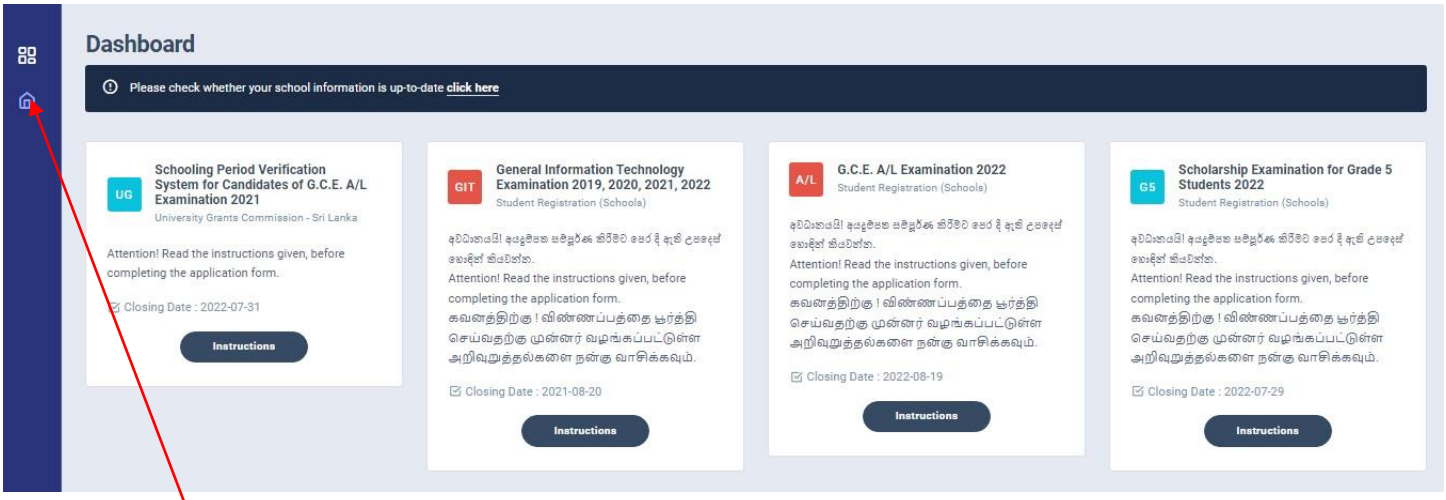
User Guide for General Information Technology -2019/ 2020/2021/ 2022(2023) Student Registration (Schools)

1. Log in to the system and update your School Information.



To view School Information

Figure 1

Select School information and update.
Then click “Save Information.”

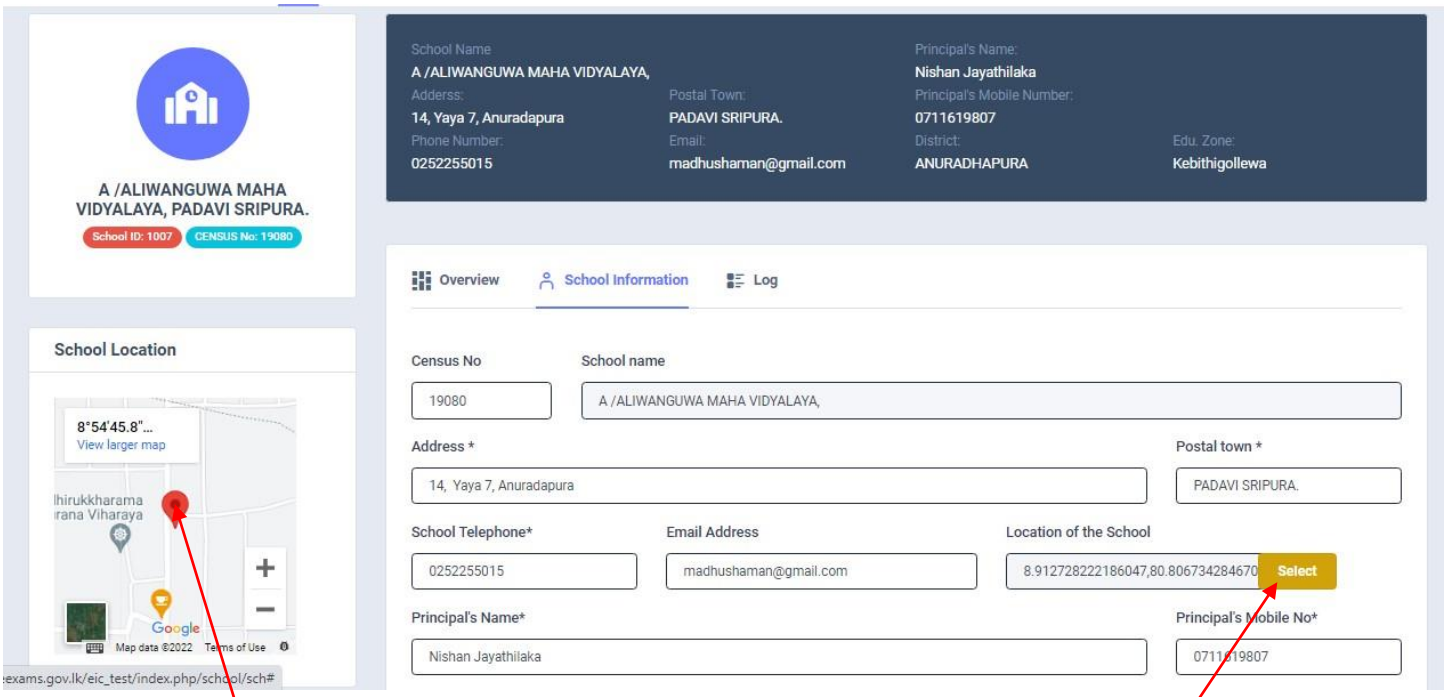


Figure 2

Drag the map and locate your school

Click this to check the location of your school

Select GIT Examination 2019/2020/2021/2022(2023)

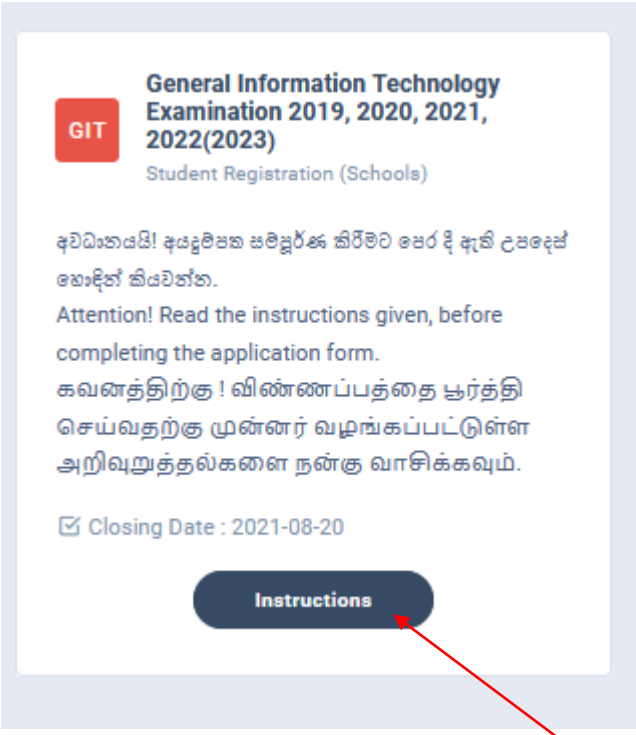


Figure 3

Click this

2. Read the instructions and watch instructions video before filling the application

   Then click next

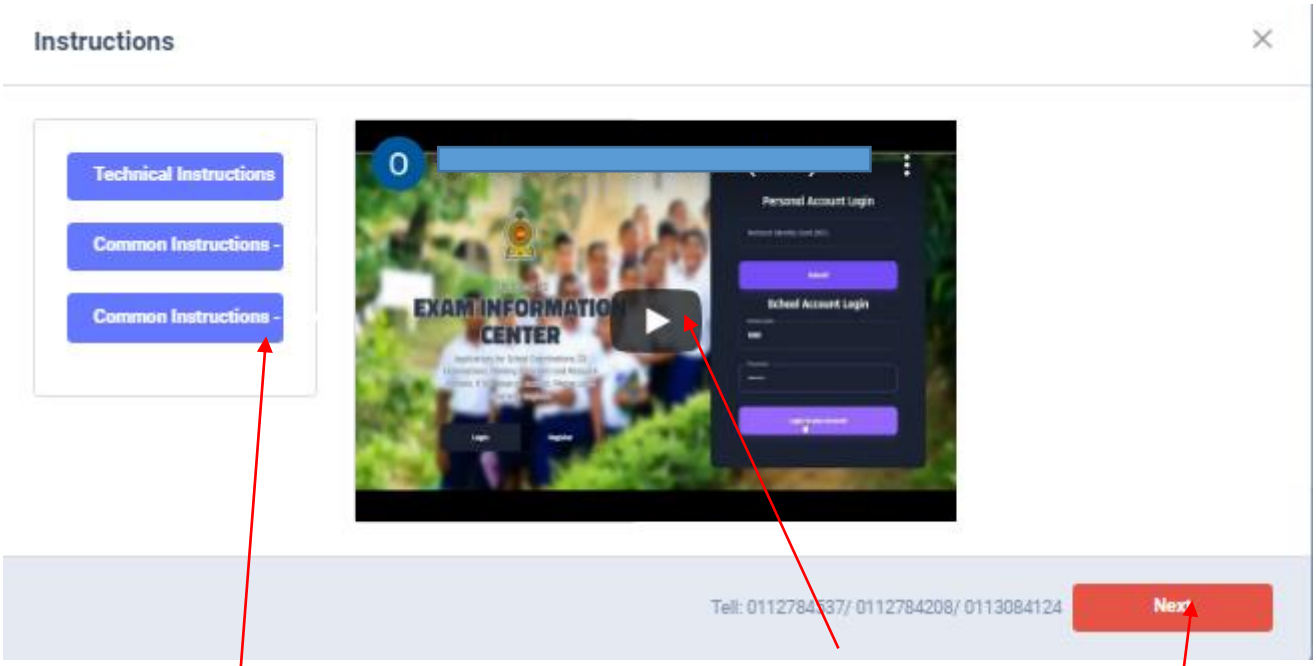


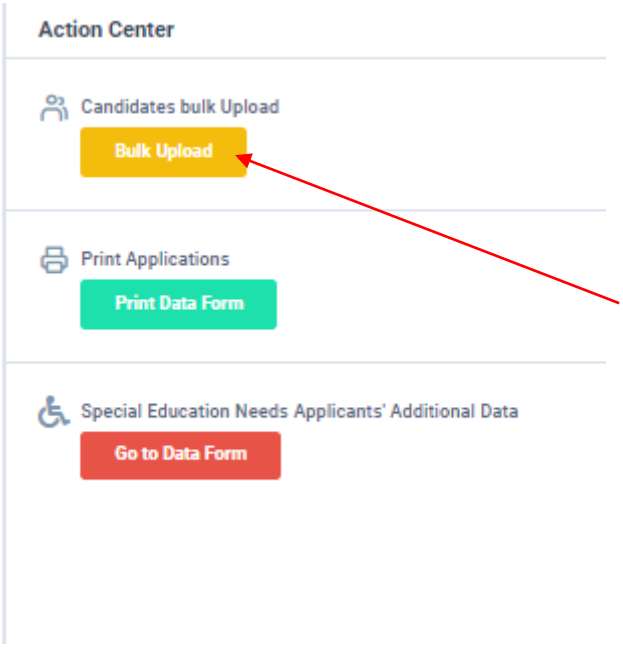
Figure 4

3. Adding Information of applicants

   I) Method 1- Bulk upload

   II) Method 2 –Add candidate One by One

I) Method 1 -Bulk upload



Click this

Figure 5

Read the Instructions.

Click on "Download the Excel Template".

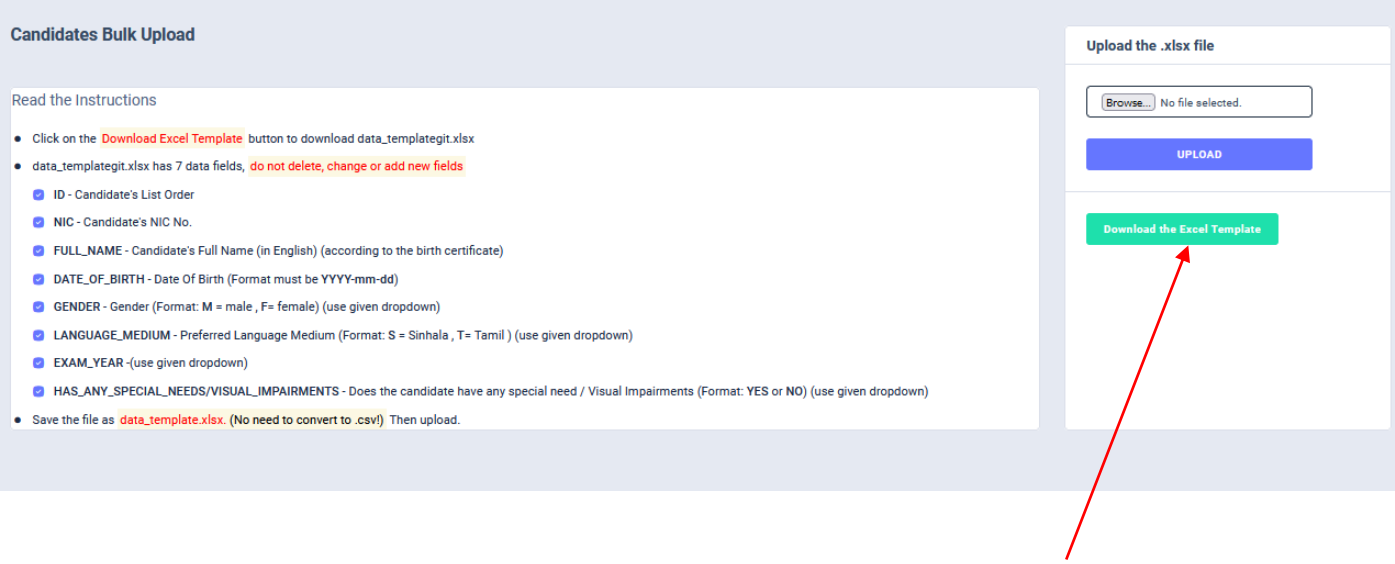


Figure 6

Fill all the information of applicants in the downloaded excel template and save it.

Do not **ADD**, **CHANGE** or **DELETE** fields

Fill the correct exam year of each student

ID	FULL_NAME	NIC	DATE_OF_BIRTH	GENDER	LANGUAGE_MEDIUM	EXAM_YEAR	HAS_ANY_SPECIAL_NEEDS/VISUAL_IMPAIRMENTS
1	Aruni Shantha	200156786956	2001-08-12	F	S	2022	NO
2	Ganesh Vishwamurthi	200134567869	2001-08-13	M	T	2022	YES
3	Suraji Perera	200134253476	2001-08-14	F	S	2022	NO
4	Rukman Nanayakkara	200112345678	2001-08-15	M	S	2022	NO
5	Rani Selvarajah	200145679080	2001-08-16	F	T	2021	NO
6	Sugath Jayasinghe	200167564536	2001-08-17	M	S	2021	YES
7	Indra Kumar	200178567435	2001-08-18	M	T	2020	NO
8	Chathuranga De Silva	200167308962	2001-08-19	M	S	2020	NO
9	Ramya Kanthi	200123789811	2001-08-20	F	S	2020	NO

Figure 7

Attach the excel file and click on “UPLOAD”

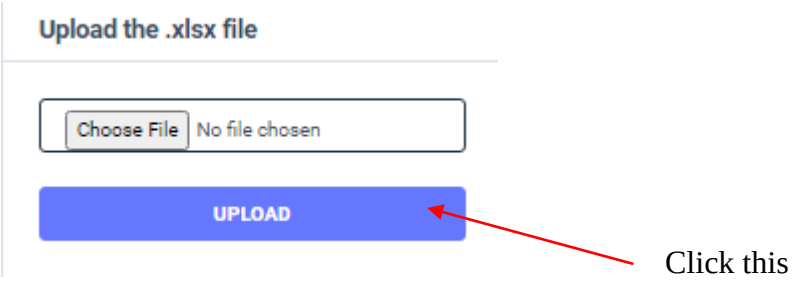


Figure 8

When Bulk Upload is success you can see this message

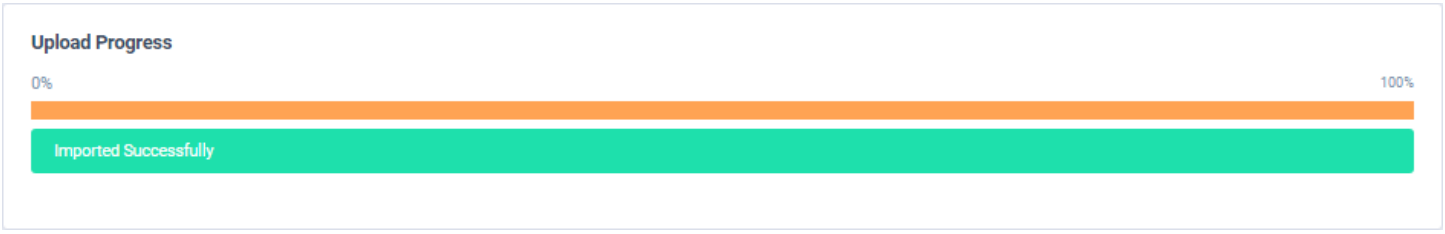


Figure 9

II) Method 2- Add Applicant One by One

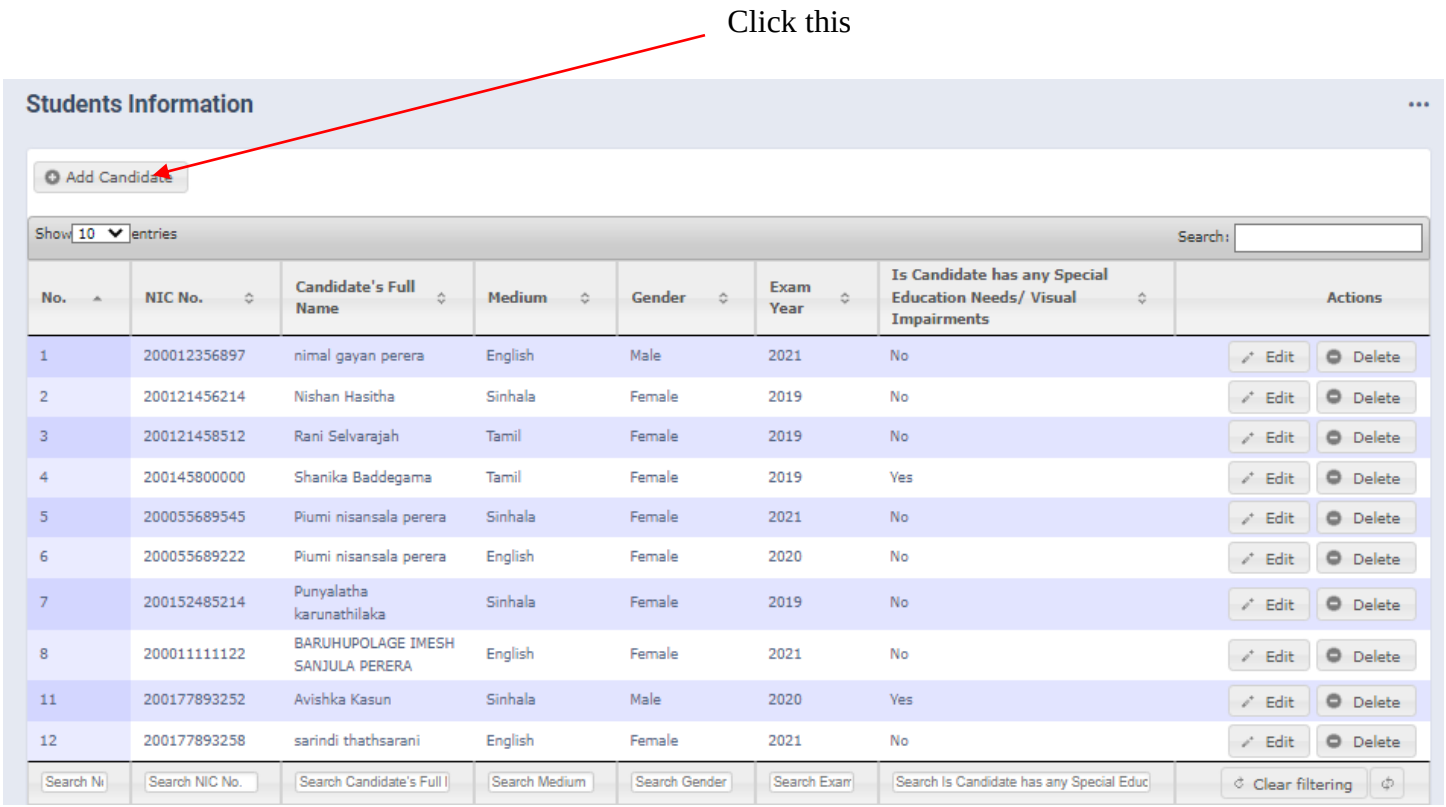


Figure 10

Enter Student Information

Then Save.

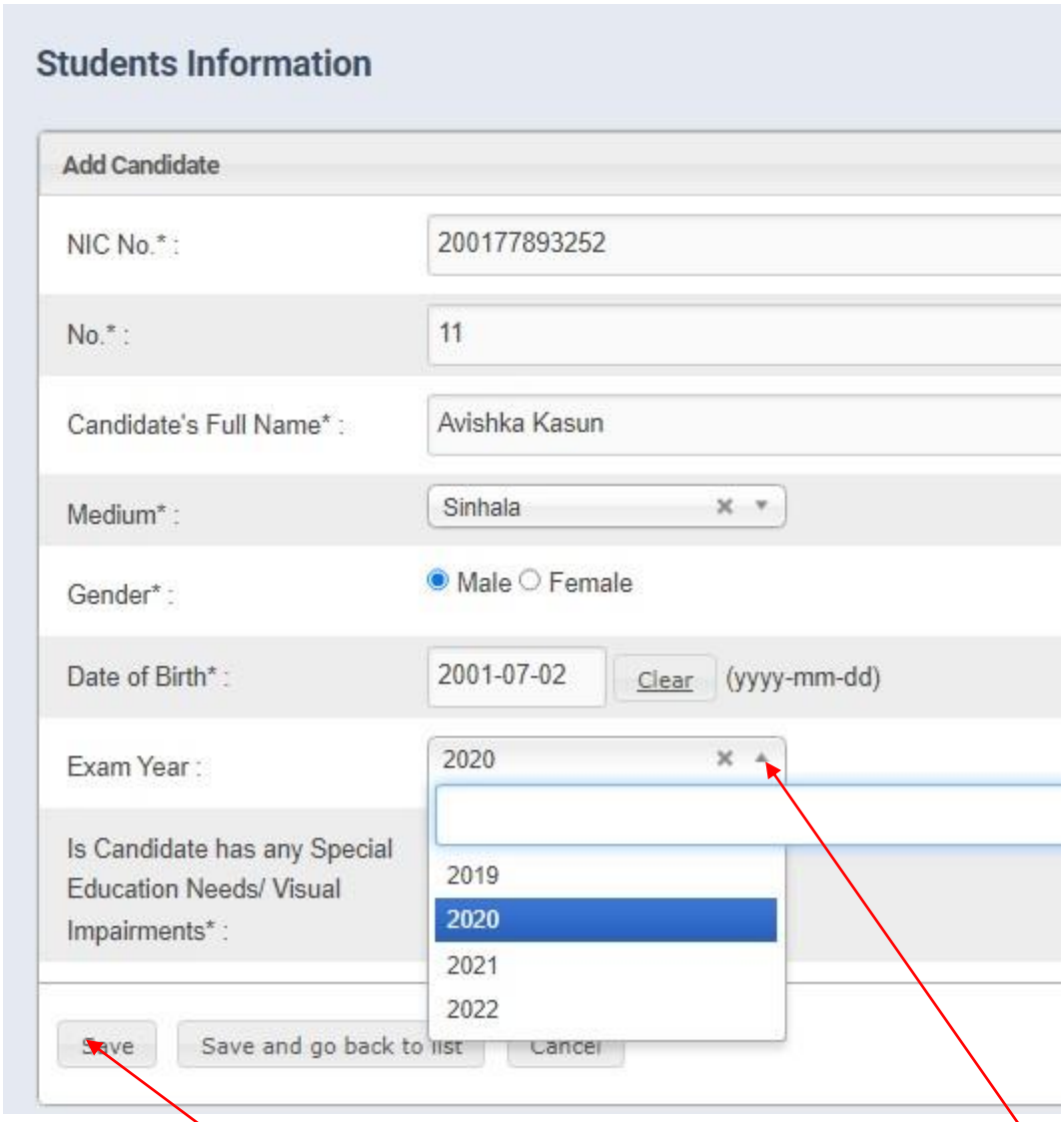


Figure 11

Click this

Select the correct exam year of the student

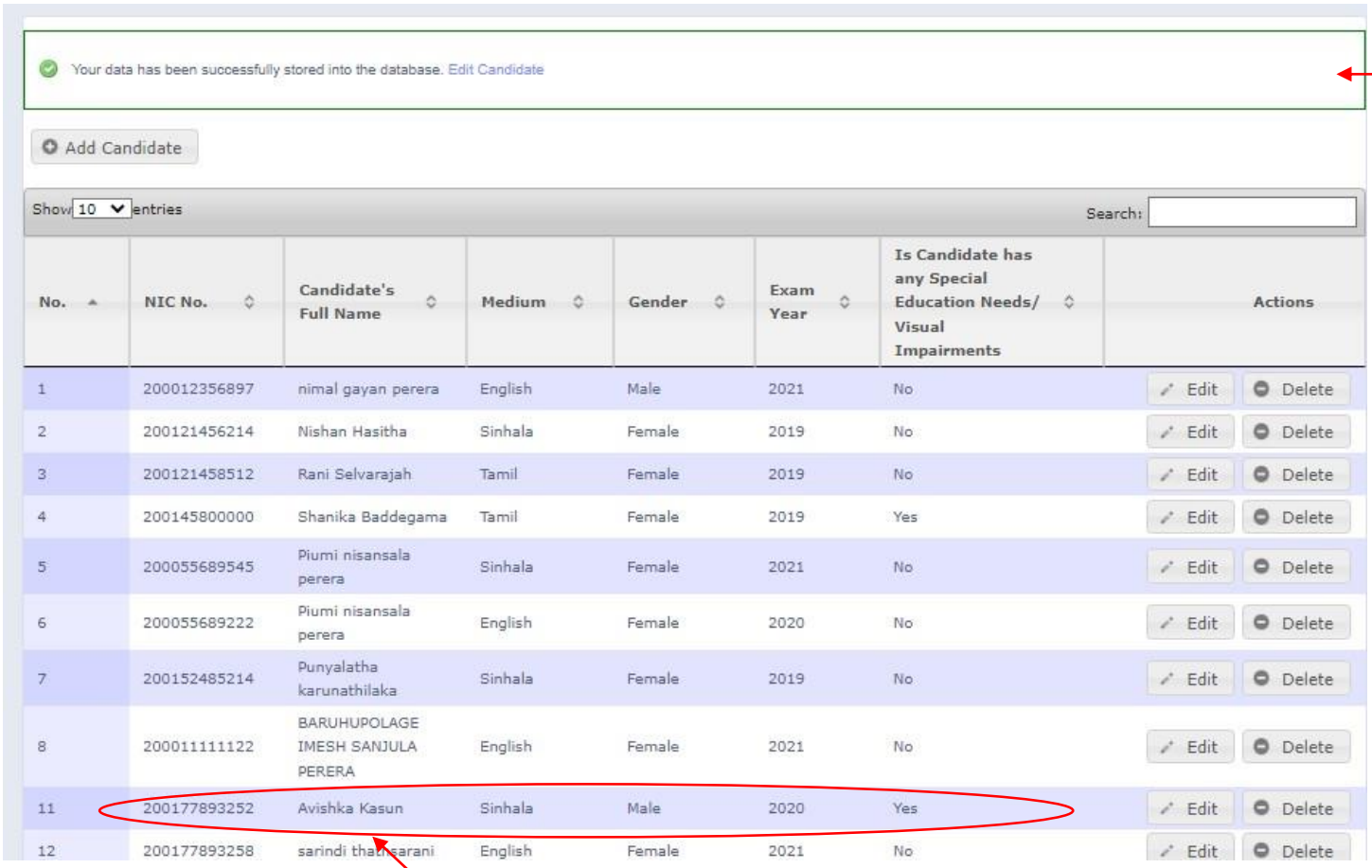

Your data has been successfully stored into the database. Edit Candidate
Add Candidate
Show 10 entries
Search:
No.
NIC No.
Candidate's Full Name
Medium
Gender
Exam Year
Is Candidate has any Special Education Needs/ Visual Impairments
Actions
1 200012356897 nimal gayan perera English Male 2021 No Edit Delete
2 200121456214 Nishan Hasitha Sinhala Female 2019 No Edit Delete
3 200121458512 Rani Selvarajah Tamil Female 2019 No Edit Delete
4 200145800000 Shanika Baddegama Tamil Female 2019 Yes Edit Delete
5 200055689545 Piumi nisansala perera Sinhala Female 2021 No Edit Delete
6 200055689222 Piumi nisansala perera English Female 2020 No Edit Delete
7 200152485214 Punyalatha karunathilaka Sinhala Female 2019 No Edit Delete
8 200011111122 BARUHUPOLAGE IMESH SANJULA PERERA English Female 2021 No Edit Delete
11 200177893252 Avishka Kasun Sinhala Male 2020 Yes Edit Delete
12 200177893258 sarindi thathsarani English Female 2021 No Edit Delete
New candidate is added to the system
Message of confirmation

Figure 12

4. Use Edit button to change Information of Applicants.

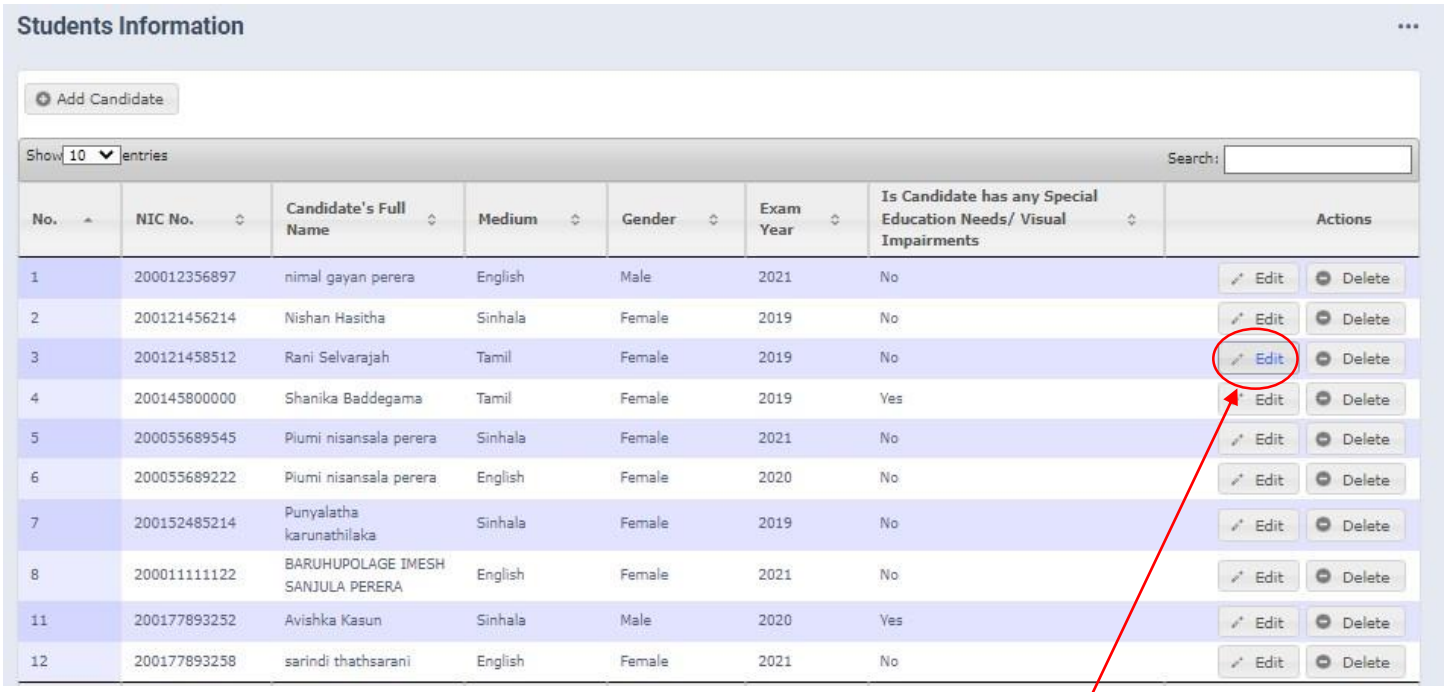


Figure 13

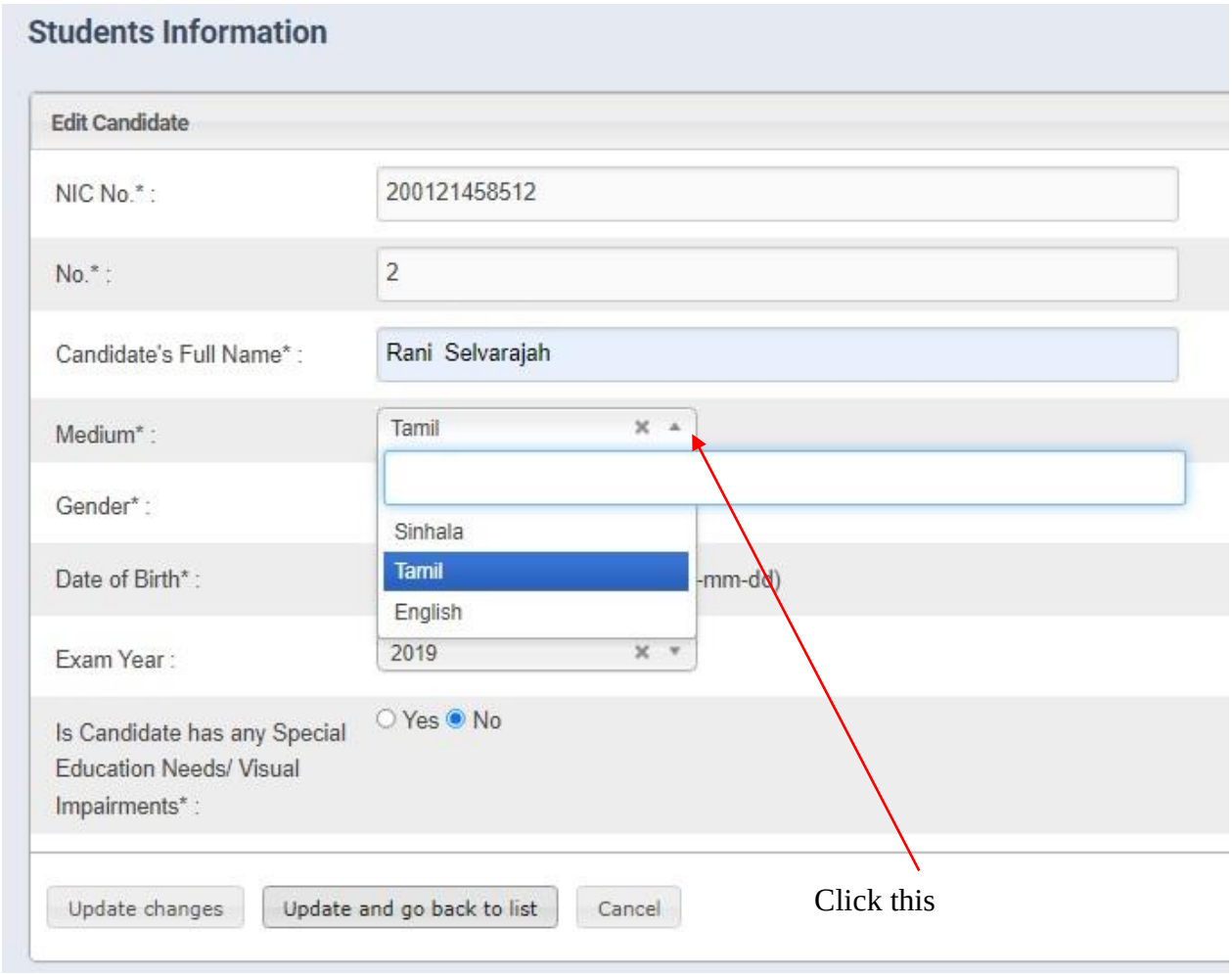
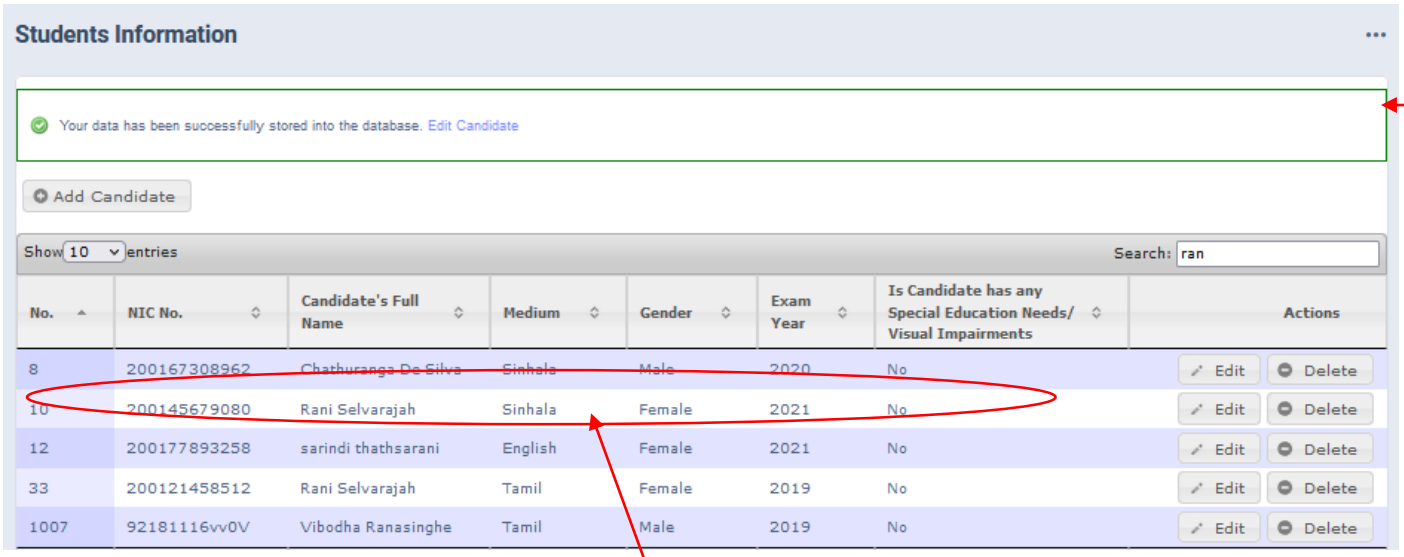


Figure 14



Edited part of the candidate

Message of confirmation

Figure 15

5. Click on Delete button to remove the data of Applicant.

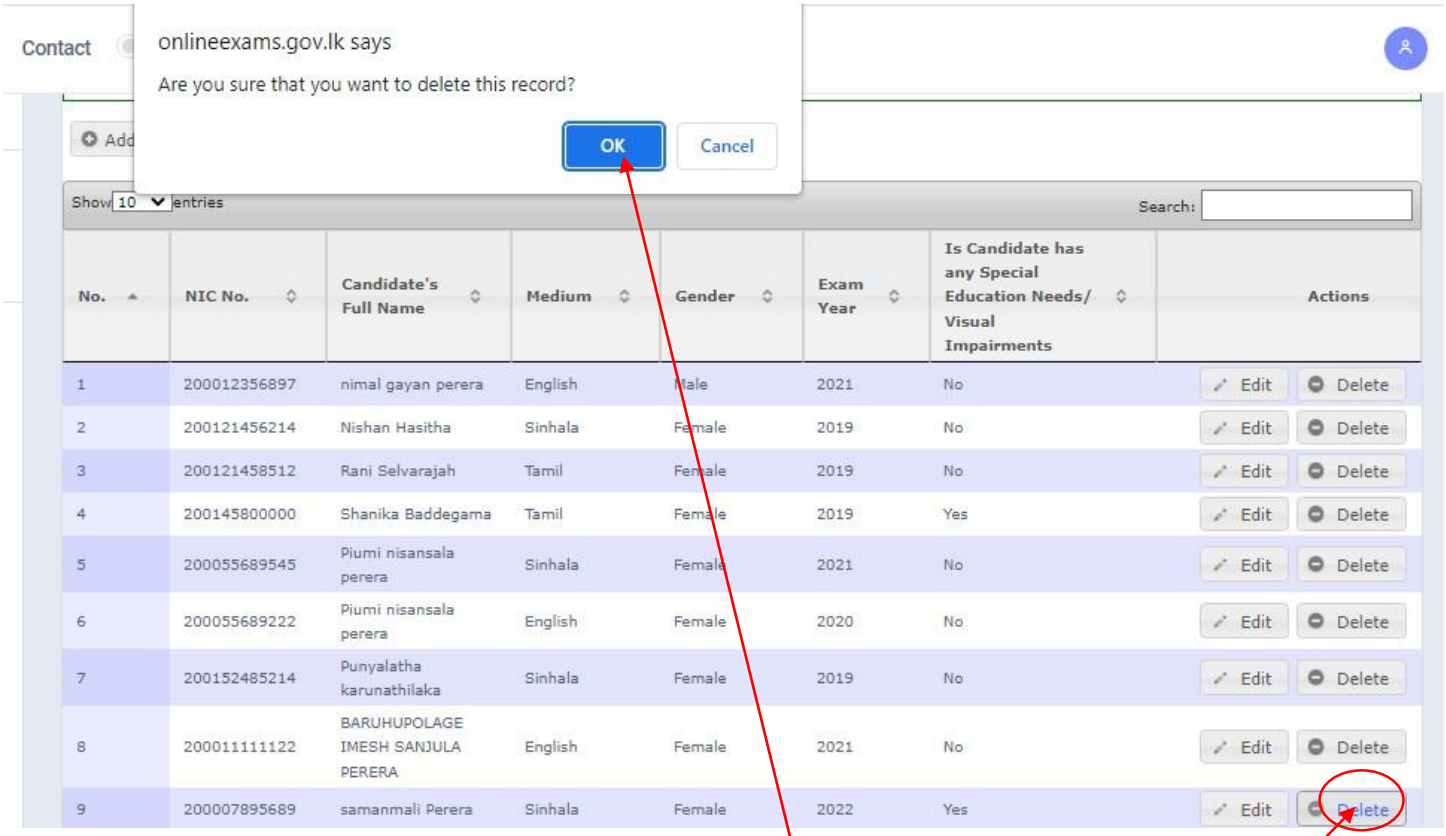


Figure 16

6. Special Education Needs Applicants' Additional Data

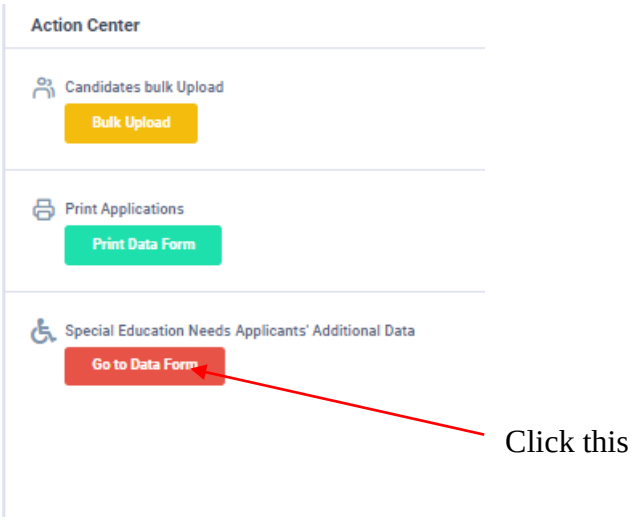
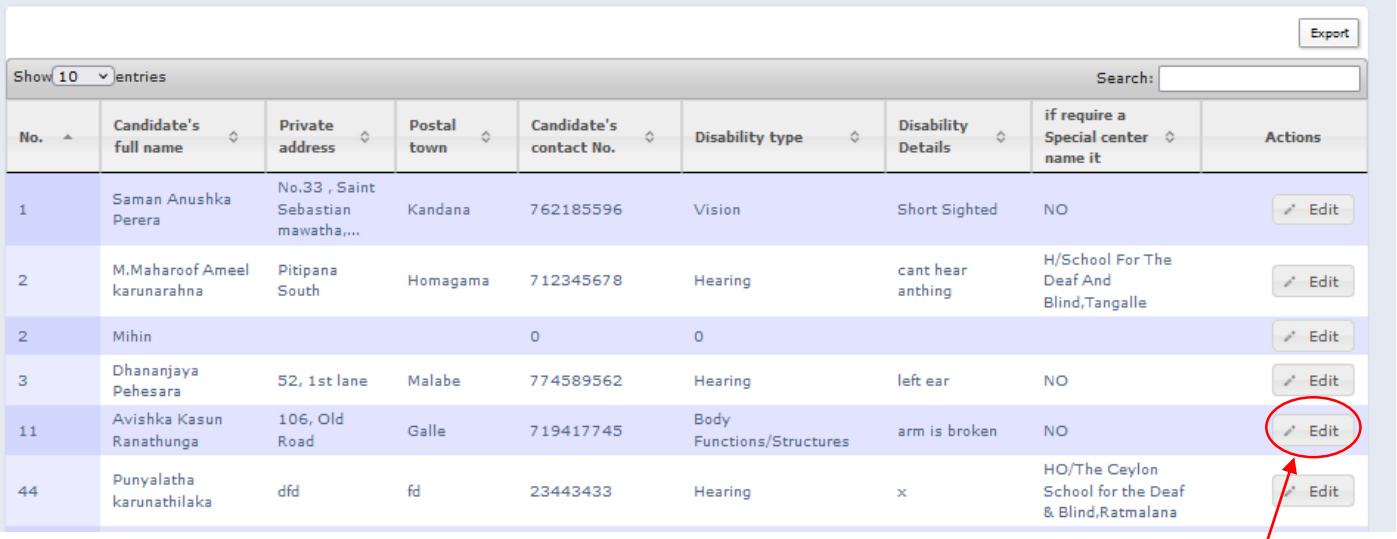


Figure 17



Export

Show 10 entries Search:

No.	Candidate's full name	Private address	Postal town	Candidate's contact No.	Disability type	Disability Details	if require a Special center name it	Actions
1	Saman Anushka Perera	No.33 , Saint Sebastian mawatha,...	Kandana	762185596	Vision	Short Sighted	NO	Edit
2	M.Maharoof Ameel karunarahna	Pitipana South	Homagama	712345678	Hearing	cant hear anthing	H/School For The Deaf And Blind,Tangalle	Edit
2	Mihin			0	0			Edit
3	Dhananjaya Pehesara	52, 1st lane	Malabe	774589562	Hearing	left ear	NO	Edit
11	Avishka Kasun Ranathunga	106, Old Road	Galle	719417745	Body Functions/Structures	arm is broken	NO	Edit
44	Punyalatha karunathilaka	dfd	fd	23443433	Hearing	x	HO/The Ceylon School for the Deaf & Blind,Ratmalana	Edit

Figure 18

Click this

Change details using Edit Button.

Edit Details of Special Education Needs Applicants

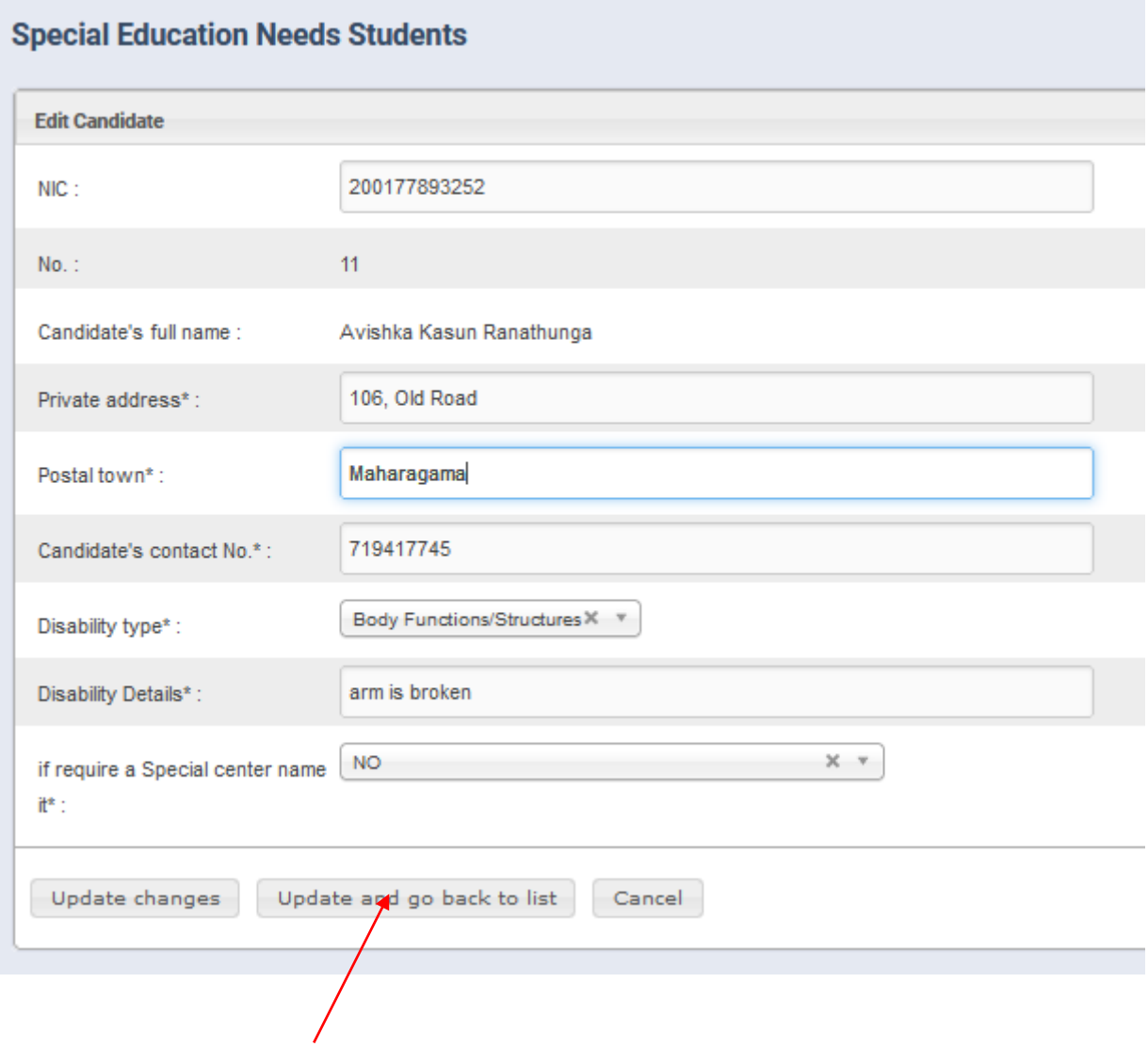
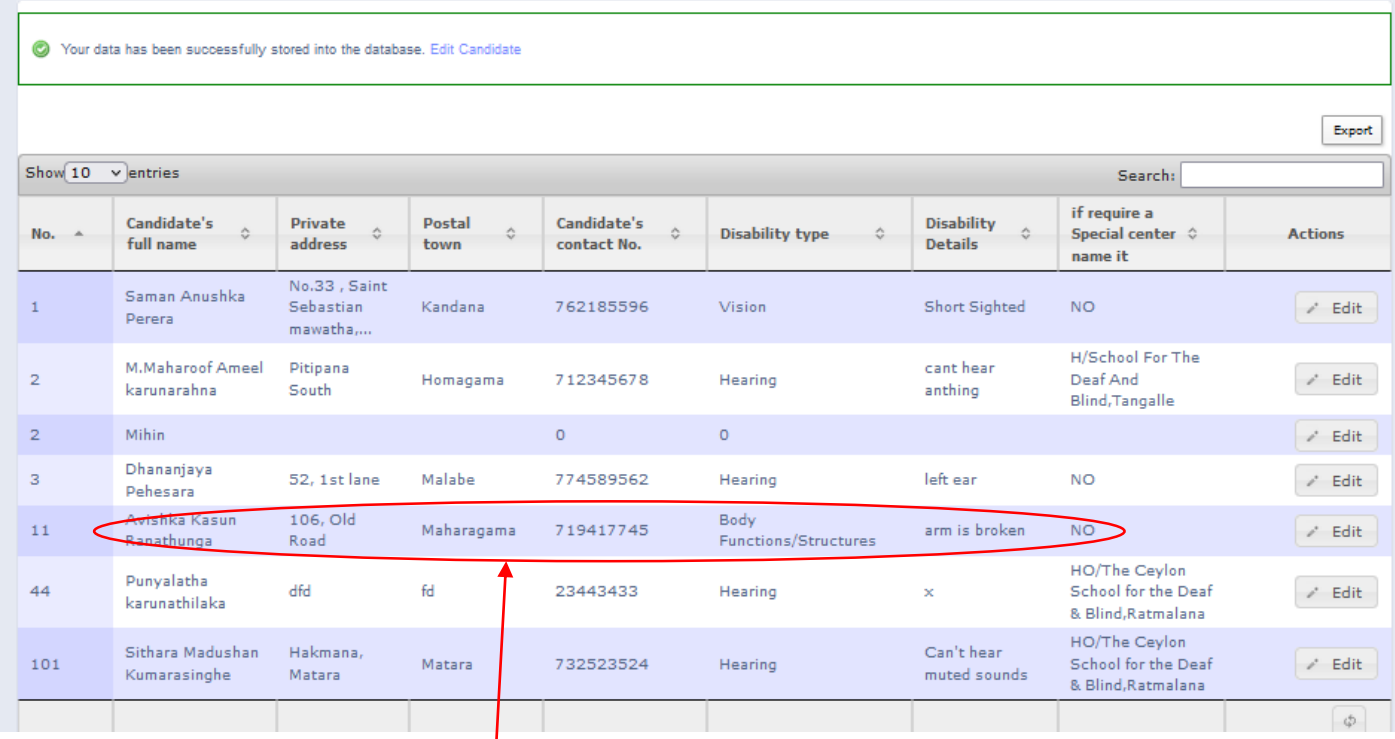


Figure 18



Your data has been successfully stored into the database. Edit Candidate

Export

Show 10 entries Search:

No.	Candidate's full name	Private address	Postal town	Candidate's contact No.	Disability type	Disability Details	if require a Special center name it	Actions
1	Saman Anushka Perera	No.33 , Saint Sebastian mawatha,...	Kandana	762185596	Vision	Short Sighted	NO	Edit
2	M.Maharoof Ameel karunarahna	Pitipana South	Homagama	712345678	Hearing	cant hear anthing	H/School For The Deaf And Blind,Tangalle	Edit
2	Mihin			0	0			Edit
3	Dhananjaya Pehesara	52, 1st lane	Malabe	774589562	Hearing	left ear	NO	Edit
11	Avishka Kasun Ranathunga	106, Old Road	Maharagama	719417745	Body Functions/Structures	arm is broken	NO	Edit
44	Punyalatha karunathilaka	dfd	fd	23443433	Hearing	x	HO/The Ceylon School for the Deaf & Blind,Ratmalana	Edit
101	Sithara Madushan Kumarasinghe	Hakmana, Matara	Matara	732523524	Hearing	Can't hear muted sounds	HO/The Ceylon School for the Deaf & Blind,Ratmalana	Edit

Figure 20

Edited details of the applicant

7. Search a Special Education Needs Applicant

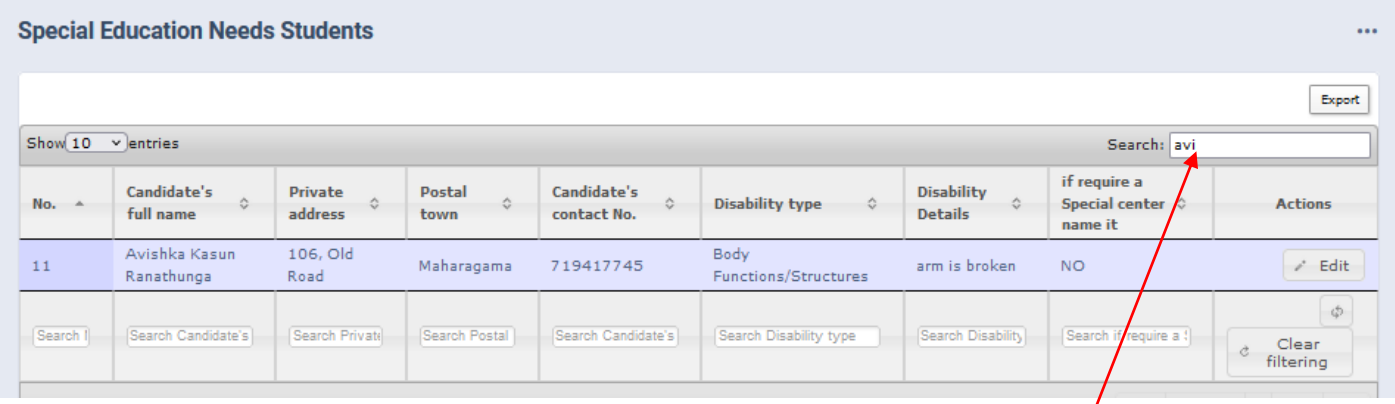
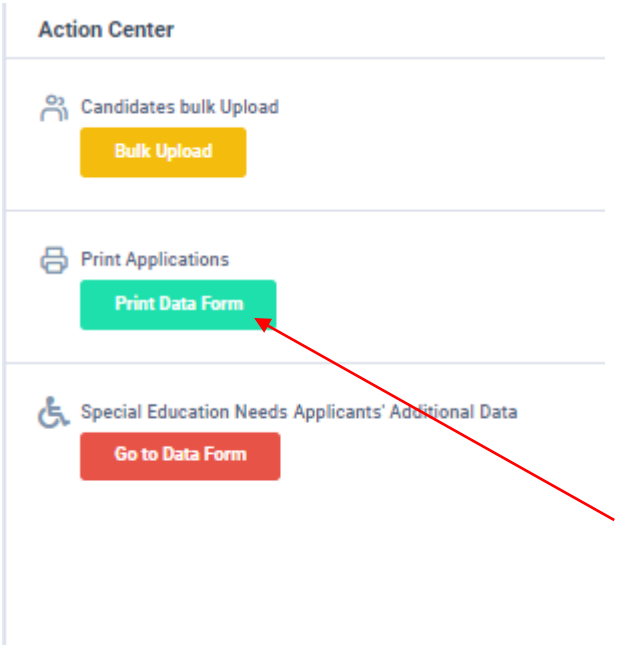


Figure 21

Type the name that you want to search

8. Get printed copy using "Print Data Form"



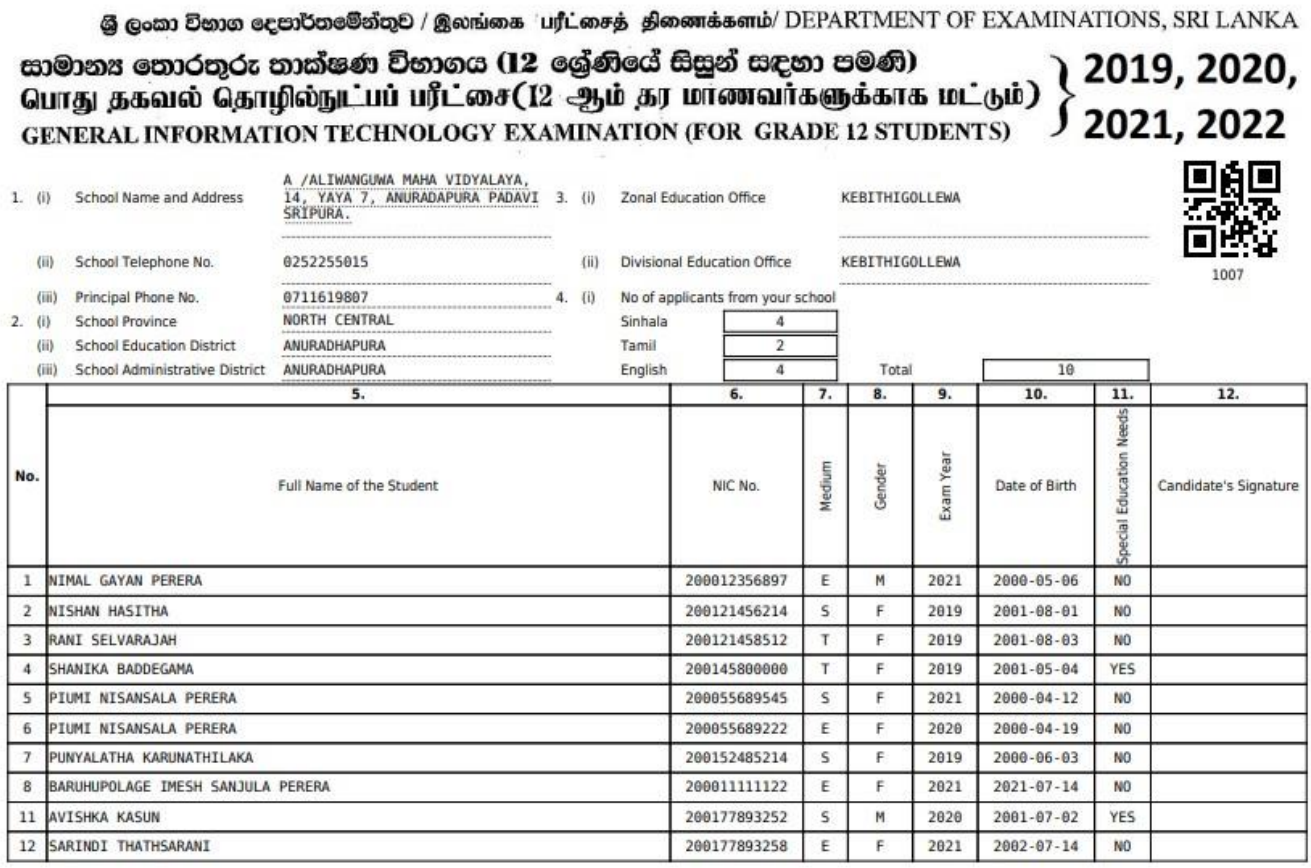
Click this

Figure 22

Check PDF.

Confirm all information of the applicants are correct.

Print PDF, keep the signed printed copy with you and follow common instructions.



ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව / இலங்கை பரீட்சைத் திணைக்களம்/ DEPARTMENT OF EXAMINATIONS, SRI LANKA

සාමාන්‍ය තොරතුරු තාක්ෂණ විභාගය (12 ශ්‍රේණියේ සිසුන් සඳහා පමණි)
பொது தகவல் தொழில்நுட்பப் பரீட்சை(12 ஆம் தர மாணவர்களுக்காக மட்டும்)
GENERAL INFORMATION TECHNOLOGY EXAMINATION (FOR GRADE 12 STUDENTS)

2019, 2020, 2021, 2022

1007

1. (i) School Name and Address: A /ALIWANGUWA MAHA VIDYALAYA, 14, YAYA 7, ANURADAPURA PADAVI SRIPURA.
(ii) School Telephone No.: 0252255015
(iii) Principal Phone No.: 0711619807
2. (i) School Province: NORTH CENTRAL
(ii) School Education District: ANURADHAPURA
(iii) School Administrative District: ANURADHAPURA
3. (i) Zonal Education Office: KEBITHIGOLLEWA
(ii) Divisional Education Office: KEBITHIGOLLEWA
4. (i) No of applicants from your school
Sinhala: 4
Tamil: 2
English: 4
Total: 10

No.	5. Full Name of the Student	6. NIC No.	7. Medium	8. Gender	9. Exam Year	10. Date of Birth	11. Special Education Needs	12. Candidate's Signature
1	NIMAL GAYAN PERERA	200012356897	E	M	2021	2000-05-06	NO	
2	NISHAN HASITHA	200121456214	S	F	2019	2001-08-01	NO	
3	RANI SELVARAJAH	200121458512	T	F	2019	2001-08-03	NO	
4	SHANIKA BADDEGAMA	200145800000	T	F	2019	2001-05-04	YES	
5	PIUMI NISANSALA PERERA	200055689545	S	F	2021	2000-04-12	NO	
6	PIUMI NISANSALA PERERA	200055689222	E	F	2020	2000-04-19	NO	
7	PUNYALATHA KARUNATHILAKA	200152485214	S	F	2019	2000-06-03	NO	
8	BARUHUPOLAGE IMESH SANJULA PERERA	200011111122	E	F	2021	2021-07-14	NO	
11	AVISHKA KASUN	200177893252	S	M	2020	2001-07-02	YES	
12	SARINDI THATHSARANI	200177893258	E	F	2021	2002-07-14	NO	

Figure 23

9. For further details, contact;
   School Examinations Organization and Results Branch – 0112784537, 0112784208,0112786616
   Fax No- 0112784422
   Email Address- slexamseo@gmail.com

10. For more technical support contact;
    Online Unit - 0113671568, 0113661122
    Email Address- doeonlineexams@gmail.com