BRITISH COUNCIL

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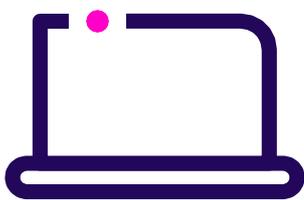
REX Preparation Portal User Guide

Registering your Preparation Centre

STEP 1

Contact us to request a username and password. In your email, please provide the following details:
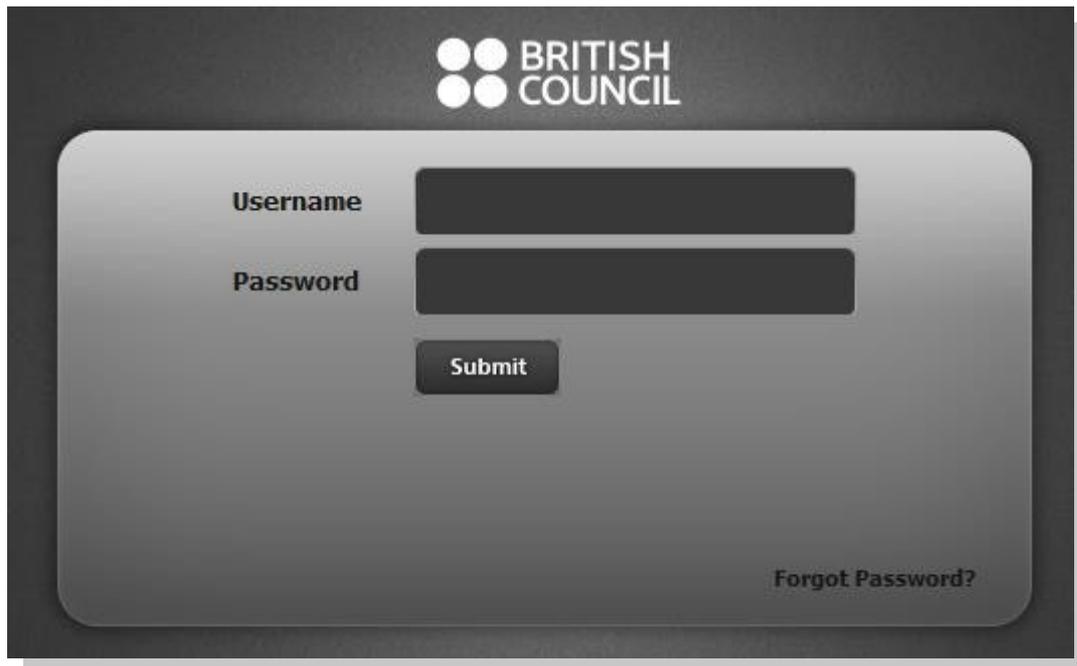
- Name of Institute
- Name of Contact person
- Email
- Phone number
- Full postal Address

STEP 2

An account will be created with the provided details. Our initial contact person, i.e., you, will be given an Administrator role, if not indicated differently.

STEP 3

You will receive an automatic email for account activation. Use the link from the email to go to log in page.

The Username is your email address, and at this point you need to create a password to activate your account.

STEP 4

Create a password. Use 8 characters, one of which needs to be a capital letter, one number, and a symbol. We advise you to use the symbol @.
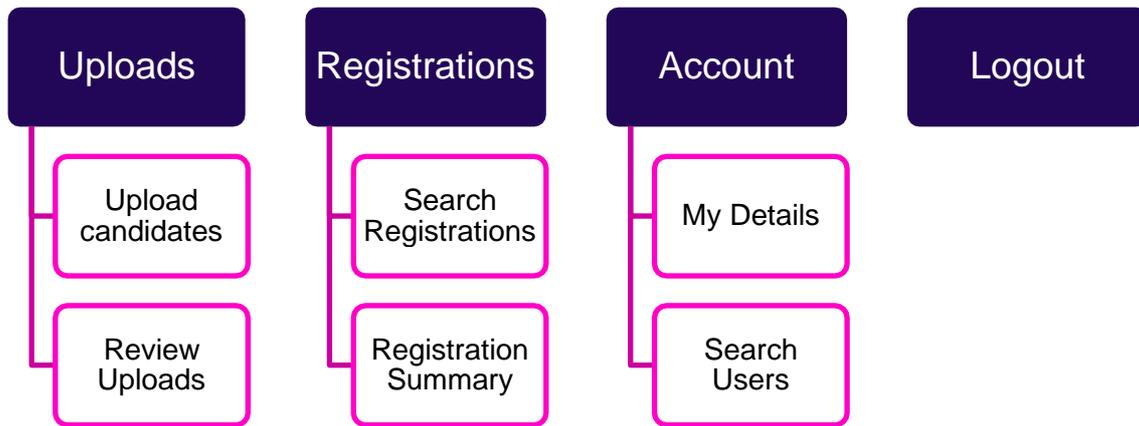
Example password: Portal1@

STEP 5

Once you create your password, you can log in to your account.

Overview of the Portal

When you log in to your account you will see the home menu with **four** tabs and their sub- tabs:

Uploads	Registrations	Account	Logout
Upload candidates	Search Registrations	My Details	
Review Uploads	Registration Summary	Search Users	

Uploads

1. Exam and Venue	2. Upload Candidates	3. Confirmation	4. Complete
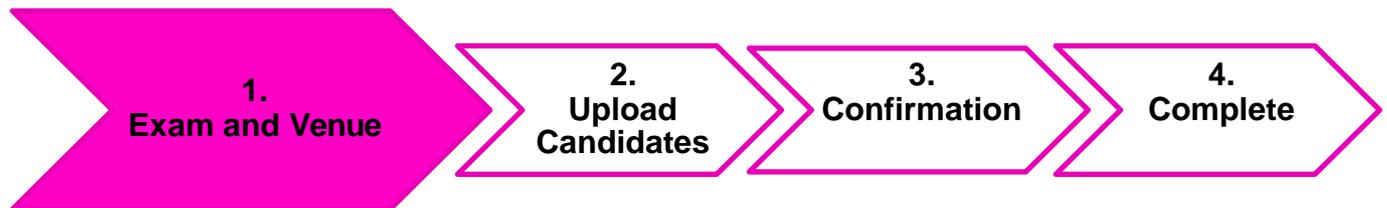
There are **four** steps to upload your candidates.

First, you need to select your exams and venue. See below:

Location: ☐ At Preparation Centre ☑ At British Council

Centre: *British Council - Cyprus*

Venue: *CY006 - Nicosia*

Exam: *YLE Starters*

Date: 31/07/2022

Price: €73.00

Unless you have been in contact with the British Council to organise exams at your own venue ("At Preparation Centre"), your candidates will be taking an exam "At British Council".

Please choose the correct centre, venue, and exam level to see the exam date. You can find all exam dates and locations on our website.

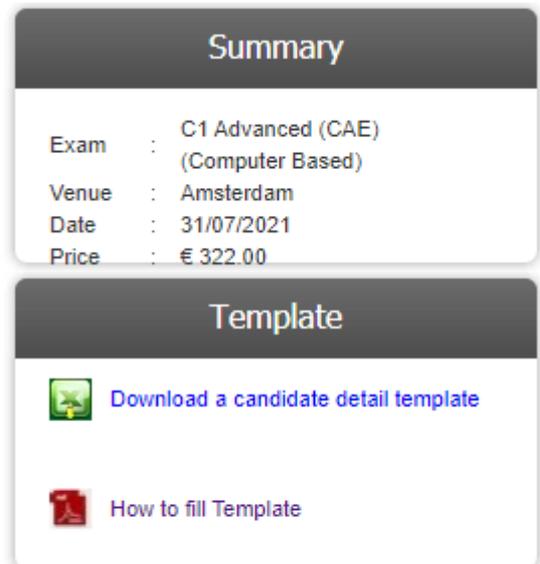Be advised that only exams within the current registration period will be open for registration.

1. Exam and Venue	2. Upload Candidates	3. Confirmation	4. Complete

Please double-check the summary to ensure you have selected the correct exam.

__All the screenshots used in this document are taken from various preparation centres around the world and are used for illustration purposes only.__

Download the candidate detail template by clicking the link.

Complete one candidate detail template per exam and ensure that the candidates' details are filled in the correct mandatory fields marked by * in the table.

Summary

Exam	:	C1 Advanced (CAE) (Computer Based)
Venue	:	Amsterdam
Date	:	31/07/2021
Price	:	€ 322.00

Template

Download a candidate detail template

How to fill Template

Mandatory fields:

Title	*Mr/Miss/Mrs (dropdown)*
Other Names	i.e., *Jan*[1]
Family Name	i.e., *Brown*[1]
Email	*Valid address*[2]
Date of Birth	*DD/MM/YYYY*
Telephone	*Not Blank*[3]
Special Needs	*Yes/No (dropdown)*

[1] Cambridge Assessment has a limit on characters that can be printed on a certificate. Please make sure the name and surname do not exceed 40 characters in total (including spaces).

[2] The portal requires a valid email address.

We would advise:
- your email address as direct contact person for all candidates, or
- the candidates' email address if they require access to our LearnEnglish Exams Portal. LearnEnglish Exams is available to candidates who register for B2 First, B2 First for Schools and C1 Advanced with the British Council.

[3] You can either provide us with a contact number that will be available during the exam, or put n/a, if you are not comfortable with filling in this field.

Mandatory fields for underage candidates:

Guardian First Name
Guardian Last Name
Guardian Telephone   *Not blank*[2]

The portal detects which candidates are underage at the time of the registration for the exam.

Please provide us with the contact details of the legal guardian.

We require these contact details to adhere to the child safety standards as part of our Child Protection Policy.

1. Exam and Venue	2. Upload Candidates	3. Confirmation	4. Complete

At the third step, doublecheck the exam level, venue, and date.

Confirm that you've read and agreed to the Terms and Conditions:

☑ I have read and agree to the above Terms and Conditions.

Confirm your submission.

Once you confirm your submission, you will receive one of the following messages:

Summary:

The British Council have received your request and registration will now be processed.

or

The process of uploading has been unsuccessful as there are some errors.
The file has not been submitted to the British Council.
Please return to the Review Uploads tab and correct these errors.

Review Uploads

Click the Uploads tab and choose Review uploads from the drop-down menu.

You will see a list of your uploads.

Example1

Total candidates uploaded:	2
Total candidates successful:	1
Total candidates with errors:	1

Click on the number displaying the number of errors for an overview of the errors.

This screen provides an overview of the actions needed. Click on Fix Error to see what you need to change/add.

Fill in the correct value for the field required and click Save. Correct the Value in your uploaded spreadsheet for safekeeping.

Please be advised that Passport number is not a mandatory field.

Location	Exam	Format	Venue	Date	Uploaded On	Uploaded By	Status	Total	Successful	Error	
At British Council Venue	C1 Advanced (CAE)	CB	Amsterdam	31/07/2021	09/06/2021	Ruben TEST	Upload Successful	2	2	0	✗

Total candidates uploaded: 2

Total candidates successful: 2

Total candidates with errors: 0

Example 2

Review Uploads

Location	Exam	Format	Venue	Date	Uploaded On	Uploaded By	Status	Total	Successful	Error	
At British Council Venue	C1 Advan... (CAE)	CB	Amsterdam	31/07/2021	04/06/2021	Ruben TEST	Uploaded With Errors	2	2	0	✖

Total candidates uploaded: 2

Total candidates successful: 2

Total candidates with errors: 0

Status: Uploaded with Errors

This is a glitch in the system.

1. Press the delete button ✖.

2. Upload a new candidate template with the correct candidates' details.

Important:

Please ensure that you delete the upload with errors. Otherwise, you will receive the following error:

Error message   ✖

Uploaded excel file contains duplicate candidate when compared against imported candidates

Ok

Contact your exam centre when encountering other errors.

Registrations

	Uploads	Registrations	Account	Logout

Registration Summary

	Exam Name	Test Date ▲	Exam Format	Number of Candidates	Exam Total Cost
▶	C2 Proficiency (CPE)	13/06/2019	Paper Based	1	26500
▶	B2 First (FCE)	22/06/2019	Paper Based	2	49000
▶	C1 Advanced (CAE)	02/11/2019	Paper Based	1	21500
▶	B2 First (FCE)	09/11/2019	Paper Based	1	24500
▶	C1 Advanced (CAE)	07/12/2019	Paper Based	4	94000
▶	B2 First (FCE)	07/11/2020	Paper Based	5	102500
▶	C1 Advanced (CAE)	14/11/2020	Paper Based	1	21500

This screen will give you an overview of all registrations by your preparation centre.

Search Registrations

Venue	Exam Name	Test Date	First Name	Surname	Reference	Exam Format	Fees	Paid	Special Needs

|◀ ◀ **0** ▶ ▶| 10 ▼   items per page   No items to display ↻

This screen will allow you to view all candidates per exam. You can search for specific candidates or other values by clicking on the funnel icon of the correct column.

For more information on how to search registrations please watch this video.

Account

Under *My details*, the portal will allow you to change your own account details.

Under *Search Users*, the portal will allow you to add users to your preparation centre and view all users registered by your preparation centre.

Click on the New User icon to create a new user.

User Details			✖
First Name : * FirstName		**Surname :** * UserLastname	
Email Address : *		**Role :** * Standard ▾	
			Save

Please ensure that all new users will have the Standard Role as opposed to the Admin Role.

If you experience any difficulties using the portal, please contact our office for further guidance.