

**User Guide for GIT Examination – 2023,2024 (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.

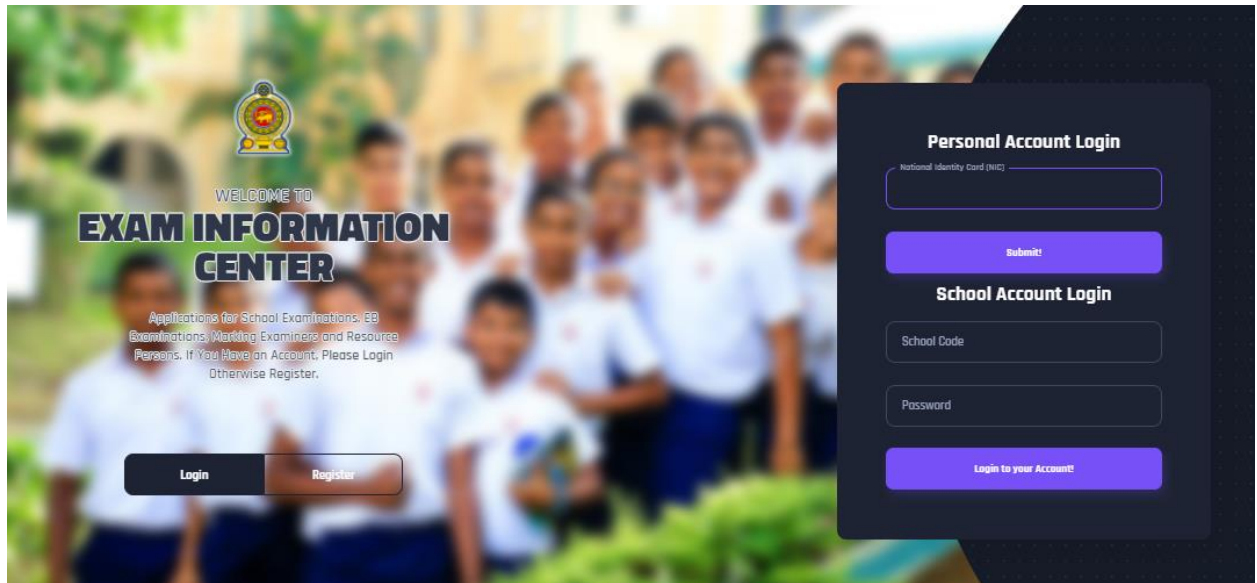


Figure 1

❖ In Mobile View

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

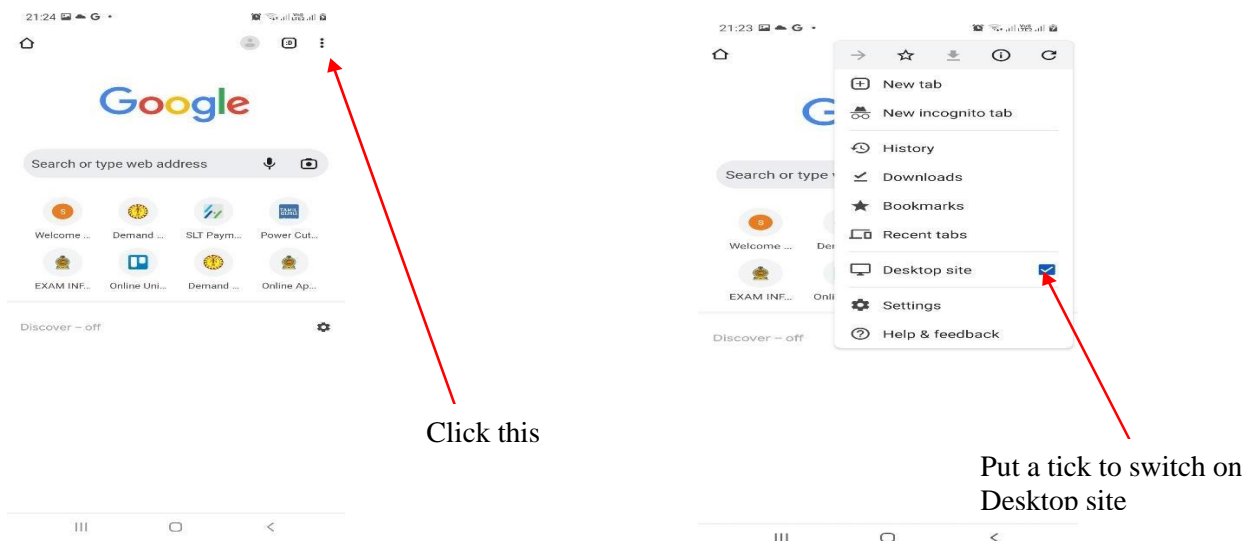


Figure 2

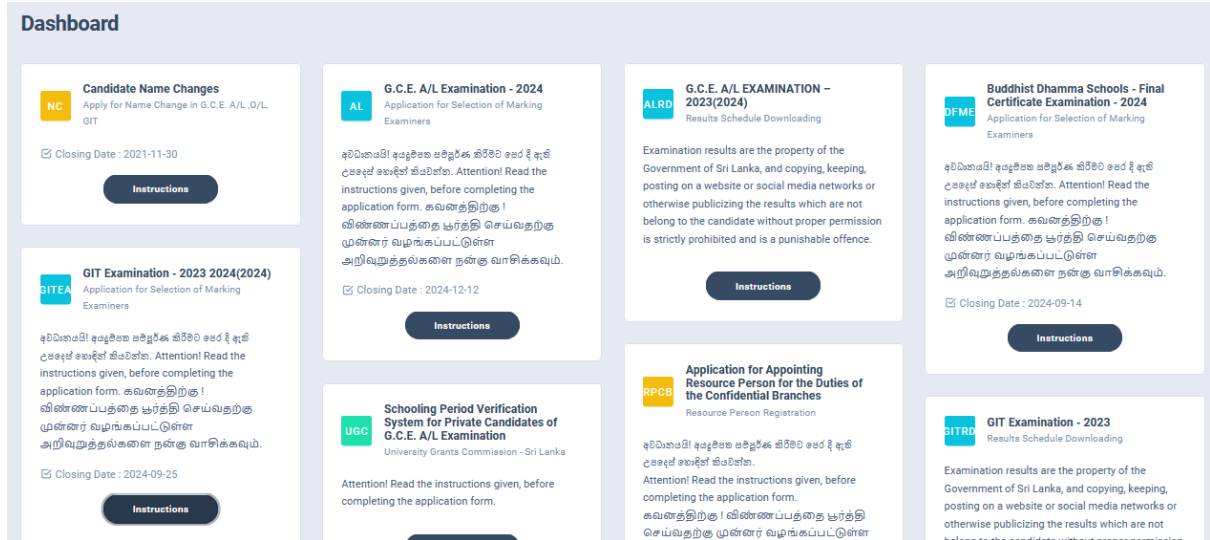


Figure 3

- Click on the “Instructions” button under the tile “**GIT Examination -2023 2024(2024)** Application for Selection of Marking Examiners” on Dashboard



Click this

Figure 4

Read the instructions and watch the instructional video

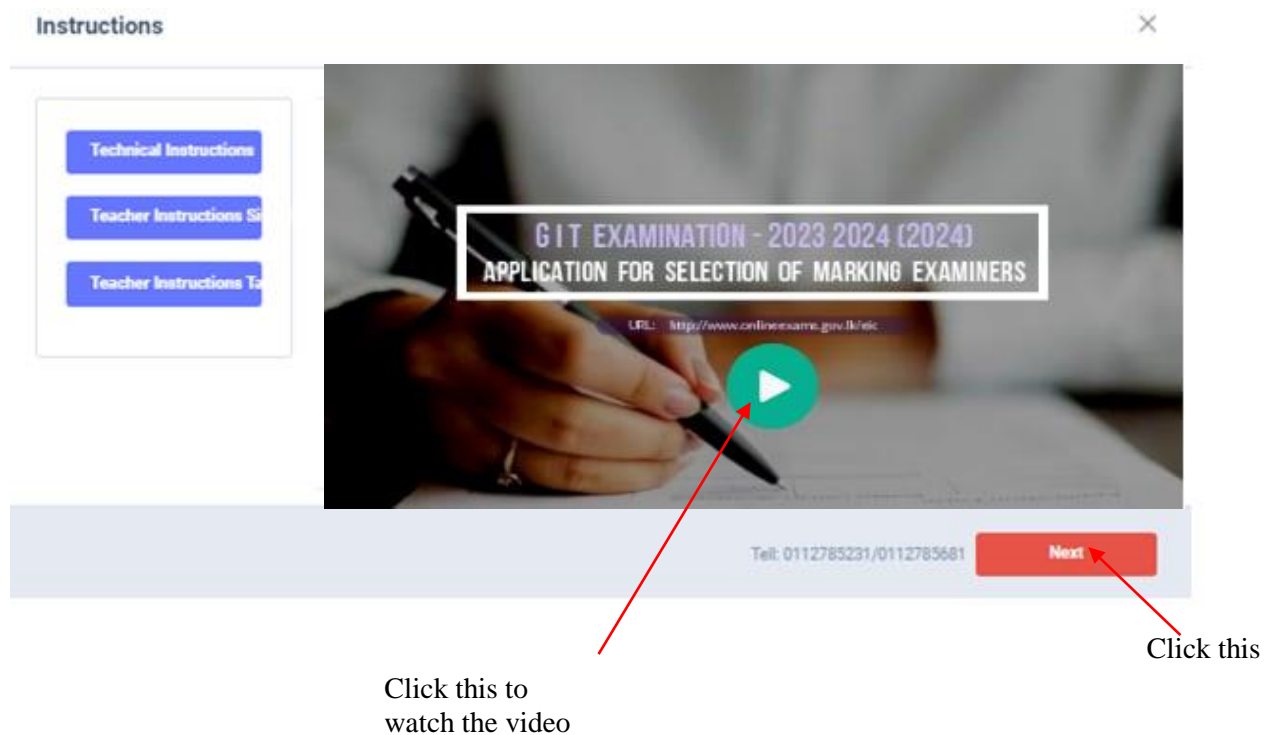


Figure 5

### 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 \* 02/24/1986 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

Click this or enter

Figure 6

## 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

Select

Figure 7

## b) Professional Information

**Professional Information**

Present Designation:*	Service:*	Grade:*	Date of Appointment to the Present Designation:*
Teacher	SLTS	Grade III	01/01/2000
Present District you work in *	Education Zone:*	Office Address:*	
GAMPAHA	Negombo	Holy Cross College, Gampaha	
Street Address:*	Postal Town:*	Type of Institution:*	
11	Kalutara	Government	
Office Phone No. *	Date of Appointment as a Teacher:*	Date of appointment as a trained/ NCOE/ graduate teacher:	
0719417759	01/01/2020	01/01/2000	
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:*		
3	5		

[Prev](#) [Next](#)

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
NCOE	2018
Name of the University/ Institution	
Pasdunrata National College of Education	
Subjects Passed (* Mandatory to mention the subjects)	
Information Communication Technology English	

##### + 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)

--

[Prev](#) [Next](#)

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

Enter School ID

Figure 10

- b) For In- Service Advisors

<b>For In-Service Advisors</b>	
Date of appointment as an ISA :	Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc:
<input type="text" value="01/17/1999"/>	<input type="text" value="Chemistry"/>
Zone Serving *	Division Serving *
<input type="text" value="Sri Jaya pura"/>	<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 :	Date of appointment to it :
<input type="text" value="Chemistry"/>	<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 :	Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc:
<input type="text" value="01/17/1999"/>	<input type="text" value="Chemistry"/>
Zone Serving *	Division Serving *
<input type="text" value="Sri Jaya pura"/>	<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 :	Date of appointment to it :
<input type="text" value="Chemistry"/>	<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

The screenshot shows two sections of a form titled 'Experience Regarding Evaluation'. The first section is for 'GIT Examination - Sinhala/ Tamil Medium'. It contains fields for 'Experience as an Assistant Examiner' (value: 12), 'Experience as a Chief Examiner' (value: 10), 'Year you last attended marking' (value: 2014), and 'Code No.' (value: AL/GIT/CH/S/01). There are also checkboxes for 'Would you like to accept appointment as a Chief Examiner' (selected: No) and 'If you have participated in marking earlier and did not participate in recent years, indicate the reasons:'. The second section is for 'GIT Examination - English Medium'. It contains fields for 'Experience as an Assistant Examiner' (value: 1), 'Experience as a Chief Examiner' (value: 0), 'Year you last attended marking' (value: 2015), and 'Code No.' (value: AL/GIT/CH/E/10). Similar checkboxes and text areas are present for this section as well.

Figure 13

#### *Other Information*

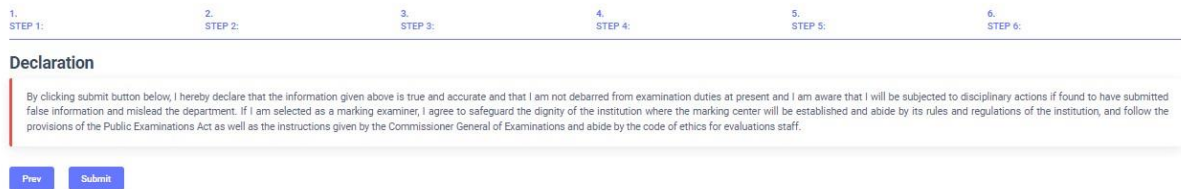
- Select “YES” or “NO” whether “any of your family members or a resident in your house expect to sit the G.C.E.(A/L) Examination in 2021”
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

The screenshot shows the 'Other Information' section of the form. It contains three questions, each with a dropdown menu set to 'No': '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?', and 'Are you debarred from examination duties?'. At the bottom, there are 'Prev' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'Click this'.

Figure 14

### 3.6 Submit – Declaration

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



The screenshot shows a progress bar at the top with six steps. Step 6, 'STEP 6:', is highlighted. Below the progress bar, the heading 'Declaration' is followed by a text box containing a declaration statement. At the bottom left of the declaration box, there are two buttons: 'Prev' and 'Submit'. A red arrow points from the text 'Click this' to the 'Submit' button.

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

**Declaration**

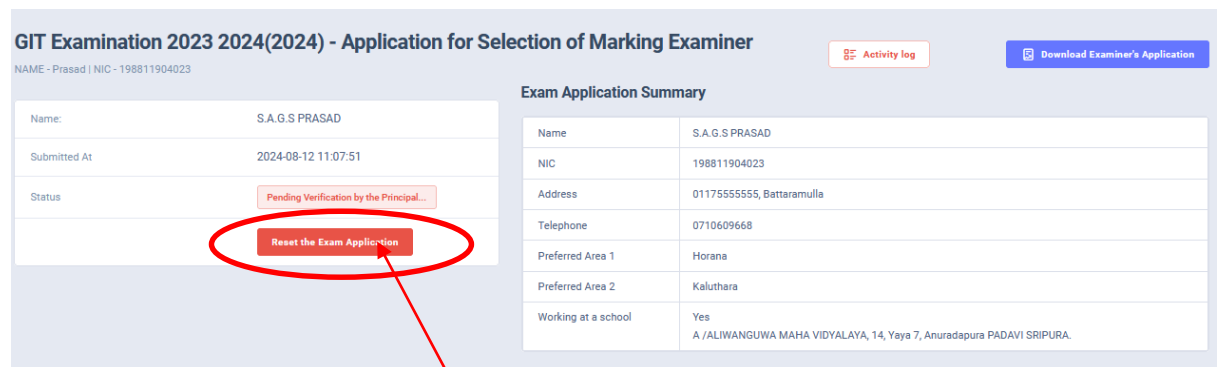
By clicking submit button below, I hereby declare that the information given above is true and accurate and that I am not debarred from examination duties at present and I am aware that I will be subjected to disciplinary actions if found to have submitted false information and mislead the department. 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.

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



The screenshot shows the 'GIT Examination 2023 2024(2024) - Application for Selection of Marking Examiner' page. It includes a header with the user's name and NIC, and buttons for 'Activity log' and 'Download Examiner's Application'. The main content area is divided into two sections: 'Exam Application Summary' and 'Reset the Exam Application'. The 'Exam Application Summary' section contains a table with the user's details. The 'Reset the Exam Application' button is highlighted with a red circle and a red arrow pointing to it from the text 'Click this to reset the application'.

**GIT Examination 2023 2024(2024) - Application for Selection of Marking Examiner**

NAME - Prasad | NIC - 198811904023

Activity log Download Examiner's Application

Name:	S.A.G.S PRASAD
Submitted At	2024-08-12 11:07:51
Status	Pending Verification by the Principal...

Reset the Exam Application

Name	S.A.G.S PRASAD
NIC	198811904023
Address	01175555555, Battaramulla
Telephone	0710609668
Preferred Area 1	Horana
Preferred Area 2	Kaluthara
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 Principi...
Reset the Exam Application	

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!
Reset the Exam Application	

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 2023 2024(2024) - Application for Selection of Marking Examiner**

NAME - Prasad | NIC - 198811904023

Activity log

Download Examiner's Application

Name:	S.A.G.S PRASAD
Submitted At	2024-08-12 11:07:51
Status	Pending Verification by the Principal...
	Reset the Exam Application

**Exam Application Summary**


Name	S.A.G.S PRASAD
NIC	198811904023
Address	0117555555, Battaramulla
Telephone	0710609668
Preferred Area 1	Horana
Preferred Area 2	Kaluthara
Working at a school	Yes A / ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 24

Download Examiner's Application

Click this to download the application

Click this

 7	<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <b style="font-size: 2em;">GIT</b>  <b style="font-size: 1.5em;">2023</b>  <b style="font-size: 1.5em;">2024(2024)</b> </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 Examiner.</th> </tr> <tr> <td>Last Served Year</td> <td>Town</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="2">Code No.</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> </table>	FOR OFFICE USE		Marks	Code No.			To be filled by the Examiner.		Last Served Year	Town	0		Code No.			
FOR OFFICE USE																		
Marks	Code No.																	
To be filled by the Examiner.																		
Last Served Year	Town																	
0																		
Code No.																		

**\*Incomplete applications will be rejected.**

\* Please read the instructions given on page 04 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 can apply for an Assistant Examiner post only.

The closing date of Applications is 10<sup>th</sup> Nov. 2024.

### General Information Technology Examination - 2023 2024(2024) 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 your place of work. Please see the list of towns on page 04.)

(a) First choice: 8 (Horana) (b) Second choice: 10 (Kaluuthara)

03 (a) Name with initials : Mr. S.A.G.S PRASAD

(b) Names denoted by initials : S.A.G.S PRASAD

(c) Permanent address : 0117555555, BATTARAMULLA

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

(e) Gender : MALE (f) NIC No. : 198811904023

04 Present working (a) District: MANNAR (b) Education zone: Jaffna

(c) Permanent residential district : BATTICALOA

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 Branch - 0113671568, 0113661122**

**Email Address – [doeonlineexams@gmail.com](mailto:doeonlineexams@gmail.com)**