OVERSEAS EXAM SERVICE – North American Application Process

1. Have you read and understood the FAQs on the Overseas Exams Service page?
   - Yes: Please proceed with your application.
   - No: Please return to the Overseas Exams Service page and view the list of countries with British Council offices.

2. Are you applying to resit an exam in North America?
   - Yes: You will be required to return to Edinburgh to resit your exams.
   - No: Has your school opted out of the Overseas Exam Service?
     - Yes: You will be required to return to Edinburgh to resit your exams.
     - No: Have you chosen an institute that you wish to proctor your exam?
       - Yes: Have you made contact with the relevant department within your chosen institute?
         - Yes: Please proceed with your application.
         - No: Has your chosen institute stated that they will be available to proctor exams during the 6th-18th August exam diet? Please provide your chosen institute with the attached form to complete: Please click here.
       - No: Please return to the FAQs on the Overseas Exams Service Page.

3. From the guidelines on our website are you eligible to resit an exam overseas?
   - Yes: Please return to the Overseas Exams Service page and view the list of countries with British Council offices.
   - No: Have you obtained both an email and phone number for the relevant contact?
     - Yes: Please proceed with your application.
     - No: Have you chosen an institute that you wish to proctor your exam?
       - Yes: Have you made contact with the relevant department within your chosen institute?
         - Yes: Please proceed with your application.
         - No: Has your chosen institute stated that they will be available to proctor exams during the 6th-18th August exam diet? Please provide your chosen institute with the attached form to complete: Please click here.
       - No: Please return to the FAQs on the Overseas Exams Service Page.

4. If they are not able to provide the availability during the 6th-18th August exam diet, then you will be required to source an alternative institute.

5. Please do not continue with your application until you have obtained the required contact details. The Examinations department will not continue with your application without both contact details.

6. Please do not pass on any details to the Exam Department without first contacting the relevant department within your chosen academic institute.

7. Has your chosen institute stated that they will be available to proctor exams during the 6th-18th August exam diet? Please provide your chosen institute with the attached form to complete: Please click here.

8. You will be required to return to Edinburgh to resit your exams.

9. If they are not able to provide the availability during the 6th-18th August exam diet, then you will be required to source an alternative institute.

10. Please proceed with your application.

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