

## User Guide for G.C.E. (A/L) Examination – 2024 Application for Selection of Marking Examiners

1. If you have an Account, login to the System. Otherwise Register.

- Url: “https://onlineexams.gov.lk/eic”
- Login to the system using your NIC

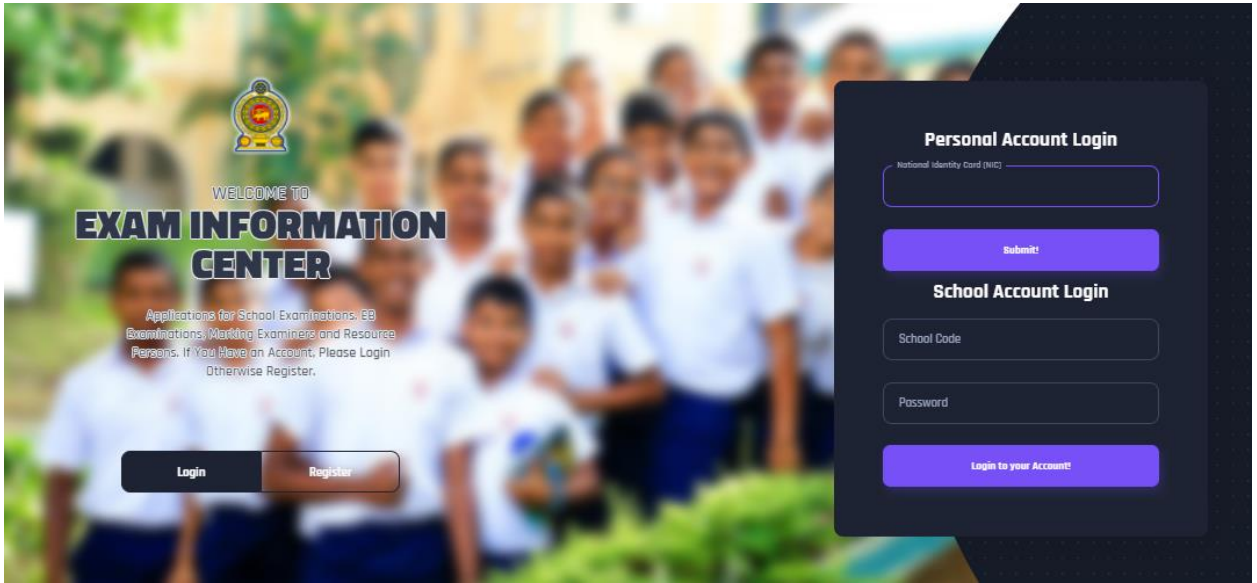


Figure 1

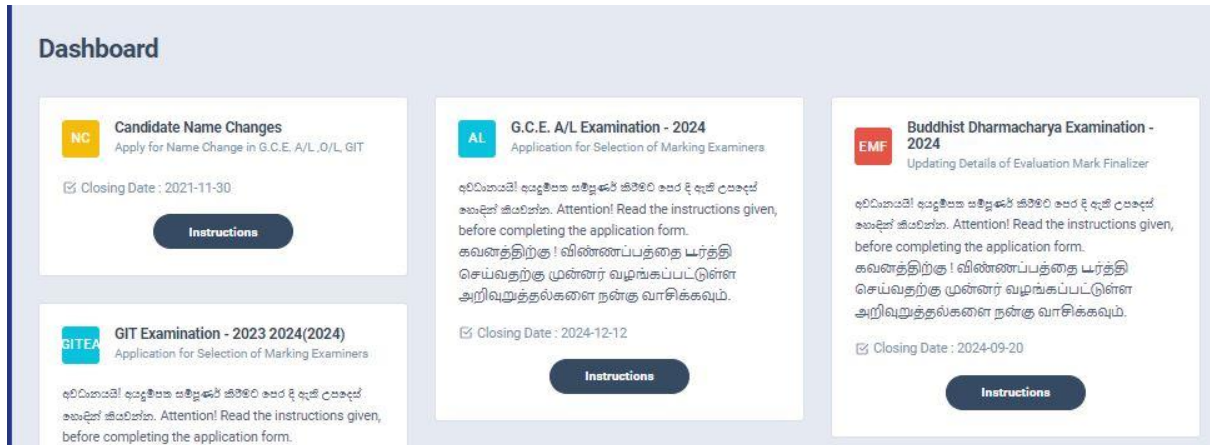


Figure 2

2. Click on the “Instructions” button under the tile “G.C.E. (A/L) Examination -2024- Application for Selection of Marking Examiners” on Dashboard

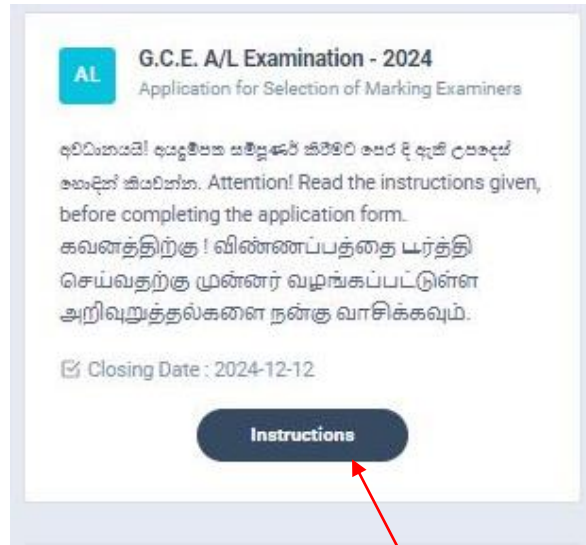


Figure 3

Click this

Read the instructions and watch the instructional video

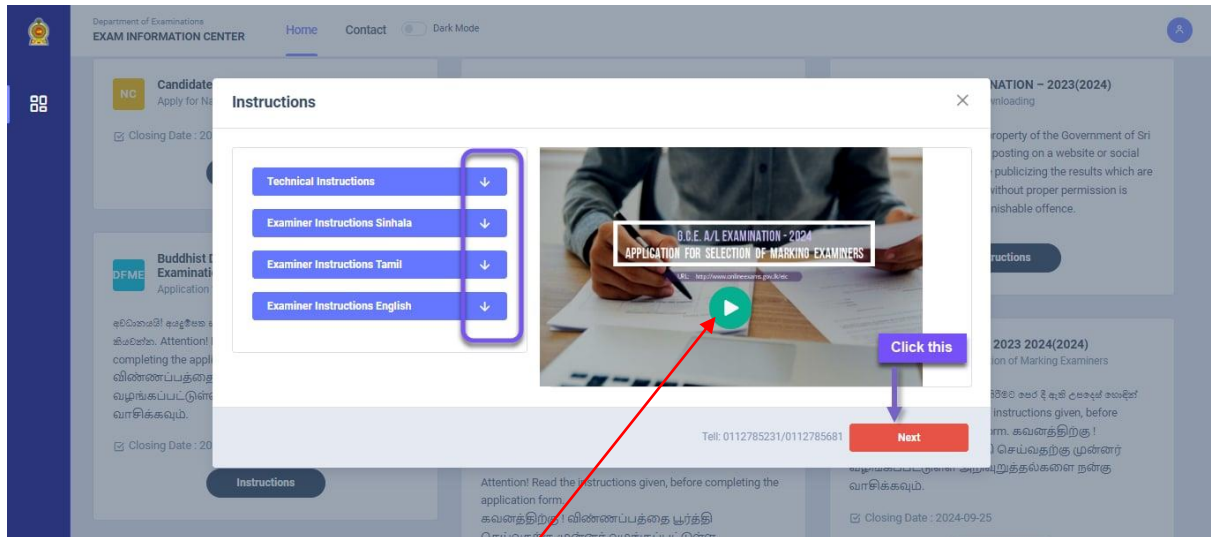


Figure 4

Click this to  
watch the video

3. Follow the below steps to fill the application

3.1 Fill **STEP 1 – Personal Information**

3.2 Fill **STEP 2 – Marking Preferences and Professional information**

3.3 Fill **STEP 3 – Educational and Professional Qualifications**

3.4 Fill **STEP 4 – Details Related to Profession**

3.5 Fill **STEP 5 – Experience in Evaluation**

3.6 Submit - **Declaration**

### **3.1 STEP 1- Personal Information**

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

1. STEP 1: 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

#### Personal Information

Title \* Name with Initials Max length 90 characters.

Ms. S.M.P.D.BANARA

Names Denoted by Initials \* (according to the birth certificate) Max length 90 characters.

S.M.P.D.BANARA

NIC \* Date Of Birth \* Gender \* Email Address

877400182v 10/01/1987 Male punsaralive@gmail.com

Mobile Number \* Telephone (Residence) Permanent Residential District \*

0713846304 0112784422 COLOMBO

Private Address \*

No 12, Kumarathunga Lane.

Postal Town \*

Ratnapura.

Next

Figure 5

1. STEP 1: 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

### Personal Information

Title \*  Name with Initials Max length 90 characters.

Names Denoted by Initials \* (according to the birth certificate) Max length 90 characters.

NIC \*  Date Of Birth \*  Gender \*  Email Address

Mobile Number \*  Permanent Residential District \*

Private Address \*

Postal Town \*

Figure 6

Click this

Click this or enter

### 3.2 STEP 2 – Marking Preferences and Professional Information

#### a) Marking Preferences

### Marking Preferences

Area closest to either your place of work or your permanent residence

Preferred Area 1  Preferred Area 2

Preferred Marking Stage \*

Preferred medium \*

Figure 7

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.

**Marking Preferences**  
Area closest to either your place of work or your permanent residence

Preferred Area 1:  Preferred Area 2:

Preferred Marking Stage \*:

**Professional Information**

Present Designation\*:  Service\*:  Grade\*:  Present District you work in\*:

Education Zone\*:  Office Address\*:  Street Address\*:

Postal Town:  Type of Institution\*:  Office Phone No. \*:  Date of Appointment as a Teacher: \*:

Date of Appointment as a Graduate/ Higher Diploma holder Teacher:  Period of service as a Graduate/Higher Diploma holder Teacher\*:

No. of years the subject (first stage) applied was taught in the G.C.E. (A/L) classes:

No. of years the subject (second stage) applied was taught in the G.C.E. (A/L) classes:

Figure 8

b Click this Information

**Professional Information**

Present Designation\*:  Service\*:  Grade\*:  Present District you work in\*:

Education Zone\*:  Office Address\*:  Street Address\*:

Postal Town:  Type of Institution\*:  Office Phone No. \*:  Date of Appointment as a Teacher: \*:

Date of Appointment as a Graduate/ Higher Diploma holder Teacher:  Period of service as a Graduate/Higher Diploma holder Teacher\*:

No. of years the subject (first choice) applied was taught in the G.C.E. (A/L) classes:

No. of years the subject (second choice) applied was taught in the G.C.E. (A/L) classes:

Calendar: January 2020

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Clear Today

Click this

Figure 9

Click this

### 3.3 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”

– Training relevant to the subject applied

Name of the course	Year Completed
Bsc in Agriscience	2008
Name of the University/ Institution	
University of Colombo	
Subjects Passed (* Mandatory to mention the subjects)	
Agricultural Science Agricultural Process Management	

+ Degree relevant to the subject applied

+ Postgraduate Qualifications

State in brief, if you have participated in National Level activities related to the subject.  
Eg. : Contributed to prepare text books/ Teachers' Instruction Manuals / TIM s, Prototype questions, Evaluation Reports or publication of subject related books : \*

If not participated in anything state as 'None'  
(Attach Relevant Letters)

Prev Next

Figure 10

Click this

### 3.4 STEP 4 – Details related to Profession

- For Teachers and Lecturers
- For In- Service Advisors
- For Other Officers in the Field of Education

**Fill only the details relevant to your profession**

- For Teachers and Lecturers

- Select “YES” or “NO” whether you are working in a school or not
- If it is “YES” then enter the “School ID” and the relevant “School Name” will be displayed

#### Details related to profession

##### For Teachers and Lecturers

Are you currently working at a School:\*

Yes

School ID : (Not the census id) \*

1007

School Name :

A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 11

Enter School ID

### b) For In-Service Advisors

**For In-Service Advisors**

Date of appointment as an ISA : 01/17/1989

Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc.: Chemistry

Zone Serving \* Sri Jaya pura

Division Serving \* Honnagama

Your normal duties related to this subject:

**For Other Officers in the Field of Education**

Relevant Subject Field : Chemistry

Date of appointment to it : 01/01/1987

Prev Next

Figure 12

### c) For Other Officers in the Field of Education

**For In-Service Advisors**

Date of appointment as an ISA : 01/17/1989

Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc.: Chemistry

Zone Serving \* Sri Jaya pura

Division Serving \* Honnagama

Your normal duties related to this subject:

**For Other Officers in the Field of Education**

Relevant Subject Field : Chemistry

Date of appointment to it : 01/01/1987

Prev Next

Figure 13

## 3.5 STEP 5 – Experience in Evaluation

### *Experience as an Assistant Examiner- G.C.E.(A/L)*

- Fill the details of your experience as an Assistant Examiner

### *Experience as an Additional Chief Examiner- G.C.E.(A/L)*

- 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.(A/L) Examination in 2024
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

**Experience as an Assistant Examiner - G.C.E. (A/L)**

**Subject 01 - Physics (1)**

Experience as an Assistant Examiner for above subject applied: \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject: \*

**Subject 02 - Chemistry (2)**

Experience as an Assistant Examiner for above subject applied: \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject: \*

---

Experience as an Assistant Examiner of a subject other than the subjects applied:  Years

Relevant Subject :

Last year in which you participated in marking for the above selected subject :

Would you like to accept appointment as an Additional Chief Examiner (if Selected) this year? \* ☒ Yes ☐ No

**Experience as an Additional Chief Examiner - G.C.E. (A/L)**

**Subject 01 - Physics (1)**

Experience as an Additional Chief Examiner for above subject applied: \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject: \*

**Subject 02 - Chemistry (2)**

Experience as an Additional Chief Examiner for above subject applied: \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject: \*

Would you like to accept appointment as an Assistant Examiner (if Selected) this year? \* ☒ Yes ☐ No

Figure 14

### 3.6 Submit – Declaration

After completing all the details read the declaration and click on “Submit” button

1. STEP 1: 2. STEP 2: 3. STEP 3: 4. STEP 4: 5. STEP 5: 6. STEP 6:

**Declaration**

By clicking submit button below, I hereby declare that the information given above is true and accurate and that I am not debarred from examination duties at present and I am aware that I will be subjected to disciplinary actions if found to have submitted false information and mislead the department. If I am selected as a marking examiner, I agree to safeguard the dignity of the institution where the marking center will be established and abide by its rules and regulations of the institution, and follow the provisions of the Public Examinations Act as well as the instructions given by the Commissioner General of Examinations and abide by the code of ethics for evaluations staff.

Figure 15

Click this

- If you want to do any changes of your submitted application, click on “Reset the Examiner’s Application” button



Department of Examinations  
EXAM INFORMATION CENTER

Home Contact Dark Mode

## G.C.E. (A/L) Examination - 2024 Application for Selection of Marking Examiners

NAME - Ganga Gunarathnage Samadhi Gunarathne

Activity log Download Examiner's Application

### Application Info

Name:	GANGA GUNARATHNAGE SAMADHI GUNARATHNE
Submitted At:	2024-08-02 09:35:41
Status:	Pending Verification by the Principal...

**Reset the Exam Application**

### Exam Application Summary

Name	Ganga Gunarathnage Samadhi Gunarathne
NIC	970000000
Address	100, Ganga Gunarathnage Road, Colombo
Telephone	011-1234567
Preferred Area 1	Colombo
Preferred Area 2	Colombo
Preferred subject 1	English
Preferred subject 2	Mathematics
Working at a school	No

Figure 16

**Reset the Exam Application**

Click this to reset the application

### Transaction Info

Name:	S.M.P.D.BANARA
Submitted At:	2023-11-16 13:47:31
Status:	Pending Verification by the Principal...

**Reset the Exam Application**

Figure 17

- When the application is successfully submitted (if you are not currently working at a school)

## Details related to profession

### For Teachers and Lecturers

Are you currently working at a School:\*

Figure 18

Status of your application

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At:	2023-11-16 13:47:31
Status	Pending Verification by the Principal...
<a href="#">Reset the Exam Application</a>	

Figure 19

Status of your application

- When the application is successfully submitted, but not verified by principal (If you are currently working at a school) you can see it in the “status”

## Details related to profession

### For Teachers and Lecturers

Are you currently working at a School:\*

School ID : (Not the census id) \*

School Name :

Figure 20

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At:	2023-11-16 13:47:31
Status	Pending Verification by the Principal...
<a href="#">Reset the Exam Application</a>	

Figure 21

Status of your application

- When the application is successfully submitted and verified by principal (If you are currently working at a school) the status will be changed

## Details related to profession

### For Teachers and Lecturers

Are you currently working at a School:\*

School ID : (Not the census id) \*

School Name :

Figure 22

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At	2023-11-16 13:47:31
Status	Application Verified by the Principal!

Figure 23

8. Get the printed format of your submitted application by clicking “**Download Examiner’s Application**” button.

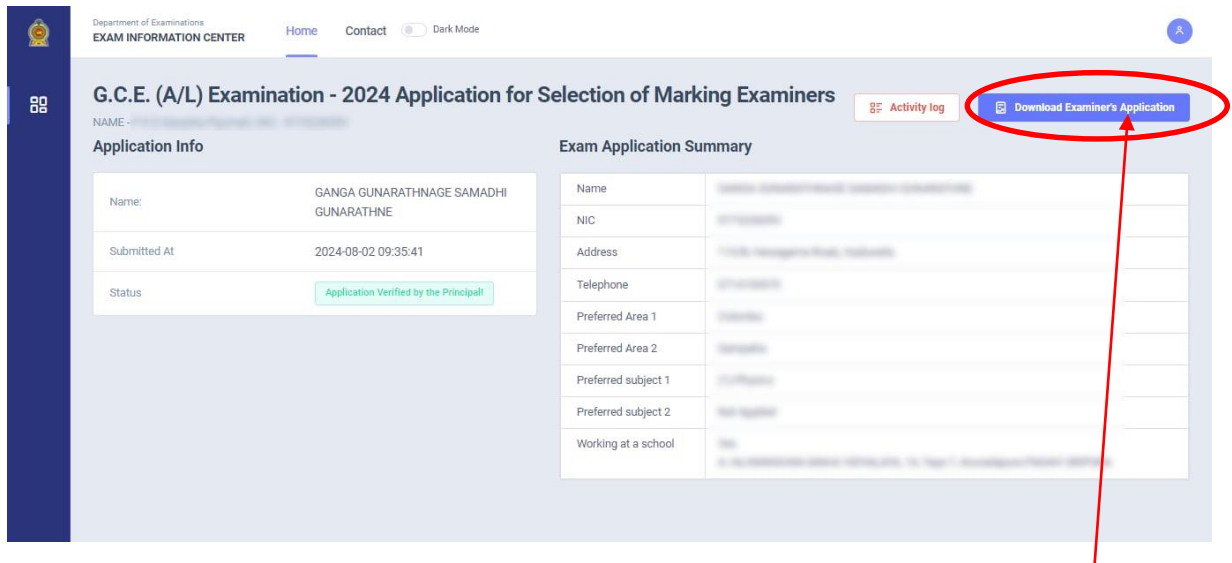
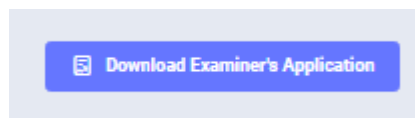



Figure 24

Click this



Click this to download the application

 120	<div style="border: 2px solid black; padding: 10px; font-size: 2em; font-weight: bold;">A/L</div> <div style="border: 2px solid black; padding: 10px; font-size: 3em; font-weight: bold;">2024</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #333; color: white;">FOR OFFICE USE</th> </tr> <tr> <td style="width: 50%;">Marks</td> <td style="width: 50%;">Code No.</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <th colspan="2" style="background-color: #333; color: white;">To be filled by the Applicant</th> </tr> <tr> <td>Last Served Year</td> <td>Town</td> </tr> <tr> <td style="text-align: center;">2002</td> <td style="height: 20px;"></td> </tr> <tr> <td>Code No.</td> <td>Teaching Exp.</td> </tr> <tr> <td style="text-align: center;">CK00715</td> <td style="text-align: center;">2</td> </tr> </table>	FOR OFFICE USE		Marks	Code No.			To be filled by the Applicant		Last Served Year	Town	2002		Code No.	Teaching Exp.	CK00715	2
FOR OFFICE USE																		
Marks	Code No.																	
To be filled by the Applicant																		
Last Served Year	Town																	
2002																		
Code No.	Teaching Exp.																	
CK00715	2																	

**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/ Additional Chief Examiner.

The closing date of Applications is

### G.C.E. (A/L) Examination - 2024

#### Application for Selection of Marking Examiners

**01 (a)** Subject No., subject & medium applied for marking : (8) - AGRICULTURAL SCIENCE - 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: 2 (Maharagama)

**03 (a)** Name with initials : Ms. S.M.P.D.BANARA

**(b)** Names denoted by initials : S.M.P.D.BANARA

**(c)** Permanent address : NO 12, KUMARATHURGA LANE, RATNAPURA.

**(d)** E-mail address : punsaralive@gmail.com

**(e)** Gender : MALE (f) NIC No. : 877400182v

**04** Present working (a) District: GAMPAHA (b) Education zone : Minuwangoda

**(c)** Permanent residential district: KILINOCHCHI

**(d)** Official address : AMBAGASWATTA, WALANDURA, EMBILIPITIYA

**(e)** Telephone No. : Office: 0112784422 Home: 0112784422 Mobile: 0713846304

**05 (a)** Date of birth: 1987-10-01 (b) Age as at 31-12-2022: 35-3-0

**06** Date of appointment as a teacher: 2020-01-01

**07 (a)** Present designation, Service & grade : Teacher - SLTS Grade III

**(b)** Date of appointment to the above post: 2020-01-01

**08 (a)** Date of appointment as a graduate/higher diploma teacher: 2000-01-01

**(b)** Period of service after being appointed as a graduate/higher diploma teacher: Years: 4

**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.)

Figure 25

09. Complete the downloaded application (You have to fill some fields by manually) and hand it over to the principal (for teachers).
10. Principal should login to the system by using school account through the link “<https://onlineexams.gov.lk/eic>” and verification should be done.

Send the hard copies of **relevant applications** to the Department of Examinations according to the given common instructions.

- For further details, contact;  
**School Examinations Evaluation Branch – 0112785231, 0112785681**  
**Email Address - [evaluations.exams@gmail.com](mailto:evaluations.exams@gmail.com)**

- For more technical support contact;  
**Online Branch - 0113671568, 0113661122**  
**Email Address – [doeonlineexams@gmail.com](mailto:doeonlineexams@gmail.com)**