

User Guide for Scholarship Examination for Grade 5 Students 2025 Application - Student Registration (Schools)

1. Log into the system and update your School Information.

The screenshot shows a dashboard with the following sections:

- Dashboard Header:** "Please check whether your school information is up-to-date [click here](#)"
- UBC Section:** "Schooling Period Verification System for School Candidates of G.C.E. A/L Examination" with instructions to read the application form before completion.
- SBA Section:** "G.C.E. O/L Examination 2022(2023) SBA Marks of Students" with instructions in Sinhala and English, and a closing date of 2023-05-25.
- OLAA Section:** "G.C.E. (O/L) Examination - 2023(2024) Admission Amendments (Schools)" with instructions to check for name, subject, or medium changes and a closing date of 2024-04-29.
- SBA Section:** "G.C.E. (A/L) Examination 2023(2024) - SBA Marks" with instructions in Sinhala and English.
- SITRD Section:** "GIT Examination - 2023 Results Registry Downloading" with contact information for candidates not in the school.
- G5A Section:** "Scholarship Examination for Grade 5 Students 2024 Student Registration (Schools)" with instructions to read the application form before completion and a closing date of 2024-07-06.

A red arrow points to the home icon in the sidebar, which is highlighted by a red box labeled "Click this".

Figure 1

Click this

Select School information and update.

Then click “Save Information.”

School Information
Keep your School details up-to-date.

School Profile Card:
 A / ALIWANGUWA MAHA VIDYALAYA, PADAVI SRIPURA.
 School ID: 1007 | CENSUS No: 19080

School Name	A / ALIWANGUWA MAHA VIDYALAYA,			Principal's Name:	Nishan Jayathilaka
Address:	14, Yaya 7, Anuradapura	Postal Town:	PADAVI SRIPURA.	Principal's Mobile Number:	0711619807
Phone Number:	0252255015	District:	ANURADHAP	Edu. Zone:	Kebithigollew
Email:	madhusham an@gmail.com		URA		a

School Location:
 Map showing location near knuckles (First peak) with coordinates 7°23'44.0"...

Dashboard:
 Overview | School Information | Log

Total Candidates	G.C.E. A/L		Grade Five Scholarship	
63	51		12	
MALE: 23 FEMALE: 40	MALE: 17 FEMALE: 34	MALE: 6 FEMALE: 6		

Figure 2

Drag the map and locate your school

Figure 3

Click this to check the location of your school

Select the correct programme “Scholarship Examination for Grade 5 Students 2025 – Student Registration (Schools)”

Figure 4

Click this

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

Then click next

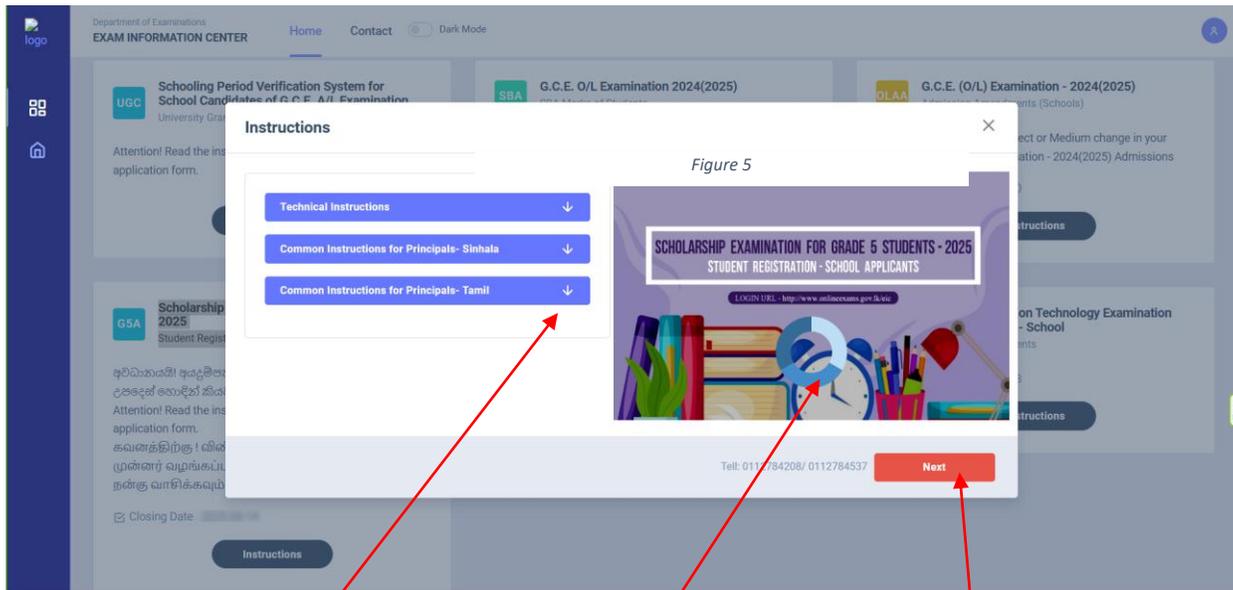


Figure 5

Read Common Instructions

Watch the Video

Click this

3. Adding Information of candidates

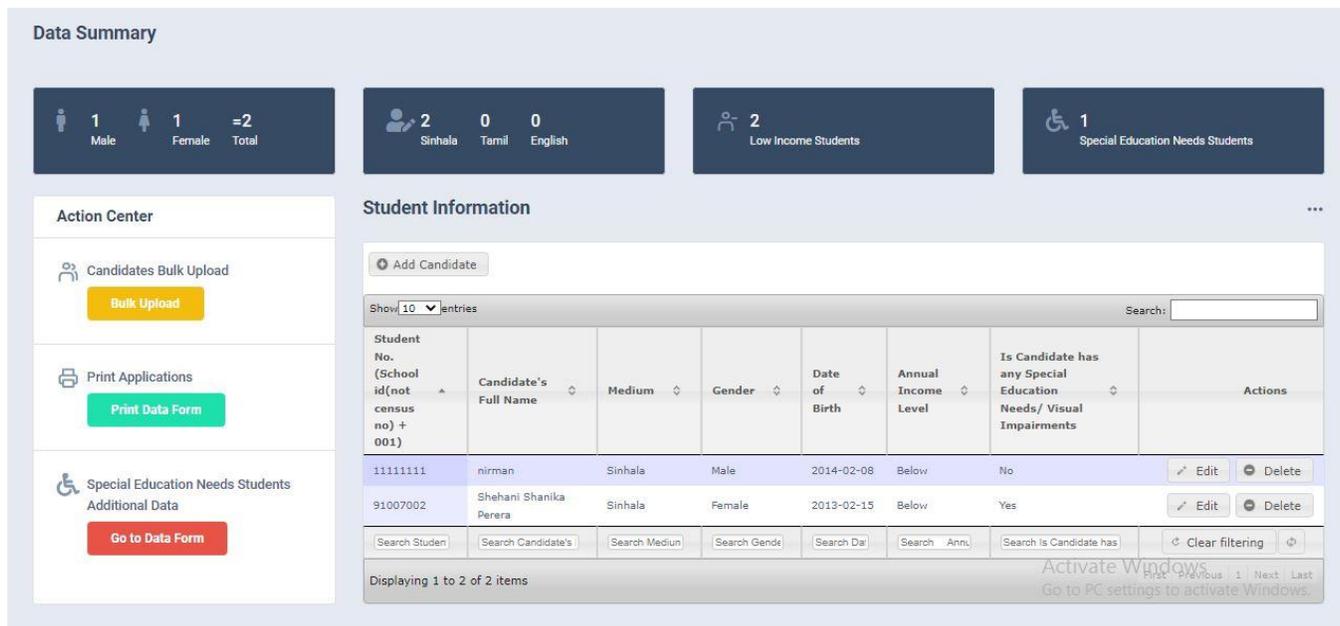


Figure 6

I) Method 1- Bulk upload

II) Method 2 –Add candidate One by One

I) Method 1 -Bulk upload

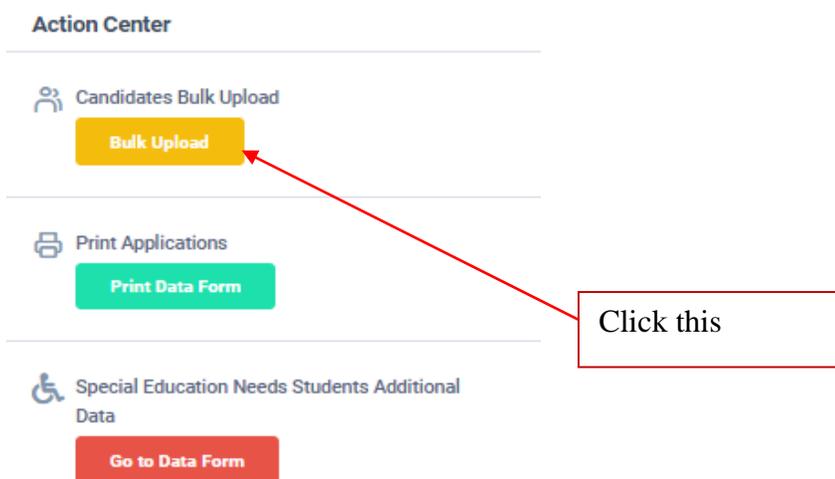


Figure 7

Read the Instructions.

Click on "Download the Excel Template".

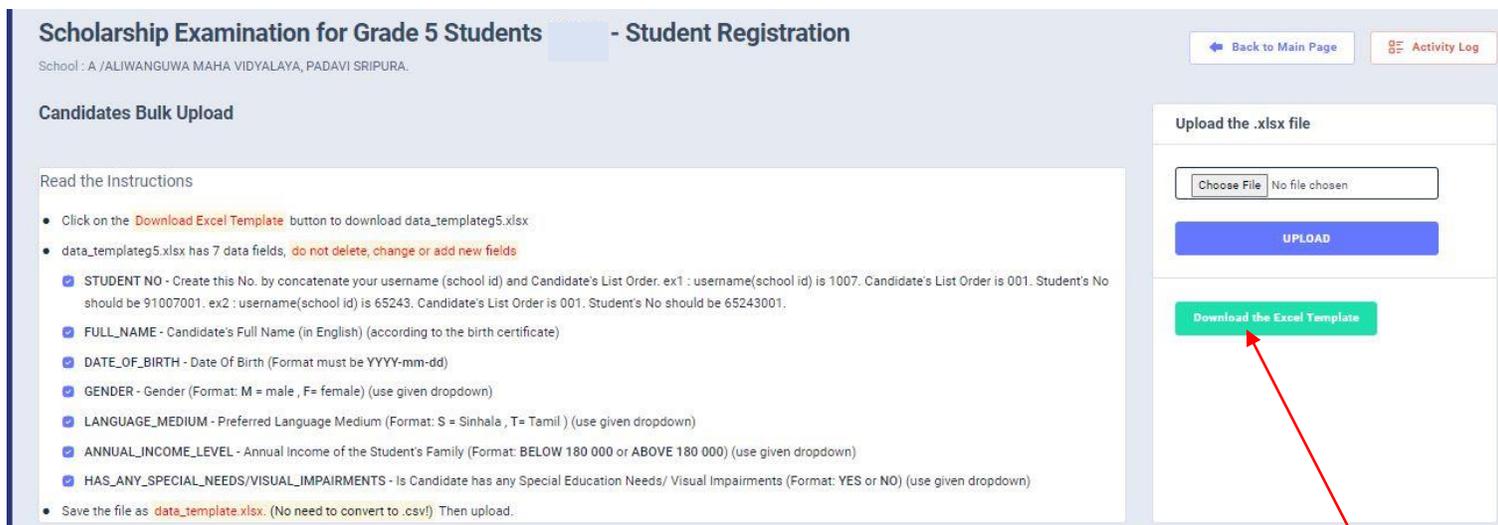
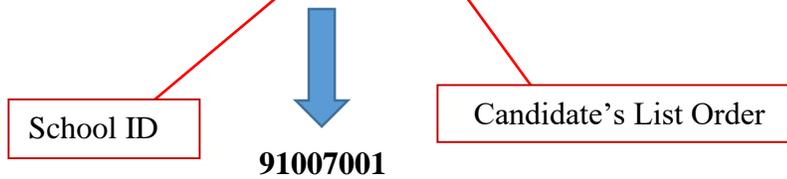


Figure 8

Download the Excel Template

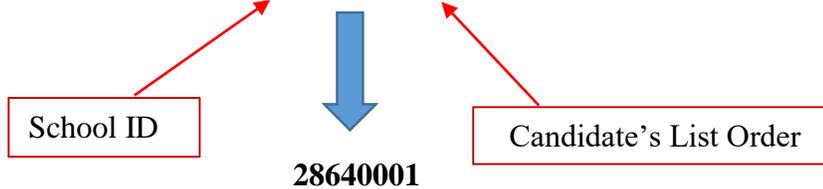
- If your school code is 4-digit number, create the unique identity number starting with “9” + “School Code”. See following examples. (unique identity number must be 8 digits)

Example for Student No = 9 + 1007 + 001



- If your school code is 5-digit number, create the unique identity number using only School Code. See following examples. (unique identity number must be 8 digits)

Example for Student No == 28640 + 001



- Select Male or Female correctly.
- Birthday **MUST** be between **01-01-2004** and **31-01-2016**.
- **SPECIALLY CONCERN** about the **ANNUAL INCOME LEVEL** field.

Fill all the students’ information of the downloaded excel template and save it.

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

Downloaded Excel Template

STUDENT_NO	FULL_NAME	DATE_OF_BIRTH	GENDER	LANGUAGE_MEDIUM	ANNUAL_INCOME_LEVEL	HAS_ANY_SPECIAL_NEEDS/VISUAL_IMPAIRMENTS
1007001	Amal Perera	2012-01-02	M	S	BELOW 180 000	YES
1007002	Rani Raja	2012-01-03	F	T	ABOVE 180 000	NO
1007003	Kumari Gomas	2012-01-04	F	S	ABOVE 180 000	YES
1007004	Mohomad Iathif	2012-01-05	M	T	ABOVE 180 000	NO
1007005	Induja Srimathi	2012-01-06	F	T	BELOW 180 000	NO

Figure 9

Attach the excel file and click on “UPLOAD”

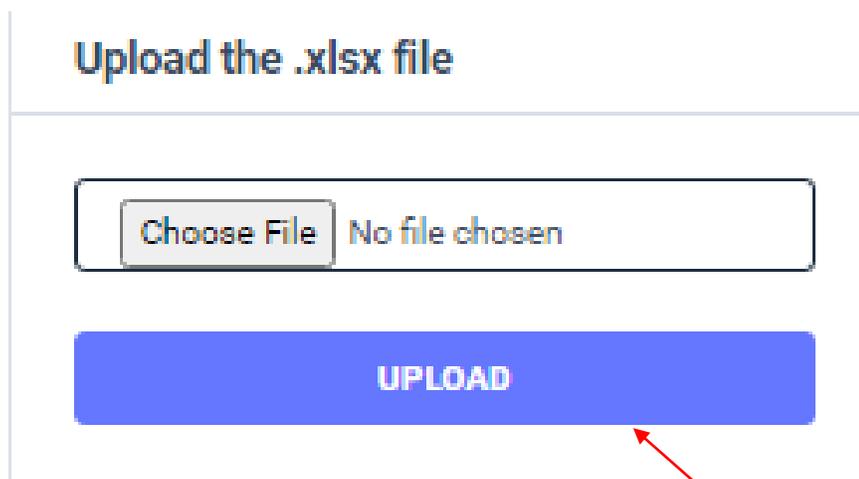


Figure 10

When Bulk Upload is success you can see this message

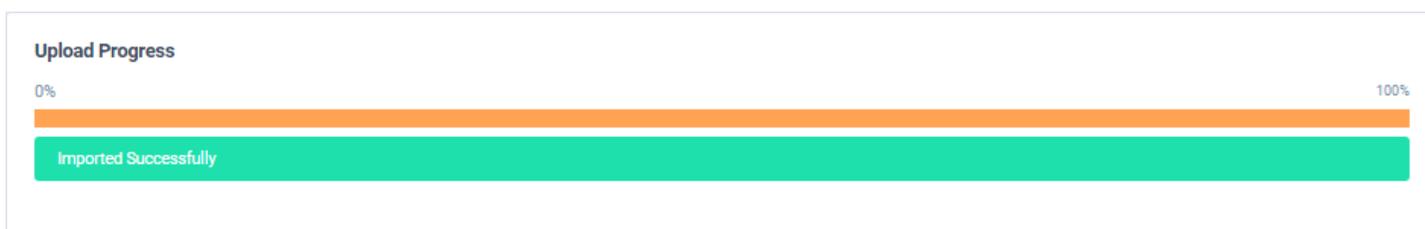


Figure 11

II) Method 2- Add Candidate One by One

Click This

The screenshot shows the 'Student Information' interface. At the top left, there is a button labeled 'Add Candidate'. Below it, there is a search bar and a table. The table has the following columns: Student No.(School id + 001), Candidate's Full Name, Medium, Gender, Date of Birth, Annual Income Level, Is Candidate has any Special Education Needs/ Visual Impairments, and Actions.

Figure 12

Fill Students' information and save.

The screenshot shows the 'Add Candidate' form. The fields are: Student No.(School id + 001)*: 1007004; Candidate's Full Name*: Kevin Thatsara; Medium*: Sinhala; Gender*: Male (selected) / Female; Date of Birth*: 2012-07-14; Annual Income Level*: Below 180 000/ අඩු/ සිම (selected); Is Candidate has any Special Education Needs/ Visual Impairments*: No. There are callouts: 'Select the GENDER CORRECTLY' pointing to the Gender field, and 'Select the correct income level' pointing to the Annual Income Level field. At the bottom, there are buttons for 'Save', 'Save and go back to list', and 'Cancel'.

Figure 13

Click this

Do not add birthdays after 01-31-2016

Enter the student no according to the given instructions

You can see the added candidate's details.

✔ Your data has been successfully stored into the database. [Edit Candidate](#) ← Message of Confirmation

+ Add Candidate

Show 10 entries Search:

Student No.(School id + 001)	Candidate's Full Name	Medium	Gender	Date of Birth	Annual Income Level	Is Candidate has any Special Education Needs/ Visual Impairments	Actions
1007001	Varuni Seneviratne	Sinhala	Female	2012-07-16	Below	No	Edit Delete
1007002	Samanmali Kumarihami Mudiyanse	Sinhala	Female	2012-01-01	Above	Yes	Edit Delete
1007004	Kevin Thatsara	Sinhala	Male	2012-07-14	Below	No	Edit Delete
1007005	Thisara Dilsara	Sinhala	Male	2012-02-08	Below	No	Edit Delete

Figure 14

New candidate is added to the system

4. Use Edit Button to change Information of Students.

+ Add Candidate

Show 10 entries Search:

Student No.(School id + 001)	Candidate's Full Name	Medium	Gender	Date of Birth	Annual Income Level	Is Candidate has any Special Education Needs/ Visual Impairments	Actions
1007001	Varuni Seneviratne	Sinhala	Female	2012-07-16	Below	No	Edit Delete
1007002	Samanmali Kumarihami	Sinhala	Female	2012-01-01	Above	Yes	Edit Delete
1007004	Kevin Thatsara	Sinhala	Male	2012-07-14	Below	No	Edit Delete

Figure 15

Click this

Student Information

Edit Candidate

Student No.(School id + 001)* :

Candidate's Full Name* :

Medium* :

Gender* : Male Female

Date of Birth* : (yyyy-mm-dd)

Annual Income Level* : Above 180 000/ වැඩි/ ශ්‍රේණි
 Below 180 000/ අඩු/ ශ්‍රේණි

Is Candidate has any Special Education Needs/ Visual Impairments* : Yes No

Click this

Edited part

Figure 16

Message of Confirmation

✔ Your data has been successfully stored into the database. [Edit Candidate](#)

Show 10 entries

Search:

Student No.(School id + 001)	Candidate's Full Name	Medium	Gender	Date of Birth	Annual Income Level	Is Candidate has any Special Education Needs/ Visual Impairments	Actions
1007001	Varuni Seneviratne	Sinhala	Female	2012-07-16	Below	No	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
1007002	Samanmali Kumarihami Mudiyanse	Sinhala	Female	2012-01-01	Above	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
1007004	Kevin Thatsara	Sinhala	Male	2012-07-14	Below	No	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Candidate details are updated in the system

Figure 17

5. Click on Delete button to remove the Candidate.

The screenshot shows a table with columns: Student No.(School id + 001), Candidate's Full Name, Medium, Gender, Date of Birth, Annual Income Level, Is Candidate has any Special Education Needs/ Visual Impairments, and Actions. A red circle highlights the 'Delete' button in the Actions column of the first row. A confirmation dialog box is open, asking 'Are you sure that you want to delete this record?' with 'OK' and 'Cancel' buttons. A red arrow points from the 'Delete' button to the 'OK' button.

Student No.(School id + 001)	Candidate's Full Name	Medium	Gender	Date of Birth	Annual Income Level	Is Candidate has any Special Education Needs/ Visual Impairments	Actions
1007001				12-07-16	Below	No	Edit Delete
1007002				12-01-01	Above	Yes	Edit Delete
1007004	Kevin Thatsara	Sinhala	Male	2012-07-14	Below	No	Edit Delete
1007005	Thisara Dilsara	Sinhala	Male	2012-02-08	Below	No	Edit Delete
1007006	Priya Rajeshwari Kumar	Tamil	Female	2012-01-31	Below	No	Edit Delete
1007009	sarindi rupika	Sinhala	Female	2012-05-04	Above	No	Edit Delete
1007010	sandeepni aranya	Sinhala	Female	2012-07-20	Above	No	Edit Delete

Figure 18

6. Special Education Needs Student Additional Data

Click this to confirm

The screenshot shows an 'Action Center' with three sections:

- Candidates Bulk Upload**: Bulk Upload
- Print Applications**: Print Data Form
- Special Education Needs Students Additional Data**: Go to Data Form

A red arrow points from the 'Go to Data Form' button to a text box below.

Figure 19

Click this

Edit details of students with special education needs.

Special Education Needs Students

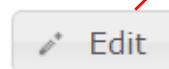
Export

Show 10 entries Search:

Student No. (School id + 001)	Candidate's Full Name	Private address	Postal town	Candidate's contact No.	Disability type	Disability Details	if require a Special center name it	Actions
1005007	Thisara Dilsara perera	No.272, 1st lane,	Ratmalana	0717894566	Hearing	left ear	NO	Edit
1007002	Samanmali Kumarihami Mudiyanse	25,, Fort road,	Matara	0776889902	Hearing	both ears	NO	Edit
1007003	inuri	13, Cross Street,	Kadawatha	0770719759	Vision	short sighted	HO/The Ceylon School for the Deaf & Blind,Ratmalana	Edit

Figure 20

Click on “Edit”



Special Education Needs Students

Edit Candidate

Student No.(School id + 001) : 1007002

Candidate's Full Name : Samanmali Kumarihami Mudiyanse

Private address* : 20, Sea Street

Postal town* : Matara

Candidate's contact No.* : 0776889902

Disability type* : Hearing

Disability Details* : both ears

if require a Special center name it* : NO

Update changes Update and go back to list Cancel

Figure 21

Click this

Edited part

Special Education Needs Students

✓ Your data has been successfully stored into the database. [Edit Candidate](#)

Show 10 entries Search:

Student No. (School id + 001)	Candidate's Full Name	Private address	Postal town	Candidate's contact No.	Disability type	Disability Details	if require a Special center name it	Actions
1005007	Thisara Dilshara perera	No.272, 1st lane,	Ratmalana	0717894566	Hearing	left ear	NO	Edit
1007002	Samanmali Kumarihami Mudiyanse	20, Sea Street	Matara	0776889902	Hearing	both ears	NO	Edit
1007003	inuri	13, Cross Street,	Kadawatha	0770719759	Vision	short sighted	HO/The Ceylon School for the Deaf & Blind,Ratmalana	Edit

Figure 22

Candidate details are updated in the system

Message of Confirmation

7. Search a Special Education Needs student

Special Education Needs Students

Show 10 entries Search:

Student No. (School id + 001)	Candidate's Full Name	Private address	Postal town	Candidate's contact No.	Disability type	Disability Details	if require a Special center name it	Actions
1007011	BARUHUPOLAGE IMESH SANJULA PERERA	23, Hospital Road,	Gampaha	0715677890	Vision	fracture in left hand	HO/The Ceylon School for the Deaf & Blind,Ratmalana	Edit

Search Stude Search Candidate' Search Privat Search Pos Search Candidate' Search Disabilit Search Disabilit Search if require Clear filtering

Figure 23

Type the name that you want to search

8. Get printed copy using “Print Data Form”

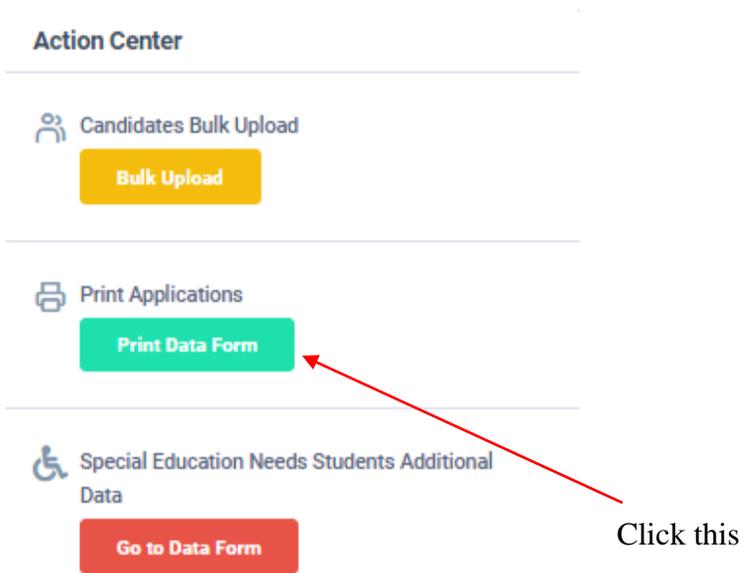


Figure 24

Check PDF.

Then print PDF on both sides

ශ්‍රී ලංකා විභාග ජනරාල්වරයාණන්/இலங்கை பரீட்சைத் திணைக்களம்

DP/5A
අනුච්චිච්චි දේශපාලනික/பிரதேச அட்டவணை
இந்த பரීட்சை/ரூபය பிரதி

පාසල්වලට සිසුන් හෝ/හැකිමට හා මහාධාර ප්‍රදානය කිරීමට 5 ශ්‍රේණියේ සිසුන් සඳහා පැවැත්වෙන විභාග
பாடசாலைகளுக்கு மாணவர்களைத் தேர்ந்தெடுப்பதற்கும் மாணவர்களுக்கு உதவியளும் வழங்குவதற்குமாக 5ஆம் தர மாணவர்களுக்காக நடத்தப்படும் பரீட்சை }

1. (i) School Name and Address A / ALIWANGUWA MAHA VIDYALAYA,
14, YAYA 7, ANURADAPURA PADAVI
SRIPURA. 3. (i) Zonal Education Office KEBITHIGOLLEWA

(ii) School Telephone No. 0252255015 (ii) Divisional Education Office KEBITHIGOLLEWA

(iii) Principal Phone No. 0711619807 4. (i) No of applicants from your school (ii) No of applicants based on annual income

2. (i) School Province NORTH CENTRAL Sinhala

2

 Below 180 000

2

(ii) School Education District ANURADHAPURA Tamil

0

 High Income

0

(iii) School Administrative District ANURADHAPURA Total

2

 Total

2

Student No.	5	6	7	8	9	10	11	12
	Full Name of the Student	M	F	Date of Birth	Annual Income Level	Special Education Needs	Candidate's Signature	Declaration on Accuracy of Candidate's Name and Family's Annual Income Father/ Mother/ Guardian
1 91007001	PIYUMI MADHUSHANI GUNASINGHE	S	F	2013-02-15	Below	NO		
2 91007002	SHEHANI SHANIKA PERERA	S	F	2013-02-15	Below	YES		

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව/இலங்கை பரீட்சைத் திணைக்களம்

DP/5A

සාධාරණව ලේඛනය/இயைபு அடவளமை
මුද්‍රිත පිටපත/ஒப்பு பிரதி

සාධාරණව ලේඛනය හෝ නිවැරදිව හා විෂයාධාරණ ප්‍රදානය කිරීමට 5 ශ්‍රේණියේ සිසුන් සඳහා පවැත්වෙන විභාගය
பாடவாரணக்கு முனைவுகளைத் தேர்ந்தெடுத்தற்கும் பாணவர்களுக்கு உதவிபடணம் வழங்குவதற்குமாக 5ஆம் தர பாணவர்களுக்காக நடவடிக்கப்படும் பரீட்சை



1007

1. (i) School Name and Address A / ALIWANGUWA MAHA VIDYALAYA, 14, YAYA 7, ANURADAPURA PADAVI SRIPURA. 3. (i) Zonal Education Office KEBITHIGOLLEWA

(ii) School Telephone No. 0252 (ii) Divisional Education Office KEBITHIGOLLEWA

(iii) Principal Phone No. 0711 4. (i) No of applicants from your school (ii) No of applicants based on annual income

2. (i) School Province NORTH CENTRAL Sinhala 4 Below 180 000 4

(ii) School Education District ANURADHAPURA Tamil 0 High Income 0

(iii) School Administrative District ANURADHAPURA Total 4 Total 4

Student No.	5	6		8	9	10	11	12
		Medium	Gender					
	Full Name of the Student			Date of Birth	Annual Income Level	Special Education Needs	Candidate's Signature	Declaration on Accuracy of Candidate's Name and Family's Annual Income Father/ Mother/ Guardian
1 91007001	PIYUMI MADHUSHANI GUNASINGHE	S	F	2014-02-08	Below	NO		
2 91007002	ISHARA MADHUSHANKA PERERA	S	M	2013-05-02	Below	NO		
3 91007003	AYOMI NISANSALA WELIGAMAGE	S	F	2013-08-23	Below	NO		
4 91007004	SHASHIKA HARSHANI GUNARATHNE	S	F	2013-08-19	Below	NO		

Assure whether the counts indicated here match with the number of applicants in your School

Send the certified printed PDF copy to the Department of Examinations by POST and keep one copy with you.

For further details, contact;
 School Examinations Organization and Results Branch –
 0112784537, 0112784208, 0112786616
 Fax No- 0112784422
 Email Address- gr5schexam@gmail.com

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