

# User Guide for General Information Technology -2025 Student Registration (Schools)

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

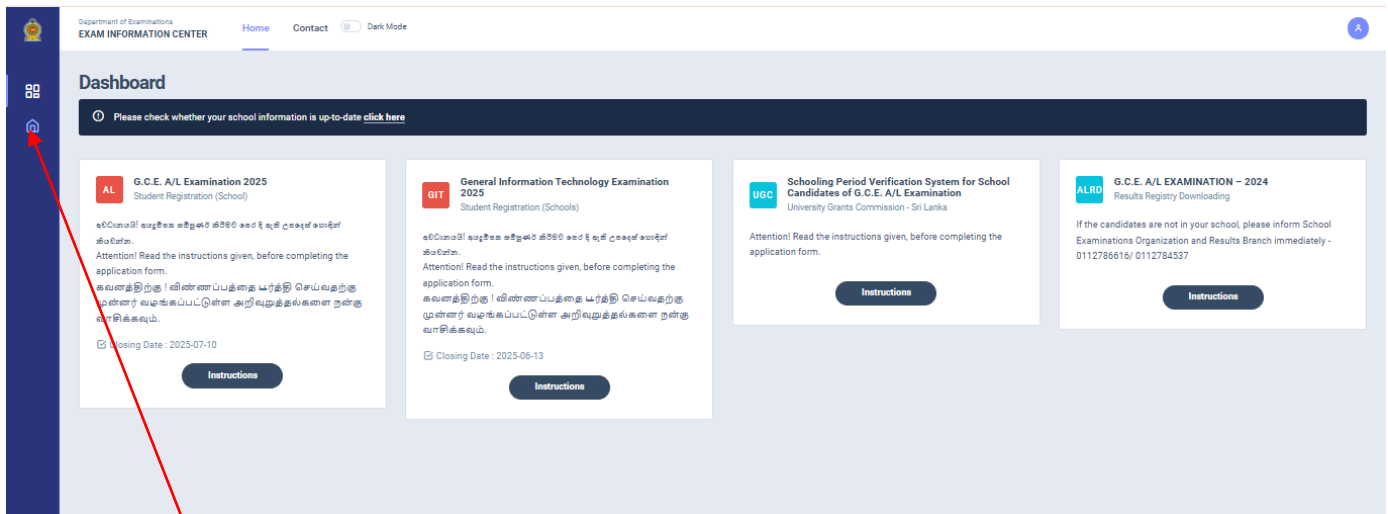



Figure 1

To view School  
Information

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

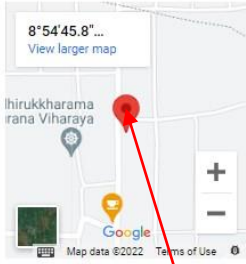


**A /ALIWANGUWA MAHA VIDYALAYA, PADAVI SRIPURA.**

School ID: 1007 CENSUS No: 19080

School Name <b>A /ALIWANGUWA MAHA VIDYALAYA,</b>	Principal's Name: <b>Nishan Jayathilaka</b>	Principal's Mobile Number: <b>0711619807</b>
Address: <b>14, Yaya 7, Anuradapura</b>	Postal Town: <b>PADAVI SRIPURA.</b>	District: <b>ANURADHAPURA</b>
Phone Number: <b>0252255015</b>	Email: <b>madhushaman@gmail.com</b>	Edu. Zone: <b>Kebithigollewa</b>

**School Location**



Overview School Information Log

Census No <input type="text" value="19080"/>	School name <input type="text" value="A /ALIWANGUWA MAHA VIDYALAYA"/>
Address * <input type="text" value="14, Yaya 7, Anuradapura"/>	Postal town * <input type="text" value="PADAVI SRIPURA."/>
School Telephone* <input type="text" value="0252255015"/>	Email Address <input type="text" value="madhushaman@gmail.com"/>
Principal's Name* <input type="text" value="Nishan Jayathilaka"/>	Principal's Mobile No* <input type="text" value="0711619807"/>

Location of the School  
 Select

Figure 2

Drag the map and locate your school

Click this to check the location of your school



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

Then click next

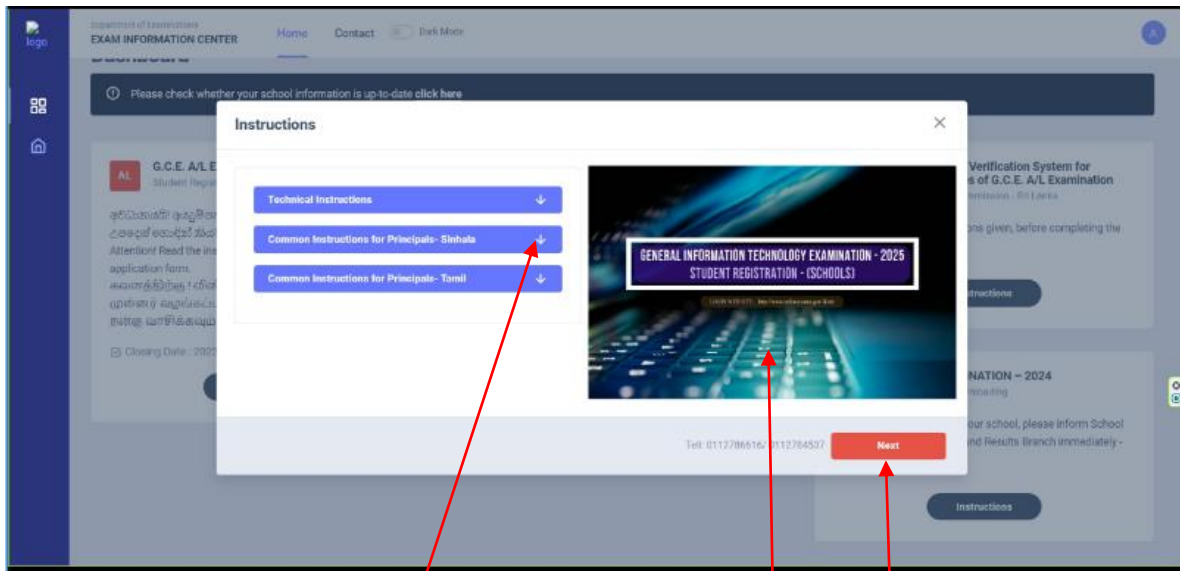


Figure 4

Read Common  
Instructions

Click this

Watch the  
Video

## 3. Adding Information of applicants

I) Method 1- Bulk upload

II) Method 2 –Add candidate One by One

I) Method 1 -Bulk upload

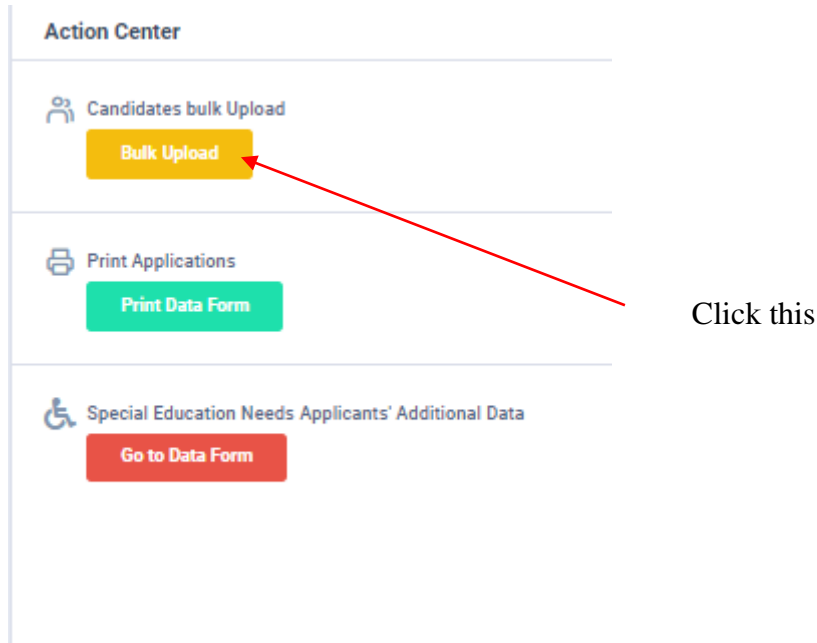


Figure 5

Read the Instructions.

Click on "Download the Excel Template".

Department of Examinations  
EXAM INFORMATION CENTER

Home Contact Dark Mode

### General Information Technology Examination 2025 - Student Registration (Schools)

School : A / ALIWANGUWA MAHA VIDYALAYA, PADAVI SRIPURA.

#### Candidates Bulk Upload

Read the Instructions

- Click on the **Download Excel Template** button to download data\_templategit.xlsx
- data\_templategit.xlsx has 7 data fields, **do not delete, change or add new fields**
  - ID - Candidate's List Order
  - NIC - Candidate's NIC No.
  - FULL\_NAME - Candidate's Full Name (in English) (according to the birth certificate)
  - DATE\_OF\_BIRTH - Date Of Birth (Format must be YYYY-mm-dd)
  - GENDER - Gender (Format: M = male, F= female) (use given dropdown)
  - LANGUAGE\_MEDIUM - Preferred Language Medium (Format: S = Sinhala, T= Tamil ) (use given dropdown)
  - EXAM\_YEAR -(use given dropdown)
  - HAS\_ANY\_SPECIAL\_NEEDS/VISUAL\_IMPAIRMENTS - Does the candidate have any special need / Visual Impairments (Format: YES or NO) (use given dropdown)

[https://onlineexams.gov.lk/eic\\_test/assets/uploads/files/data\\_templategit.xlsx](https://onlineexams.gov.lk/eic_test/assets/uploads/files/data_templategit.xlsx)

Upload the .xlsx file

Choose File No file chosen

UPLOAD

Download the Excel Template

data\_templategit.xlsx

Figure 6

Downloaded excel template

Download the Excel Template

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”

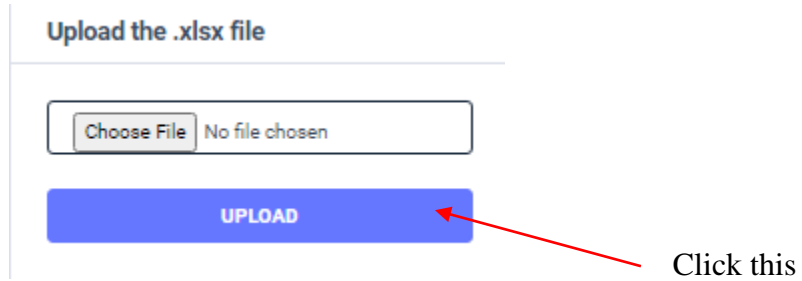


Figure 8

When Bulk Upload is success you can see this message

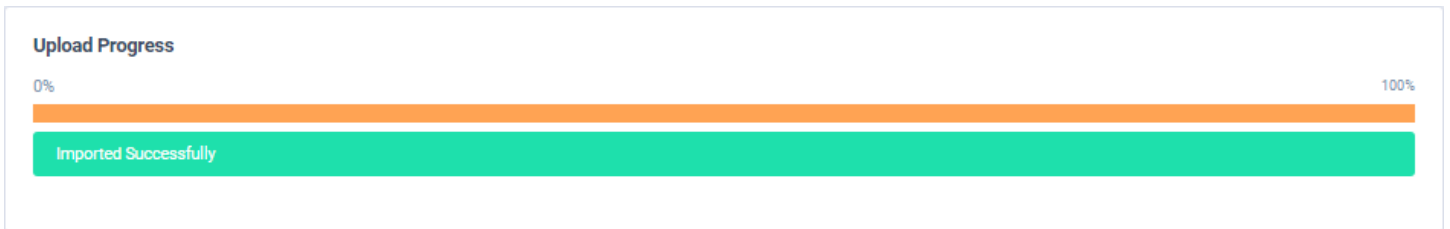


Figure 9

## II) Method 2- Add Applicant One by One

Click this

**Students Information**

[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	<a href="#">Edit</a> <a href="#">Delete</a>
2	200121456214	Nishan Hasitha	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
3	200121458512	Rani Selvarajah	Tamil	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
4	200145800000	Shanika Baddegama	Tamil	Female	2019	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
5	200055689545	Piumi nisansala perera	Sinhala	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
6	200055689222	Piumi nisansala perera	English	Female	2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
7	200152485214	Punyalatha karunathilaka	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
8	200011111122	BARUHUPOLAGE IMESH SANJULA PERERA	English	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
11	200177893252	Avishka Kasun	Sinhala	Male	2020	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
12	200177893258	sarindi thatsarani	English	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 10

Enter Student Information

Then Save.

## Students Information

**Add Candidate**

NIC No.\*: 200177893252

No.\*: 11

Candidate's Full Name\*: Avishka Kasun

Medium\*: Sinhala

Gender\*:  Male  Female

Date of Birth\*: 2001-07-02  (yyyy-mm-dd)

Exam Year: 2020

Is Candidate has any Special Education Needs/ Visual Impairments\*:

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	<a href="#">Edit</a> <a href="#">Delete</a>
2	200121456214	Nishan Hasitha	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
3	200121458512	Rani Selvarajah	Tamil	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
4	200145800000	Shanika Baddegama	Tamil	Female	2019	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
5	200055689545	Piumi nisansala perera	Sinhala	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
6	200055689222	Piumi nisansala perera	English	Female	2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
7	200152485214	Punyalatha karunathilaka	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
8	200011111122	BARUHUPOLAGE IMESH SANJULA PERERA	English	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
11	200177893252	Avishka Kasun	Sinhala	Male	2020	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
12	200177893258	sarindi thararani	English	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>

New candidate is added to the system

Message of confirmation

Figure 12

## 4. Use Edit button to change Information of Applicants.

**Students Information** ...

[+ 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	<a href="#">Edit</a> <a href="#">Delete</a>
2	200121456214	Nishan Hasitha	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
3	200121458512	Rani Selvarajah	Tamil	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
4	200145800000	Shanika Baddegama	Tamil	Female	2019	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
5	200055689545	Plumi nisansala perera	Sinhala	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
6	200055689222	Plumi nisansala perera	English	Female	2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
7	200152485214	Punyalatha karunathilaka	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
8	200011111122	BARUHUPOLAGE IMESH SANJULA PERERA	English	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
11	200177893252	Avishka Kasun	Sinhala	Male	2020	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
12	200177893258	sarindi thathsarani	English	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 13

Click this

## Students Information

### Edit Candidate

NIC No.\* :

200121458512

No.\* :

2

Candidate's Full Name\* :

Rani Selvarajah

Medium\* :

Tamil

Gender\* :

Date of Birth\* :

Sinhala

Tamil

English

-mm-dd)

Exam Year :

2019

Is Candidate has any Special  
Education Needs/ Visual  
Impairments\* :

 Yes  No

Update changes

Update and go back to list

Cancel

Click this

Figure 14

✔ 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	<a href="#">Edit</a> <a href="#">Delete</a>
2	200121456214	Nishan Hasitha	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
3	200121458512	Rani Selvarajah	Tamil	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
4	200145800000	Shanika Baddegama	Tamil	Female	2019	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
5	200055689545	Piumi nisansala perera	Sinhala	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
6	200055689222	Piumi nisansala perera	English	Female	2020	No	<a href="#">Edit</a> <a href="#">Delete</a>
7	200152485214	Punyalatha karunathilaka	Sinhala	Female	2019	No	<a href="#">Edit</a> <a href="#">Delete</a>
8	200011111122	BARUHUPOLAGE IMESH SANJULA PERERA	English	Female	2021	No	<a href="#">Edit</a> <a href="#">Delete</a>
11	200177893252	Avishka Kasun	Sinhala	Male	2020	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

Edited part of the candidate

Message of confirmation

Figure 15

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

onlineexams.gov.lk says  
Are you sure that you want to delete this record?

OK Cancel

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	Piimi nisansala perera	Sinhala	Female	2021	No	Edit Delete
6	200055689222	Piimi 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
9	200007895689	samanmali Perera	Sinhala	Female	2022	Yes	Edit Delete

Figure 16

Click this to confirm

Click this

6. Special Education Needs Applicants' Additional Data

**Action Center**

Candidates bulk Upload  
Bulk Upload

Print Applications  
Print Data Form

Special Education Needs Applicants' Additional Data  
Go to Data Form

Click this

Figure 17

## Special Education Needs Students

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
4	Shanika Baddegama	No 11,Pitipana North	Homagama	762345678	Hearing	both ears	HO/The Ceylon School for the Deaf & Blind,Ratmalana	<a href="#">Edit</a>
11	Avishka Kasun	106, Old Road	Galle	719417745	Body Functions/Structures	arm is broken	NO	<a href="#">Edit</a>
<input type="text" value="Search"/> <input type="text" value="Search Candidate"/> <input type="text" value="Search Privat"/> <input type="text" value="Search Pos"/> <input type="text" value="Search Candidate'"/> <input type="text" value="Search Disability type"/> <input type="text" value="Search Disabilit"/> <input type="text" value="Search if require"/> <input type="button" value="Clear filtering"/>								<input type="button" value="Export"/>

Figure 18

Click this

## Edit Details of Special Education Needs Applicants

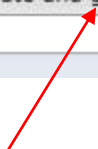
### Special Education Needs Students

**Edit Candidate**

NIC :	<input type="text" value="200177893252"/>
No. :	<input type="text" value="11"/>
Candidate's full name :	<input type="text" value="Avishka Kasun"/>
Private address* :	<input type="text" value="106, Old Road"/>
Postal town* :	<input type="text" value="Galle"/>
Candidate's contact No.* :	<input type="text" value="719417745"/>
Disability type* :	<input type="text" value="Body Functions/Structur..."/>
Disability Details* :	<input type="text" value="arm is broken"/>
if require a Special center name it* :	<input type="text" value="NO"/>

Figure 19

Click this



## Special Education Needs Students

...

 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			
4	Shanika Baddegama	No 11,Pitipana North	Homagama	762345678	Hearing	both ears	HO/The Ceylon School for the Deaf & Blind,Ratmalana	 Edit			
11	Avishka Kasun	106, Old Road	Galle	719417745	Body Functions/Structures	arm is broken	NO	 Edit			
Search	Search Candidate'	Search Privat	Search Pos	Search Candidate'	Search Disability type	Search Disabilit	Search if require	 Clear filtering			
Displaying 1 to 2 of 2 items							First	Previous	1	Next	Last

Figure 20

## 7. Search a Special Education Needs Applicant

**Special Education Needs Students**

Export

Show 10 entries Search: avishka

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
11	Avishka Kasun	106, Old Road	Galle	719417745	Body Functions/Structures	arm is broken	NO	Edit

Search Search Candidate's Search Privati Search Pos Search Candidate's Search Disability type Search Disabilit Search if req Clear filtering


Displaying 1 to 1 of 1 items (filtered from 2 total entries) First Previous 1 Next Last


Figure 21


Type the name that you want to search

## 8. Get printed copy using “Print Data Form”

**Action Center**

 Candidates bulk Upload  
Bulk Upload

 Print Applications  
Print Data Form

 Special Education Needs Applicants' Additional Data  
Go to Data Form

Click this

Figure 22

Check PDF.

Confirm all information of the applicants are correct.

Print PDF and follow the **common instructions**.

**ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව / இலங்கைப் 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) } 2025**  
**GENERAL INFORMATION TECHNOLOGY EXAMINATION (FOR GRADE 12 STUDENTS)**

1. (i) School Name and Address: [REDACTED] (ii) Zonal Education Office: KEBITHIGOLLEWA

(ii) School Telephone No.: [REDACTED] (iii) Divisional Education Office: KEBITHIGOLLEWA

(iii) Principal Phone No.: [REDACTED] (ii) No of applicants from your school:

Sinhala	15
Tamil	2
English	2
<b>Total</b>	<b>19</b>

2. (i) School Province: [REDACTED] (ii) School Education District: [REDACTED] (iii) School Administrative District: [REDACTED]

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	[REDACTED]	[REDACTED]	S	F	2024	2004-08-19	NO	
2	[REDACTED]	[REDACTED]	S	F	2024	2004-08-23	NO	
3	[REDACTED]	[REDACTED]	S	M	2023	2005-06-01	NO	
4	[REDACTED]	[REDACTED]	E	F	2023	2005-10-25	NO	
5	[REDACTED]	[REDACTED]	S	F	2023	2004-08-19	YES	
6	[REDACTED]	[REDACTED]	S	F	2023	2005-08-01	NO	
7	[REDACTED]	[REDACTED]	S	F	2023	2005-08-02	NO	
8	[REDACTED]	[REDACTED]	S	F	2023	2005-08-03	NO	
9	[REDACTED]	[REDACTED]	S	F	2022	2005-08-04	NO	
10	[REDACTED]	[REDACTED]	S	F	2022	2005-08-05	NO	

Figure 23

9. For further details, contact;

**School Examinations Organization and Results Branch – 0112784537, 0112784208, 0112786616**

**Fax No- 0112784422**

**Email Address- gcealexam@gmail.com**

10. For more technical support contact;

**Online Branch - 0113671568, 0113661122**

**Email Address- doeonlineexams@gmail.com**