

<p>PHOTO Please affix your most recent passport-size photo here (write your name at the back of the photo)</p>	<p>If you require more information about STEP Mathematics exams please visit:- https://www.admissionstesting.org/for-test-takers/step/about-step/</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="6" style="text-align: center;">For Official Use</th> </tr> <tr> <td colspan="6" style="text-align: center;">Candidate Reference Number</td> </tr> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>	For Official Use						Candidate Reference Number											
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Registration Closing Date		4th May 2021																		
Candidate Name in BLOCK LETTERS (as per Identity Card/Passport)																				
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Date of Birth	NRIC/Passport Number		Nationality		Gender Male / Female															
Candidate Address (for correspondence)																				
Telephone	Mobile Number	Guardian Contact Number (mandatory for candidate below 18 years)																		
Email Address (MANDATORY)																				
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Candidate UCAS Number																				
Registration fee at RM100.00 per candidate (non-refundable)					RM 100.00															
Paper II					RM 750.00															
Paper III					RM 750.00															
GRAND TOTAL					RM															
Universities that require STEP Mathematics (please tick ✓)			Course Code																	
University of Cambridge	<input type="checkbox"/>	STEP: any course requiring STEP																		
University of Warwick	<input type="checkbox"/>	STEP: any course requiring STEP																		
Other	<input type="checkbox"/>	STEP: any course requiring STEP																		

Subject	Schedule	Please tick the paper that you wish to register (✓)
STEP Mathematics II	Monday, 14 June 2021	
STEP Mathematics III	Thursday, 17 June 2021	

RESULTS

- On Thursday 10 August 2021, Candidates can download their results online
Kindly keep safe of the username and password details provided during the exam day

REGISTRATION PROCEDURES

- Complete all the relevant sections of the Application Form
- Attach with the form a copy of an identity card or passport, a passport-size photograph and payment
- Submit your Application Forms at any of the British Council offices (KL or Penang)

ACCESS ARRANGEMENTS

(20/04/2021 - Last date for request for access arrangements)

Maximum of 25% Extra Time	<input type="checkbox"/>	Supervised Rest Breaks	<input type="checkbox"/>
Braille Question Papers	<input type="checkbox"/>	Modified Enlarged A4 Question Paper	<input type="checkbox"/>
Unmodified A3 Question Paper and Answer Sheet	<input type="checkbox"/>	Other (please state below)	

Reason for Access Arrangement Request

(please provide any supporting evidences / documents e.g. registered medical practitioner's report)

ADMISSIONS TESTING SERVICE TERMS & CONDITIONS

1. Please note that by registering for the STEP Mathematics exams, you are agreeing that data provided as part of the entry process may be passed to Admissions Testing Service and any institutions to which you have applied to through UCAS and that data may be used for research purposes in connection with admissions procedures.
2. You also agree that if you obtain a place for a course where your STEP Mathematics result was used in the admissions process, then your university and UCAS may supply Admissions Testing Service with data about your results in subsequent examinations whilst you are studying, unless you specifically notify Admissions Testing Service directly in writing. Admissions Testing Service will take reasonable care to keep candidates' personal details anonymous

CANDIDATE DECLARATION

1. I confirm that all details given in this application are true and accurate to the best of my knowledge.
2. I agree that there should be no postponement or refund of all fees should I decide to withdraw from the examination.
3. I am aware that registration fee paid is non-refundable.

Privacy notice

British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is in agreement with our terms and conditions of application (contract). We may need to pass this information on to the following partner: Cambridge for exams registration and administration. 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 7 years from the time of collection.

Signature of Candidate : _____

Date : _____

For official use only

Amount Paid		Date of Payment	
Receipt Number		Registered By	

Disclaimer

The British Council and the Examining Boards take all reasonable steps to provide continuity of service. However, we are sure that you will understand 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.

PAYMENT OPTIONS

Transaction shall be made payable to “**BRITISH COUNCIL**”

Office	Submit to	Cash	Credit Card	Bank Transfer
Kuala Lumpur	KL Office	√	√	√
Penang	Penang Office	√	√	√

Terms of fee and payment:

1. Payment can be made to the British Council either by cash, cheque, credit card, bank draft, or bank transfer.
2. Payment made to the respective British Council office is subject to Bank's transaction terms and conditions.
3. Registration will be processed upon receipt and validation of the copy of the remittance slip which may be submitted by hand/courier together with the application form.
4. Payment via cash deposit must be made through the Citibank counter and not via a Cash Deposit Machine.
5. Payment description must be stated clearly.

Bank Details:

Payment Description : STEP 2021 (Candidate's Name)
Bank : Citibank
Bank Swift Code : CITIMYKL
Account Number : 0-115889-028

Kindly select “IBG – Interbank GIRO” instead of “Instant Bank Transfer” to transfer the amount into our account.

Completed application form is to be submitted by hand/courier/ email to the office which you are registering to sit the examination as shown below:

British Council, Examination Services Ground Floor, West Block Wisma Selangor Dredging 142C Jalan Ampang 50450 Kuala Lumpur Tel. No.: 03 2723 7900 Fax No.: 03 2713 6599 E-mail: info@britishcouncil.org.my	British Council Penang Centre Wisma Great Eastern Suite 3A.1 & 3A.2 25 Light Street 10200 Penang Tel. No.: 04 255 9000 Fax No.: 04 263 3262 E-mail: penang.exams@britishcouncil.org.my		
Counter opening times: Tuesdays to Saturdays	10.00 am to 5.00 pm	Opening times: Tuesdays to Saturdays	10.00 am to 5.00 pm
www.britishcouncil.org			
http://www.admissionstesting.org/for-test-takers/step/about-step/			

Child Safe Collection Consent Form

Child's name:	
Child's date of birth:	
Date of written exam:	/ /
Date of speaking exam:	/ /
Collection arrangements: (Please sign and complete the corresponding section below)	a) I consent for my child (aged 18 years and below) to leave the exam premises unaccompanied, <input type="checkbox"/> or b) I <u>do not</u> consent for my child to leave exam 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 exam 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 test. 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/carer 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 exam premises unaccompanied.

Child Safe Collection Policy

The following applies to all British Council exam operations:

- A child is defined as any person **who has not reached their 18th birthday**.
- Children aged **18 years or below** are only permitted to leave exam premises alone once parental/carer consent has been given in writing via the completion of this form.
- The person identified to collect the child must be age **14 years** or older.
- Any subsequent change to the person who comes to collect the child must be authorised in writing by the parent/carer.

Option 1 - Consent for children aged 18 years and below to leave exams premises unaccompanied:

I (your name) _____ hereby give permission to allow (child's full name) _____ to leave exam's premises unaccompanied at the end of the test/s.

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

Signature (full name) _____
Date ____/____/_____.

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

Parents/carers of children **aged 18 years and below** who wish for the child not to leave exam 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 ¹identification must be presented to confirm identify.

Last Name	First Name (s)	Relationship to the child (i.e parent, carer, uncle etc)

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

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

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

Signature (full name): _____
Date: ____/____/_____.

Privacy around how we use your data

The British Council respects and protects the privacy of people who use our registration systems. The information you provide when registering will not be used for any marketing purposes and will not be shared with any third parties.
