

## User Guide for GIT Examination – 2019,2020,2021,2022(2023) 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.

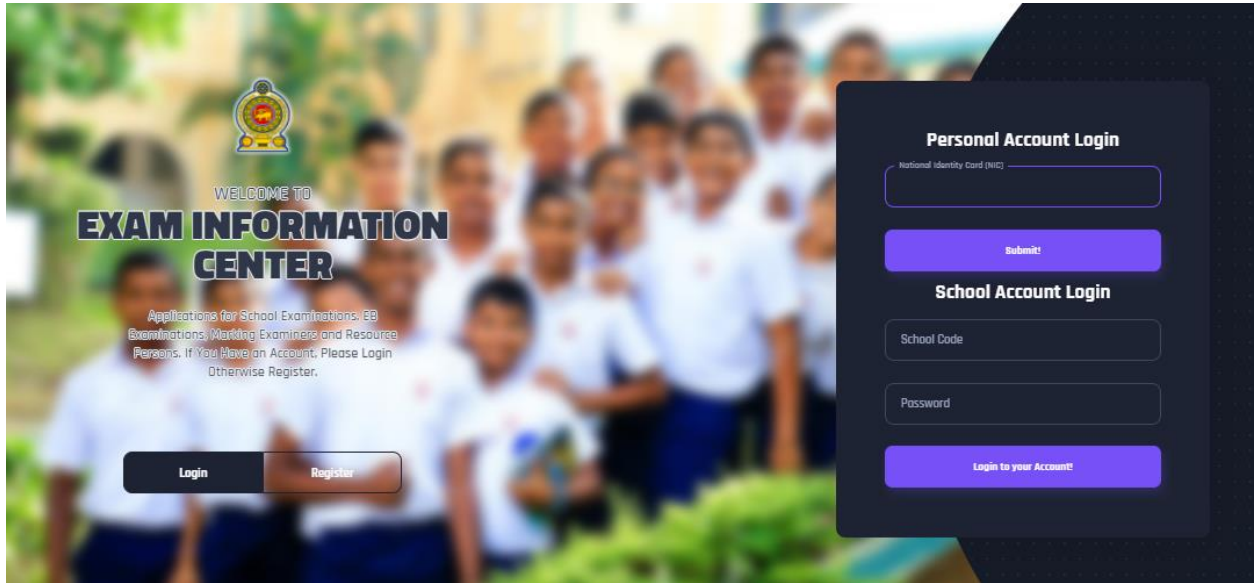


Figure 1

### ❖ In Mobile View

If you are going through mobile phone switch into **Desktop site** to see the application as below.

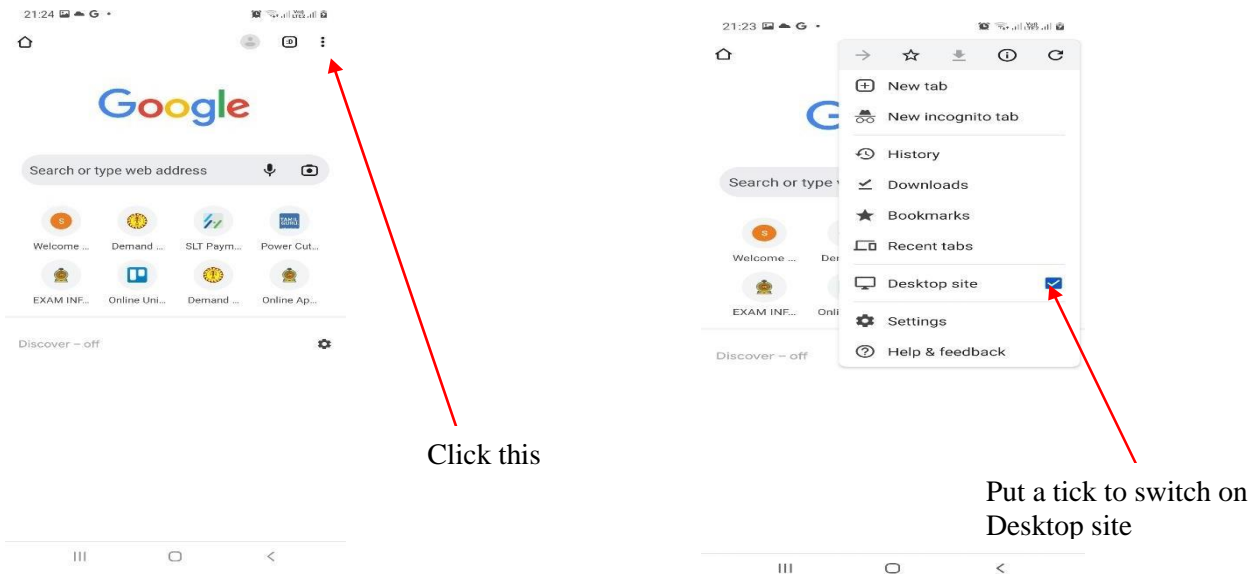


Figure 2

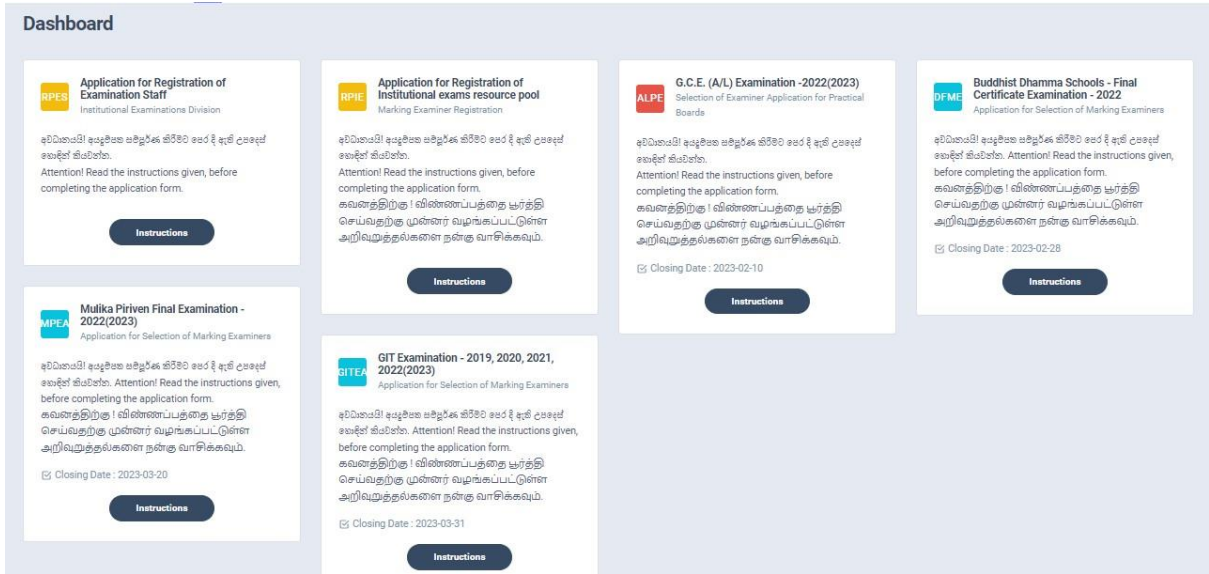


Figure 3

2. Click on the “Instructions” button under the tile “ **GIT Examination - 2019,2020,2021,2022(2023) Application for Selection of Marking Examiners**” on Dashboard

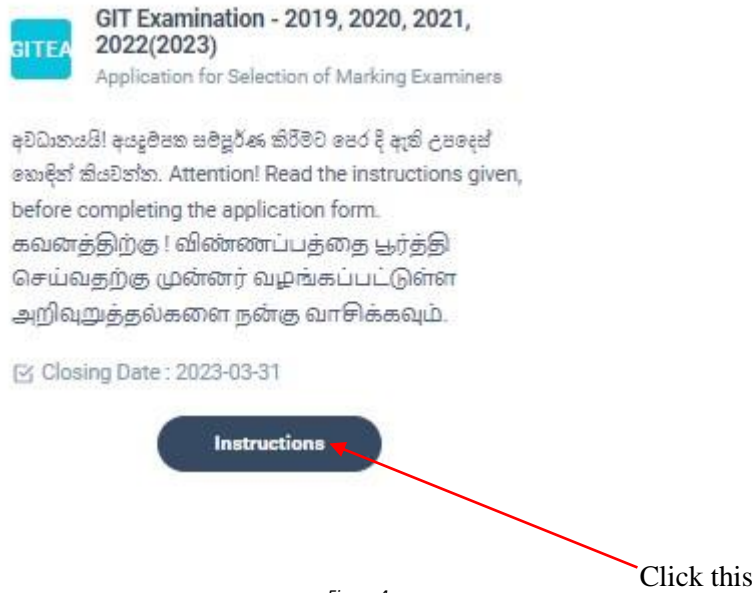


Figure 4

Read the instructions and watch the instructional video

Instructions

Technical Instructions

Teacher Instructions Si

Teacher Instructions Ta

**GIT Examination - 2019, 2020, 2021, 2022(2023)**  
**Application for Selection of Marking Examiners**

<https://onlineexams.gov.lk/eic>

Toll: 0112785231/0112785681

Next

Click this to watch the video

Click this

Figure 5

### 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 Fill 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 W Gamage

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

NIC\* 198858403674

Date of Birth \* 03/24/1986

Gender\* Female

Email Address sween@gmail.com

Mobile Number \* 0719417759

Permanent Residential District \* MATARA

Private Address \* 14, Pushparama Place

Postal Town \* Matara

Next

Click this

Figure 6

Click this or enter

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

#### a) Marking Preferences

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

### Marking Preferences

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

Preferred Area 1\* Kaluthara

Preferred Area 2\* Colombo

Preferred medium\* Sinhala

Would you like to Mark the GIT Examination in English Medium? \*  Yes  No

### Professional Information

Present Designation\* Teacher

Service\* SLTS

Grade\* Grade III

Date of Appointment to the Present Designation\* 01/01/2000

Present District you work in \* MATARA

Education Zone:\* Kaluthara

Office Address:\* 10, Church Road, Kaluthara

Street Address:\* Temple Road

Postal Town:\* Matara

Type of Institution:\* Government

Office Phone No.\* 0112285463

Date of Appointment as a Teacher:\* 01/01/2020

Date of appointment as a trained/ NCOE/ graduate teacher: 01/01/2000

Period of service as a trained/ NCOE/ graduate teacher:\* 20

Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification:\* 10

Prev Next

Click this

Figure 7

Select

## b) Professional Information

**Professional Information**

Present Designation:\*  Service:\*  Grade:\*  Date of Appointment to the Present Designation:\*

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 trained/ NCOE/ graduate teacher:

Period of service as a trained/ NCOE/ graduate teacher:\*  Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification:\*

Click this

Figure 8

### 3.3 Fill 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”

#### Educational and Professional Qualifications

Warning! If this section is incomplete, your application will be rejected.  
Use shortened forms here! Use short forms as much as possible e.g. B.T, BSc, UCSC, etc.  
Attach a certified copy of the academic transcript of the Degree/ Diploma relevant to the subject applied. (Compulsory for new applicants and for applicants who had not attended for marking last year.)

##### - Training relevant to the subject applied

Name of the Course  Year Completed

Name of the University/ Institution

Subjects Passed (\* Mandatory to mention the subjects)

##### + Degree relevant to the subject applied

##### + Postgraduate Qualifications

##### + Other Information Technology Courses

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)

Click this

Figure 9

### 3.4 FILL 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

#### 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
- 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* <input type="text" value="Yes"/>	School ID : (Not the census id) * <input type="text" value="1007"/>	School Name : <input type="text" value="A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA."/>
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Enter School ID

Figure 10

- b) For In- Service Advisors

<b>For In-Service Advisors</b>	
Date of appointment as an ISA : <input type="text" value="01/17/1999"/>	Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc.: <input type="text" value="Chemistry"/>
Zone Serving * <input type="text" value="Sri Jay's pura"/>	Division Serving * <input type="text" value="Homagama"/>
Your normal duties related to this subject: <input type="text"/>	
<b>For Other Officers in the Field of Education</b>	
Relevant Subject Field : <input type="text" value="Chemistry"/>	Date of appointment to it : <input type="text" value="01/01/1987"/>
<input type="button" value="Prev"/>	<input type="button" value="Next"/>

Figure 11

- c) For Other Officers in the Field of Education

<b>For In-Service Advisors</b>	
Date of appointment as an ISA : <input type="text" value="01/17/1999"/>	Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc.: <input type="text" value="Chemistry"/>
Zone Serving * <input type="text" value="Sri Jay's pura"/>	Division Serving * <input type="text" value="Homagama"/>
Your normal duties related to this subject: <input type="text"/>	
<b>For Other Officers in the Field of Education</b>	
Relevant Subject Field : <input type="text" value="Chemistry"/>	Date of appointment to it : <input type="text" value="01/01/1987"/>
<input type="button" value="Prev"/>	<input type="button" value="Next"/>

Figure 12

### 3.5 FILL STEP 5 – Experience in Evaluation

#### *GIT Examination –Sinhala/Tamil Medium*

- Fill the details of your experience as an Assistant Examiner and Chief Examiner

#### *GIT Examination –English Medium*

- Fill the details of your experience as an Assistant Examiner and Chief Examiner

**Experience Regarding Evaluation**

**GIT Examination - Sinhala/ Tamil Medium**

Experience as an Assistant Examiner:\*(If not, Enter '0')

Year you last attended marking:\*

Would you like to accept appointment as a Chief Examiner (if Selected) this year? \*

Yes  No

If you were appointed as an Assistant/ Chief Examiner 2018 and could not attend duties, indicate the reasons:

If you have participated in marking earlier and did not participate in recent years, indicate the reasons:

**GIT Examination - English Medium**

Experience as an Assistant Examiner:\*(If not, Enter '0')

Year you last attended marking:\*

Would you like to accept appointment as a Chief Examiner (if Selected) this year? \*

Yes  No

If you were appointed as an Assistant/ Chief Examiner 2018 and could not attend duties, indicate the reasons:

If you have participated in marking earlier and did not participate in recent years, indicate the reasons:

Experience as a Chief Examiner: \* (If not, Enter '0')

Code No:

Experience as a Chief Examiner: \* (If not, Enter '0')

Code No:

Figure 13

#### *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 2021”
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

**Other Information**

Do any of your family members or a resident in your house expect to sit the GIT Examination in 2023 ?\*

Is there any disciplinary inquiry against you that in progress ?\*

Are you debarred from examination duties ?\*

Click this

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:

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**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.

[Prev](#)   [Submit](#)

Figure 15

Click this

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

**G.C.E. (A/L) Examination - 2022 Application for Selection of Marking Examiners**

NAME - Sachira | NIC - 198658403674      [Activity log](#)      [Download Examiner's Application](#)

**Transaction Info**

Name:	K.S.P.D. KUMARI
Submitted At:	2022-10-07 10:58:25
Status:	Pending Verification by the Principal...

[Reset the Exam Application](#)

**Exam Application Summary**

Name	K.S.P.D. KUMARI
NIC	198658403674
Address	12, Temple Road, Maharagama
Date of Birth	1990-12-21
Telephone	0719417759
Preferred medium for marking	Sinhala
Preferred Place 1	Colombo
Preferred Place 2	Gampaha
Preferred subject 1	(1)-Physics
Preferred subject 2	(2)-Chemistry
Working at a school	Yes A / ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 16

[Reset the Exam Application](#)

Click this to reset the application



Name:	SARALA WIJESIRI
Submitted At	2023-08-16 11:20:47
Status	Pending Verification by the Principl...
<a href="#">Reset the Exam Application</a>	

Figure 17

Status of your application

- 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:	SARALA WIJESIRI
Submitted At	2021-12-29 10:42:22
Status	Application submitted!
<a href="#">Reset the Exam Application</a>	

Figure 19

Status of your application

6. 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

Name:	SARALA WIJESIRI
Submitted At	2023-08-16 11:20:47
Status	Pending Verification by the Principal...
<a href="#">Reset the Exam Application</a>	

Figure 21

Status of your application

7. 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

Name:	SARALA WIJESIRI GAMAGE
Submitted At	2023-03-21 14:47:22
Status	Application Verified by the Principal!

Figure 23

Status of your application

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

**GIT Examination 2019, 2020, 2021, 2022(2023) - Application for Selection of Marking Examiner**

NAME - Sachira | NIC - 198658403674

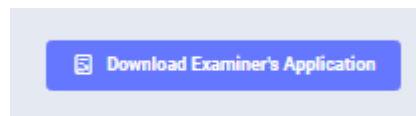
Activity log **Download Examiner's Application**

Name:	SARALA WIJESIRI GAMAGE
Submitted At	2023-03-21 14:47:22
Status	Application Verified by the Principal!

**Exam Application Summary**

Name	SARALA WIJESIRI
NIC	198658403674
Address	14, Pushparama Place, Matara
Telephone	0719417759
Preferred Area 1	Kaluthara
Preferred Area 2	Colombo
Working at a school	Yes A / ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 24



Click this to download the application

Click this

51	<b>GIT</b> 2019, 2020, 2021, 2022(2023)	FOR OFFICE USE Marks Code No. To be filled by the Examiner. Last Served Year Town 2014 Code No. AL/GIT/CH/
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**General Information Technology Examination - 2019,2020,2021,2022 (2023)**  
**Application for Selection of Marking Examiners**

01 (a) Preferred Language of marking: : SINHALA MEDIUM  
(b) Would you like to Mark the GIT Examination in English Medium? : Yes

02 Town No. and town you wish to do marking: (Town closest to either your place of work or permanent residence. Please see the list of towns on page 04.)  
(a) First choice: 10 (Kaluthara) (b) Second choice: 1 (Colombo)

03 (a) Name with initials : Ms. SARALA WIJESIRI  
(b) Names denoted by initials : SARALA WIJESIRI  
(c) Permanent address : 14, PUSHARAMA PLACE, MATARA  
(d) E-mail address : saralaw@gmail.com  
(e) Gender : FEMALE (f) NIC No. : 108658403674

04 Present working (a) District: MATALE (b) Education zone : Kalutara  
(c) Permanent residential district: BATTICALOA  
(d) Official address : ST MARY CONVENT, BEACH ROAD, MATARA  
(e) Telephone No. : Office: 0719417759 Home: 0719417759 Mobile: 0719417759

05 (a) Date of Birth: 2023-02-15 (b) Age as at 18-03-2023: 0-1-15

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: 2000-01-01

08 (a) Date of appointment as a trained/ NCOE/ graduate teacher: 2000-01-01  
(b) Period of service after being appointed as a trained/ NCOE/ graduate teacher: Years: 4

09 Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification: Years: 2

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

Figure 25

10. Complete the downloaded application (You have to fill some fields by manually) and hand it over to the principal (for teachers).
11. 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 - [evaluation.exams@gmail.com](mailto:evaluation.exams@gmail.com)**

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