

How to use the BPhO online shop

To request certificates:

1. Enter the number of Participation Certificates required in the 'Qty' box.
2. Click 'Add to Basket'
3. Enter the name of your school and county.
4. To add Merit Certificates to your order, select 'Continue Shopping' and repeat steps 1-3 for Merit Certificates
5. When you have added the number of certificates required, select 'Checkout'
6. Select 'This is my first visit' and enter your email address.
7. Tick to confirm you have read the Terms and Conditions.
8. Enter your details.
9. When you have entered your details click 'Proceed to payment'
10. Check your address details and click 'Proceed to payment'
11. If you are only ordering certificates (which are free of charge including free postage) you do not need to enter any payment details. Your order will automatically be processed.
12. You will receive an email confirming your order, and a second confirming dispatch of your certificates.

To enter Paper 2:

1. Type the number of entries required in the 'Qty' box.
2. Click 'Add to Basket'
3. Enter the name of your school and county. The names of students will be given when the papers are returned for marking.
4. Select 'Checkout'
5. If you have ordered from the shop before, enter your email address and password. Otherwise, select 'This is my first visit' and enter the information requested.
6. When the option becomes available, click 'Proceed to payment'
7. You will be taken to our secure payment site, where you should enter the details of the card you are using to pay
8. You will receive an email order, and a second when your papers are dispatched.

If you have any further questions, contact schools.liaison@physics.ox.ac.uk