down list
<b>Contact Number</b>	Enter the contact numbers of the parent/ guardian in 94xxxxxxxx format
<b>E-mail Address</b>	Valid e-mail address of parent/ guardian
<b>Child Protection Information</b>	Parent/ Guardian should grant permission on the candidate to leave the examination hall, unaccompanied. - If you select NO, you can nominate a maximum of two people, who can accompany your child once the examination is over. - If you select YES, confirm, click “next” to proceed

❖ **Step 07: How to Complete the Assessment Information?**

Awarding Body	Cambridge International
Session	June 2022
Qualification Level	Select one from IGCSE, Ordinary level AS, A2 or Advanced level
Center Number	Automatically appears based on your previous selection
Location	Sri Lanka

- After the completion of filling in the information regarding the assessments, click “Next” to proceed further.

❖ **Step 08: How to Complete the Details of the Candidate?**

<b>Title</b>	Select Master/ Miss/Mr
<b>Full Name</b>	The character limit is 60 including spaces. Symbols including full stops (.) are not allowed. Abbreviate the name, if it consists of more than 60 characters. Spellings should be correct as this will be reflected on your statement of entry and the certificate.
<b>E-mail</b>	The registered e-mail address will be automatically filled
<b>Contact Number 1</b>	Mobile number: Certain exam related information will be circulated among the candidates through the provided mobile number- Format for entering the mobile number is 94xxxxxxxxxx
<b>Contact Number 2</b>	Mobile/ Landline: Format is 94xxxxxxxxxx
<b>Date of Birth</b>	Must be entered correctly according to the given format
<b>Gender</b>	Male or Female
<b>Is English, the native language?</b>	Select Yes/No

❖ **Step 09: How to Complete the Candidate Information Details continued**

<b>Identification Document</b>	Select from the drop-down list: (Passport/ Sri Lanka NIC/ Sri Lanka Postal ID)
<b>Identification Documentation number</b>	Enter the identification number
<b>Identification Document Expiry Date</b>	This is applicable for the holders of passports or Postal IDs only
<b>Identification Document Issuing Authority</b>	- The Department of Emigration & Emigration (Passport) - The Department of Registration of Persons (NIC) - The Postmaster General (Postal ID)

- After the completion of the details of the candidate, click “**Next**” to proceed further

#### ❖ **Step 10: Complete the Subject Selection details**

*It is the responsibility of the candidates to select the correct level, subjects and options.*

- Once you click “**Add the subject to search**“, select a subject and then search for the subject that you intend to take.
- Option codes are **NOT** visible at this stage
- Details related to the subjects will appear with the syllabus codes, options, component codes and the price.
  - Standard- Must be selected, if you **DO NOT** select the Carry-forward option.
  - Carry-forward – Enter/select Previous Centre Number/ Candidate Number/ Session
  - Retake- this option is not relevant to you.
- Then click **Add to Basket**
- Added subject is available at the bottom

- From that you can click the **remove** button to remove the subject in the basket

- Follow the same process to add other subjects to the basket
- Click on **Next** to proceed.

#### ❖ **Step 11: Confirmation of the Selected Subjects**

- You can view the selected subjects here and click add/remove subject to edit the selection.
- Once you finalise the selection of the subjects, click the **“Summary Report”** and kindly recheck the accuracy of the entered details.
- If you need to make any amendments at this stage, press the **“Back”** button.
- If the entered details are accurate, kindly CONFIRM the information available on the summary report.
- Then click **“Submit”** your application to proceed further in the registration process.

#### ❖ **Step 12: Selection of the Payment Methods**

- Candidates can select either Online payment or Offline Payment method.

##### ❖ **Step 12.1: Online Payment Methods**

*These payments must be made by Visa/ Master Card/Amex during your online registration process. A convenience fee will be added to the online payment in addition to the subject fee.*

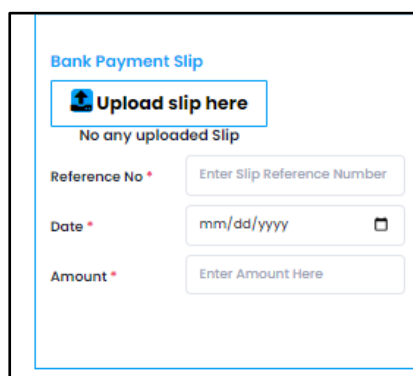
- Select online payment and click the **Pay** button
- Enter your card details accurately and confirm to process the payment.
- Once you complete the payment, you will receive a successfully paid notification to the e-mail address provided by you with the subject- Online Payment which is consisted of the payment and examination related information.
- Once you complete the process, your account will be frozen.

##### ❖ **Step 12.2: Offline Payment Methods**

*Candidates can pay through the bank or make an online bank transfer and upload the payment slip on or before the stated deadlines.*

- Select offline payment
- Then click **“Continue”**
- Then you can view your summary report with the selected subjects.
- Once you click **Finish the Process**, you will receive an email to the registered email account (subject -Offline Payment) with account details and further instructions.

## How to upload payment slip (Offline Payment)



The form is titled "Bank Payment Slip". It features an "Upload slip here" button with an upload icon. Below this, it states "No any uploaded Slip". There are three input fields: "Reference No \*" with a placeholder "Enter Slip Reference Number", "Date \*" with a placeholder "mm/dd/yyyy" and a calendar icon, and "Amount \*" with a placeholder "Enter Amount Here".

<b>Reference No</b>	Enter the reference number mentioned on the <b>payment slip</b>
<b>Date</b>	Enter the date mentioned on the payment slip in the given format
<b>Amount</b>	The amount deposited must be entered accurately

- Log in to your account again by providing the same user name and password.
- You can view the entered personal and subject information
- Click **Upload Slip Here** Button
- Select the soft copy of the payment slip/confirmation (pdf/png/jpg/jpeg are allowed to upload)
- Fill in the Reference No, Date you made the payment, Amount
- Click **Save**
- Once you complete the process, your account will be frozen.
- Your registration will be completed once you receive the payment confirmation email from the Lyceum Assessments within 5 days.

### ❖ Step 13: Help Desk

Lyceum Assessments | 071 162 7777 | [info@lyceumassessments.lk](mailto:info@lyceumassessments.lk)