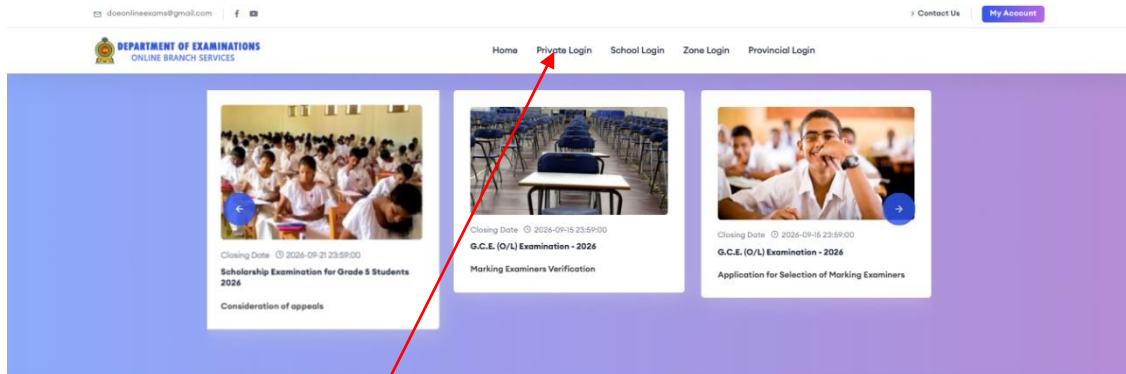


User Guide for G.C.E. (O/L) Examination – 2026 Application for Selection of Marking Examiners

1. Login to the System using your NIC

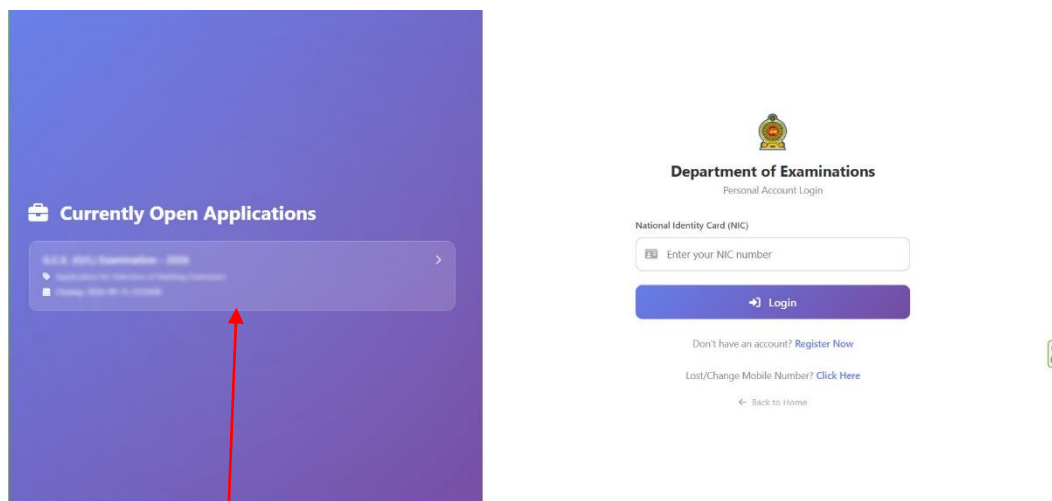
- URL : “https://onlineexams.gov.lk/eic”



Click this

Figure 1

2. First, select the name under the ‘Currently Open Applications’ section, and check the instructions before proceeding.



Click this

Figure 2

3. Read the Instructions, watch the video & click on "Next" to proceed

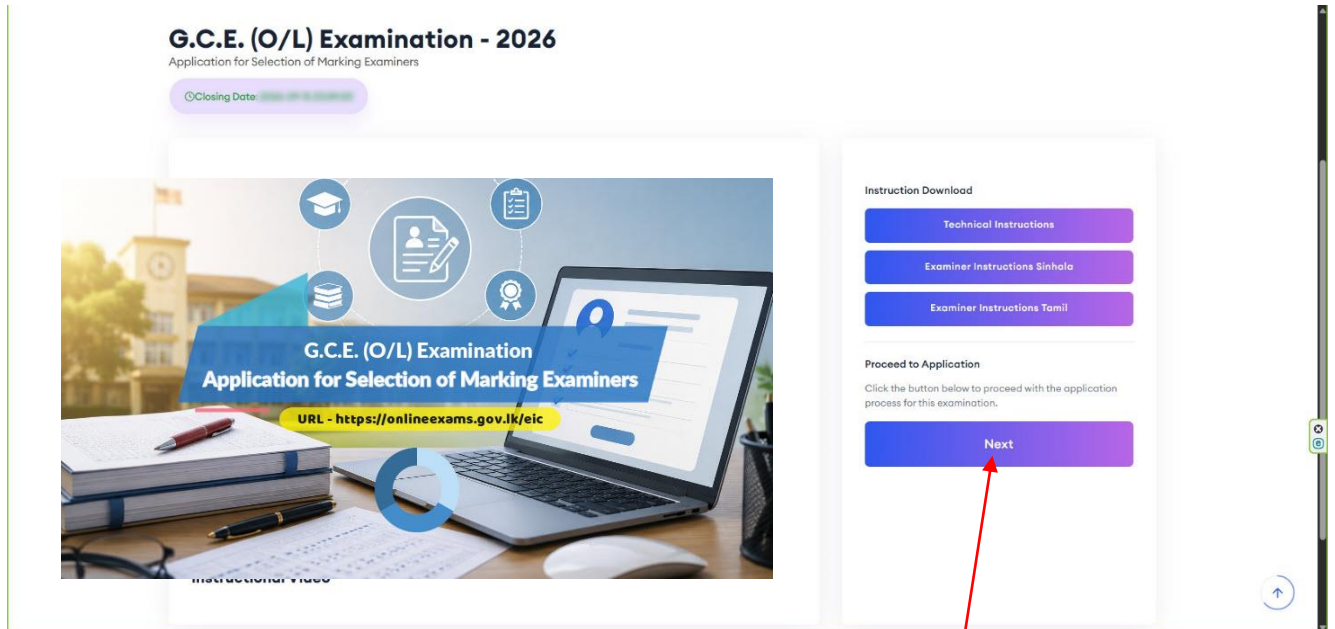


Figure 3

Click this

- If you don't have an account, click on the "Register Now" to create a new account.

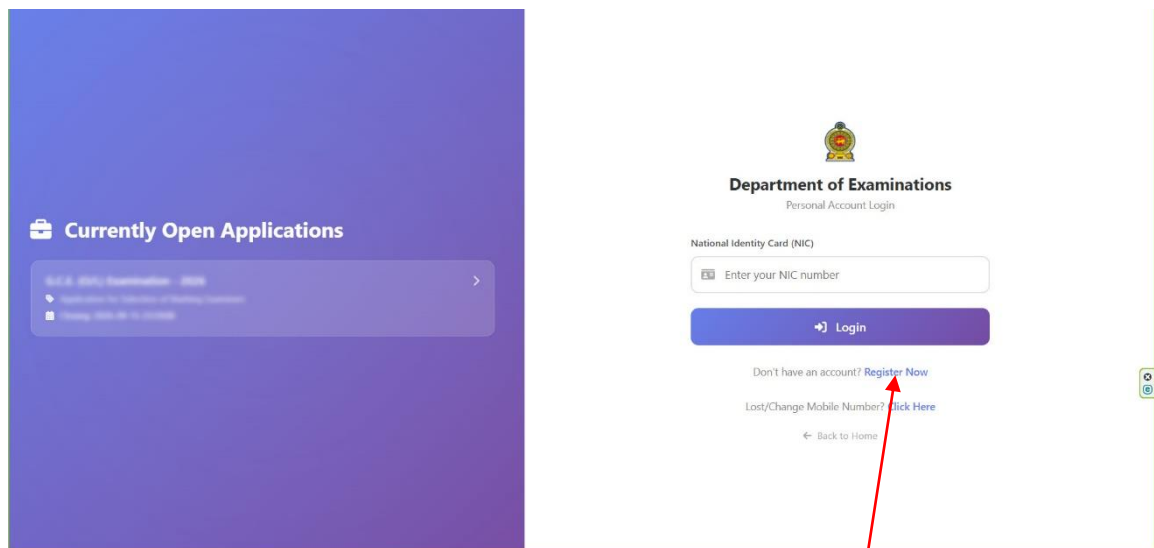


Figure 4

Click this

- Enter your "Full Name, NIC, Mobile Number, and Security Code then click on "Register."

Department of Examinations

Personal Account Login

Full Name

National Identity Card (NIC)

Mobile Number

Security Code

This code will be used to verify your identity when updating your mobile number.

[Register](#)

[Already have an account? Login](#)

Currently Open Applications

A/C.E. 2022 Examination - 2024

Registration for Candidates of Working Government

Closing Date: 28-11-2024

>

Figure 5

Create a "Security code" of at least 4 characters.
Make sure to remember your "Security code!"

4. If you have already read the instructions and watched the video, click on "View / Proceed" otherwise, read the instructions and watch the video first.

The screenshot shows the OLEX application form for the 2026 examination. The page is titled "OLEX O.C.E. (Q/L) Examination - 2026" and "Application for Selection of Marking Examiners". It includes a closing date of 2025-09-30 12:00:00 and a "View / Process" button. A red arrow points to the "View / Process" button.

Figure 6

Click this

5. Follow the below steps to fill the application

- a. Fill STEP 1 –Personal Information
- b. Fill STEP 2 –Marking Preferences and Professional information
- c. Fill STEP 3 – Educational and Professional Qualifications
- d. Fill STEP 4 –Details Related to Profession
- e. Fill STEP 5 –Experience in Evaluation
- f. Fill STEP 6 – Timetable
- g. Fill STEP 7 – Declaration

1.1 Fill STEP 1 –Personal Information

- i. NIC number and mobile phone number are already displayed
- ii. Fill other details
- iii. Fill all the fields in the form

The screenshot shows the 'Step 1: Personal Information' form. At the top, there is a progress bar with steps 1 through 7. Step 1 is highlighted. The form fields are as follows:

- Title ***: Select (dropdown)
- Name with Initials ***: S K A Udari
- Names Denoted by Initials ***: S K A Udari
- NIC ***: 848602914V
- Date Of Birth ***: mm/dd/yyyy (calendar icon) - A red arrow points to this field with the text 'Click this or enter'.
- Gender ***: Select (dropdown)
- Email Address**: (text input)
- Mobile Number ***: 0712494575
- Telephone (Residence)**: 0712494575
- Permanent Residential District ***: Select a District (dropdown)
- Private Address ***: (text input)
- Postal Town ***: (text input)
- Continue**: (blue button) - A red arrow points to this button with the text 'Click'.

Figure 8

1.2 STEP 2 – Marking Preferences and Professional Information

G.C.E. (O/L) Examination 2026 - Application for Selection of Marking Examiners

Attention! Read the given instructions, before completing the application form
(Notes: 7 steps – all fields with * are required)

Step 1 Personal Step 2 Preferences Step 3 Qualifications Step 4 Profession Step 5 Experience Step 6 Timetable Step 7 Declaration

Marking Preferences & Professional Info

Area closest to either your place of work or permanent residence

Preferred District: Select a District
Preferred Area 1*: Select an Area
Preferred District: Select a District
Preferred Area 2*: Select an Area

Preferred Marking Stage*: Select

Professional Information

Present Designation*: Select
Service*: SLTS
Grade*: Grade III
Date of Appointment to Present Designation*: mm/dd/yyyy

Present District you work in*: Select District
Education Zone*: Select Zone
Type of Institution*: Government
Office Address*: St. Joseph's Girls' School

Street Address*: High Level Road
Postcode*: H000000

Office Phone No. *:
Date of Appointment as Teacher*: mm/dd/yyyy
Date as Graduate/Higher Diploma holder: mm/dd/yyyy
Period as Graduate Teacher (yrs)*: No. of Years

Back Continue

Figure 9

Select the marking stage

- ❖ If you wish to mark in both stages select "**Both**", otherwise select "**Stage 1**" or "**Stage 2**" according to preferred subject.

STEP 3 – Educational and Professional Qualifications

If this section is incomplete, your application will be rejected. Use short forms such as BSc, BA, UCSC etc.

- If you are a Trainee;
Fill the relevant “Training Course Details”
- If you are a Degree holder; Fill the relevant “Degree Details”
- If you have any Post Graduate Diploma;
Fill the relevant “Post Graduate Diploma Details”

G.C.E. (O/L) Examination 2026 - Application for Selection of Marking Examiners

Attention! Read the given instructions, before completing the application form
(Notes: 7 steps – all fields with * are required)

Step 1 Personal Step 2 Preferences Step 3 Qualifications Step 4 Profession Step 5 Experience Step 6 Timetable Step 7 Declaration

Educational & Professional Qualifications

If this section is incomplete, your application will be rejected. Use short forms (BSc, BA, UCSC, etc.) when certified transcript compulsory for new applicants.

Training relevant to subject

Name of the course:
Year: 2019
University / Institution:
Subjects Passed: *

Degree relevant to subject

Postgraduate Qualifications

National Level activities (prepare Text Books, Outlets, etc.) *
If none, write "None"

Back Continue

Figure 10

Click

STEP 4 – Details related to Profession

- a) For Teachers and Lecturers
- b) For In- Service Advisors
- c) For Other Officers in the Field of Education

Figure 11

Fill only the details relevant to your profession

- a) For Teachers and Lecturers

- Select “YES” or “NO” whether you are working in a school or not

Figure 12

- b) For In- Service Advisors

Figure 13

c) For Other Officers in the Field of Education

For Other Officers in Field of Education

Relevant Subject Field

Date of appointment to it

mm/dd/yyyy

Figure 14

STEP 5 – Experience in Evaluation*Experience as an Assistant Examiner*

- Fill the details of your experience as an Assistant Examiner

Experience as an Additional Chief Examiner

- Fill the details of your experience as an Additional Chief Examiner

Other Information

- Select “YES” or “NO” whether “any of your family members or a resident in your house expect to sit the G.C.E.(O/L) Examination in 2026
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

Step 1 Personal Step 2 Preferences Step 3 Qualifications Step 4 Probation Step 5 Experience Step 6 Timetable Step 7 Declaration

Experience

Subject 02 - Not Selected

Assistant Examiner experience (yrs) *

0

Last year you marked

Last Appointment Code No *

-

Would you like to accept appointment as Chief Examiner? *

☒ Yes ☐ No

Chief - Subject 02

Chief Examiner experience (yrs) *

0

Last year you marked

Last Code No *

-

Accept as Assistant Examiner? *

☒ Yes ☐ No

Family member sitting GCE 2024/2025? *

No

Any disciplinary inquiry? *

No

Debarred from exam duties? *

No

Back Continue

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Figure 15

Click

STEP 6 – Time Table

G.C.E. (O/L) Examination 2026 - Application for Selection of Marking Examiners

Attention! Read the given instructions, before completing the application form.
Follow 7 steps – all fields with * are required.

Step 1 Personal Step 2 Preferences Step 3 Qualifications Step 4 Profession Step 5 Experience Step 6 Time Table Step 7 Declaration

Time Table

Day	Subject	Medium	Grade	Period
Select Day	Appreciation of Sinhala Literary Texts (A5)	Sinhala	Grade 10	Period 1
Day	Subject	Medium	Grade	Period

Back Add Continue

Figure 16

Click

Select the day, subject, medium, grade and period. Then click on ‘Add New’ to add the time table entry.

Repeat for all periods and click on next to continue.

STEP 7 Submit – Declaration

After completing all the details read the declaration and click on **“Finish & Submit Application”** button

G.C.E. (O/L) Examination 2026 - Application for Selection of Marking Examiners

Attention! Read the given instructions, before completing the application form.
Follow 7 steps – all fields with * are required.

Step 1 Personal Step 2 Preferences Step 3 Qualifications Step 4 Profession Step 5 Experience Step 6 Time Table Step 7 Declaration

Declaration

By clicking submit, I declare that the information given is true and accurate and I am not detained from examination duties. I am aware I will be subjected to disciplinary action if false information is submitted. If selected, I agree to safeguard dignity of marking center and follow Public Examinations Act and instructions of Commissioner General.

☐ I confirm the above declaration is true and I agree to the terms *

Back Finish & Submit Application

Figure 17

Click

6. If you want to delete application, click on **“Reset the Examiner’s Application”** button

G.C.E. (O/L) Examination 2026 - Application for Selection of Marking Examiners

Activity Log

Submit edits before Principal Verification. No changes allowed after this step.
Download will be disabled until verification when working at a school.

Download Pending Verification

Submit edits before Principal Verification. No changes allowed after this step.
අදාළ ප්‍රධානියාගේ සහතිකයක් ලබා ගැනීමට පෙර සියලුම වෙනස්කම් කළ හැකිය. ප්‍රධානියාගේ සහතිකයක් ලබා ගැනීමෙන් පසුව පත්වීම් සම්බන්ධ කිසිදු වෙනස්කම් කළ නොහැක. පිටපත් කළ යුතු විෂයන්හි සඳහා පමණි.
අනුප්‍රාප්තිකයාගේ සහතිකයක් ලබා ගැනීමට පෙර සියලුම වෙනස්කම් කළ හැකිය. ප්‍රධානියාගේ සහතිකයක් ලබා ගැනීමෙන් පසුව පත්වීම් සම්බන්ධ කිසිදු වෙනස්කම් කළ නොහැක. පිටපත් කළ යුතු විෂයන්හි සඳහා පමණි.

Application Status

Name

Submitted At 2026-09-08 10:55:33

Status Pending Verification

Reset the Exam Application

Time Table Summary

Subject	Medium	Periods by subject & medium		
		Grade 10	Grade 11	Total
(11)-Buddhism	Sinhala	1	0	1
Total		1	0	1

Personal Details

Edit

Title	Mr.	Date of Birth	2003-12-08
Name with Initials		Gender	Male
Names Denoted by Initials			
NIC		Email	mso.doeonline@gmail.com
Private Address	Kadawath, Ganemulla		
Residential District	KILINOCHCHI	Postal Town	Ganemulla
Mobile (Private)	-	Home / Office	01 487

Application Preferences

Figure 18

Click this to reset the application

7. When the application is successfully submitted and not verified by principal (If you are currently working at a school) the status will be changed.

Application Status

Name

Submitted At 2026-09-08 10:55:33

Status Pending Verification

Reset the Exam Application

Time Table Summary

Subject	Medium	Periods by subject & medium		
		Grade 10	Grade 11	Total
(11)-Buddhism	Sinhala	1	0	1
Total		1	0	1

Personal Details

Edit

Title	Mr.	Date of Birth	2003-12-08
Name with Initials		Gender	Male
Names Denoted by Initials			
NIC		Email	mso.doeonline@gmail.com
Private Address	Kadawath, Ganemulla		
Residential District	KILINOCHCHI	Postal Town	Ganemulla
Mobile (Private)	-	Home / Office	01 87

Application Preferences

Figure 19

Application Status

8. During verification pending status, the following sections can be edited. The application can be downloaded only after principal verification completed.

Service Details

Designation / Service / Grade	Teacher - SLTS Grade III
Institution Type	Government
Work District / Education Zone	MATALE / Kelaniya
Official Address	Bandaranayake college colombo road Gampaha
Appt. Teacher / Present Post / Graduate Teacher	2026-09-09 / 2026-12-07 / 2026-09-16
Service as Graduate Teacher / PGD Holder	2 yrs / -
Zone / Division Serving	0 / 0

Teaching Experience

Asst. Examiner Exp. Subject 1	1 yrs / Last: 0000 ---OL/11/5/AE/202
Chief Examiner Exp. Subject 1	0 yrs / Last: ---
Asst. Examiner Exp. Subject 2	2 yrs / Last: 0000 ---OL/46/E/AE/20
Chief Examiner Exp. Subject 2	--- yrs / Last: ---
Accept Chief Appointment	No
O/L 2025 Results Subject 1 (School)	Sat: 100 / Passed: 98 / 98%
O/L 2025 Results Subject 1 (Taught)	Sat: 50 / Passed: 48 / 96%
O/L 2025 Results Subject 2 (School)	Sat: 30 / Passed: 15 / 50%
O/L 2025 Results Subject 2 (Taught)	Sat: 10 / Passed: 2 / 20%
Family Member at Exam	No (-)

Qualifications

Qualification	Course	Year	Institution	Subjects / Class
Training Relevant	--	--	--	--
Degree	--	--	--	--
Postgraduate Diploma	--	--	--	--

Declarations

Disciplinary Inquiry Pending	No	Debarred from Exams	No
------------------------------	----	---------------------	----

Personal Time Table

Periods 1-9, Monday-Friday

Monday			Tuesday			Wednesday			Thursday			Friday		
Subject	Grade	Medium	Subject	Grade	Medium	Subject	Grade	Medium	Subject	Grade	Medium	Subject	Grade	Medium
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Figure 20

9. after principal verification download the application.

G.C.E. (O/L) Examination 2026 - Application for Selection of Marking Examiners

S K A Udari — NIC: 848602914V

Application Status

Name	S K A UDARI
Submitted At	2026-09-08 14:52:38
Status	Verified by Principal

Personal Details

Title	Ms.	Date of Birth	1984-12-25
Name with Initials	S K A UDARI	Gender	Female
Names Denoted by Initials	S K A UDARI		
NIC	848602914V	Email	--
Private Address	Kadawath, Ganemulla		
Residential District	GAMPAHA	Postal Town	Ganemulla
Mobile (Private)	--	Home / Office	0712494575 / 011222222

Time Table Summary

Subject	Medium	Grade 10	Grade 11	Total
(15)-Christianity	Sinhala	1	1	2
Total		1	1	2

Application Preferences

Download Examiner's Application

Figure 21

10. Print the PDF and follow the common instructions.

 2026-09-08 14:52:38 64910	O/L 2026	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">FOR OFFICE USE</th> </tr> <tr> <td style="width: 50%;">Name</td> <td colspan="2">Code No.</td> </tr> <tr> <td colspan="3" style="text-align: center;">To be filled by the Applicant</td> </tr> <tr> <td>Last Served Year</td> <td colspan="2">Town</td> </tr> <tr> <td>2025</td> <td colspan="2"></td> </tr> <tr> <td>Code No.1</td> <td>Code No.2</td> <td>Teaching Exp.</td> </tr> <tr> <td>08/11/5/AE/2025</td> <td>-</td> <td></td> </tr> </table>	FOR OFFICE USE			Name	Code No.		To be filled by the Applicant			Last Served Year	Town		2025			Code No.1	Code No.2	Teaching Exp.	08/11/5/AE/2025	-	
FOR OFFICE USE																							
Name	Code No.																						
To be filled by the Applicant																							
Last Served Year	Town																						
2025																							
Code No.1	Code No.2	Teaching Exp.																					
08/11/5/AE/2025	-																						

Incomplete applications will be rejected.
 *Please read the instructions given on last page and in Circular No. 03 (01) 2009, before completing.
 *If a child, a family member or a resident of an applicant is sitting this examination, he/she is not eligible for the post of Chief Examiner.

The closing date of Applications is
 21st September 2026.

G.C.E. (O/L) Examination - 2026

Application for Selection of Marking Examiners

01 (a) Subject No., subject & medium applied for marking : (15) - CHRISTIANITY - SINHALA MEDIUM

02 Area No. and area you wish to do marking (Town closest to either your place of work or permanent residence. Please see the list of areas on last page)

(a) First choice: 2 (Maharagama) (b) Second choice: 12 (Negombo)

03 (a) Name with initials : I
 (b) Names denoted by initials :
 (c) Permanent address : KADAWATH, GANEMULLA
 (d) E-mail address :
 (e) Gender : FEMALE (f) NIC No. :
 04 Present working (a) District : GALLE (b) Education zone : Negombo
 (c) Permanent residential district : GAMPAHA
 (d) Official address : BANDARANAYAKE COLLEGE, COLOMBO ROAD, GAMPAHA
 (e) Telephone No. : Office: Home: Mobile:

05 (a) Date of Birth: 1984-12-25 (b) Age as at 07-12-2026: 43-11-13

06 Date of appointment as a teacher: 2012-03-05

07 (a) Present designation, Service & grade : Teacher - SLTS Grade III
 (b) Date of appointment to the above post: 2012-03-05

08 (a) Date of appointment as a graduate/higher diploma holder: 2014-02-03
 (b) Period of service after being appointed as a graduate/higher diploma holder: Years: 5

09 Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification: Years:

10 (a) Academic and professional qualifications: (If this section is incomplete, application will be rejected.)

- For further details, contact;

School Examinations Evaluation Branch – 0112785231, 0112785681

Email Address - evaluation.exams@gmail.com

- For more technical support contact;

Online Branch - 0112786343, 0113661122, 0113671568

Email Address – doeonlineexams@gmail.com