<u>User Guide for</u> Scholarship Examination for Grade 5 Students – 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"
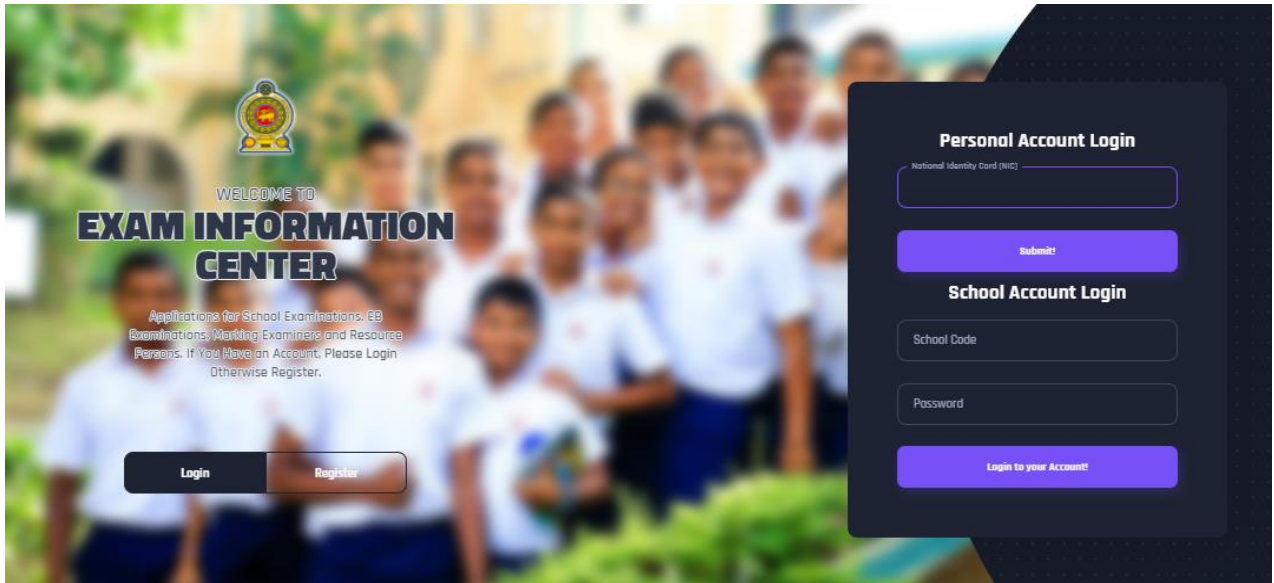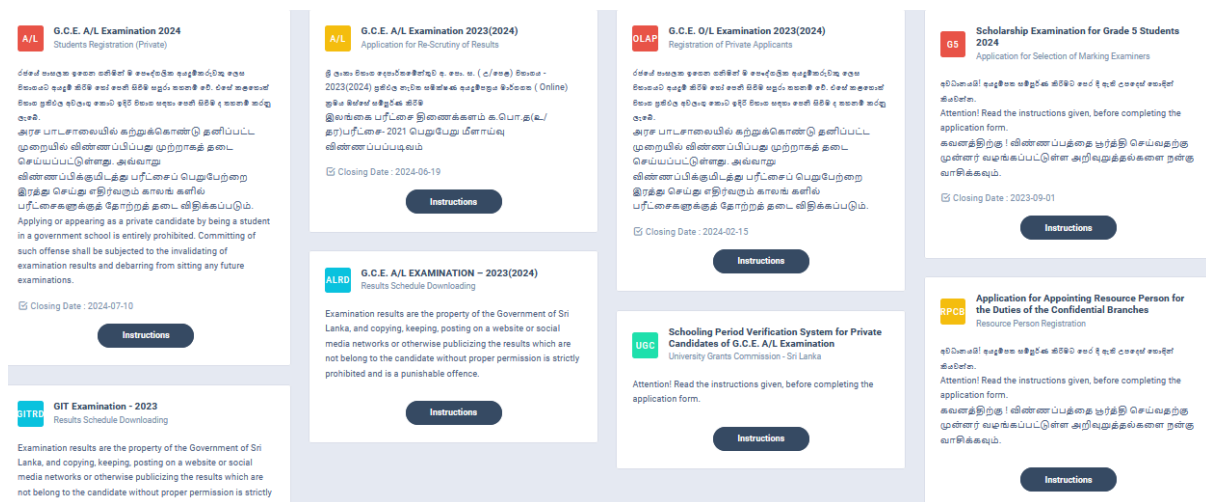   - Login to the system using your NIC.

Figure 1

Figure 2

2. Click on the "Instructions" button under tile **"Scholarship Examination for Grade 5 Students 2024 –Application for Selection of Marking Examiners"** on Dashboard

Figure 3

You can read the instructions and watch the instructional video
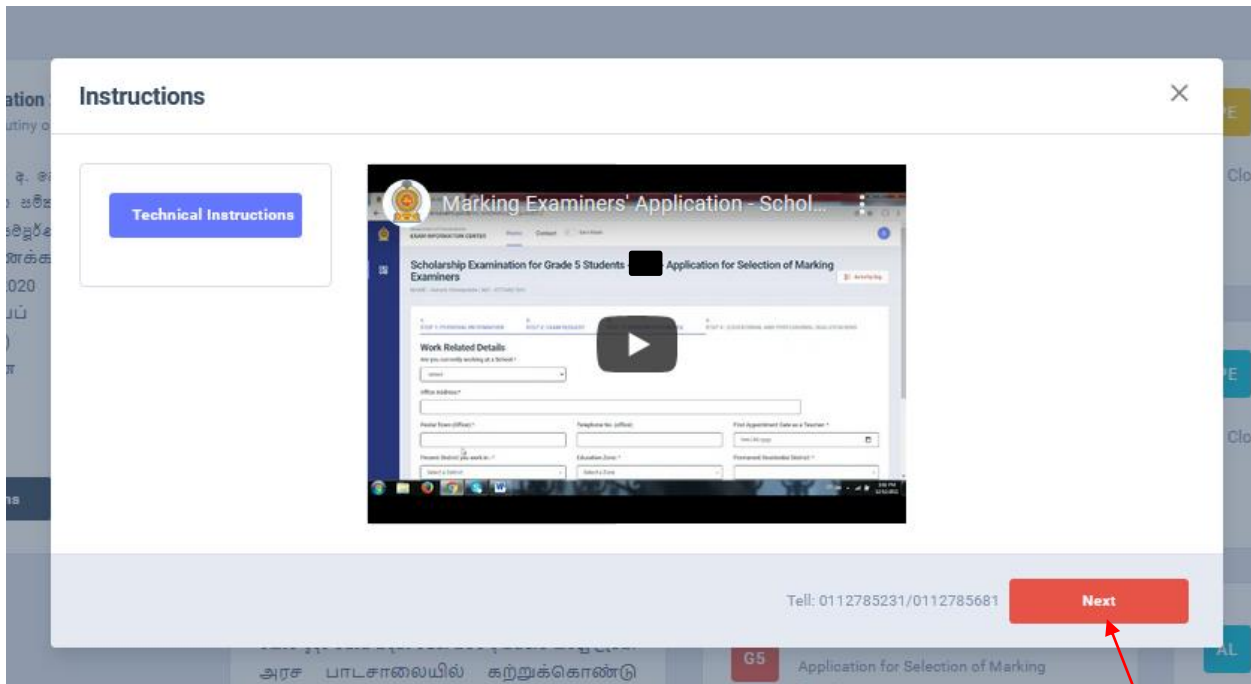

Figure 4

Click this

3. Follow the below steps to fill the application

     3.1   Fill STEP 1-PERSONAL INFORMATON
     3.2   Fill STEP 2-EXAM REQUEST
     3.3   Fill STEP 3-WORKING EXPERIENCE
     3.4   Fill STEP 4-EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

3.1 Fill STEP 1-PERSONAL INFORMATON

- NIC number and mobile phone number are already displayed
- Fill other details
- Fill all the fields in the form.

Figure 5

Click this

Click this or enter

3.2 Fill STEP 2 – EXAM REQUEST

- Select the "Preferred medium for marking" by click on the radio button
- Select the "Preferred Paper" by click on the radio button
- Select the "Preferred Districts and Towns" by dropdown list

Click this

Click this

Figure 6

a) Experience Regarding Grade Five Evaluation

- fill the years of experience as an "Assistant Examiner".
- fill the years of experience as a "Chief Examiner".
- If you were an "Assistant Examiner" for previous years and accept "Chief

Examiner" for this year, select "YES" or "NO"

- If you were a "Chief Examiner" for previous years and accept "Assistant Examiner" for this year, select "YES" or "NO"
- Select "YES" or "NO" whether any of your family member or resident of your house expect to sit this examination
- Select the Year of marking which you last attended
- Select the "Town" in which you last attended marking
- Enter the "Code Number"

Figure 7

b) *Disciplinary Actions/ Investigations*
- Select "YES" or "NO" whether "any disciplinary action against you in progress"
- Select "YES" or "NO" whether "you are debarred from examination duties"
  If "YES" enter the details in the text area

Figure 8

3.3   Fill STEP 3 – WORKING EXPERIENCE

- 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
- Fill the "Office Address", "Postal Town" of office, and "Office Telephone Number"
- Select the "First Appointment Date as a Teacher" from the calendar or enter
- Select "Present District you work in", "Education Zone "and "Permanent Residential District from drop down list
- Fill the "Present Designation" and select "Service" and "Grade" from the dropdown list
- Select the "Date of Appointment" from the calendar or enter
- Select the designation which you were "Appointed as" from the dropdown list
- Select the "Grade you are teaching at school in 2023" from the dropdown list
- Select the "Appointment date as a "Trainee/Graduate/N.C.O.E.Diploma holder" from the calendar or enter

Figure 9

Click this   Click this or enter

3.4 FILL STEP 4 – 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"
- If you have followed any **Other Courses**;
  > Fill the relevant "Other Course Details"

Figure 10

Click this
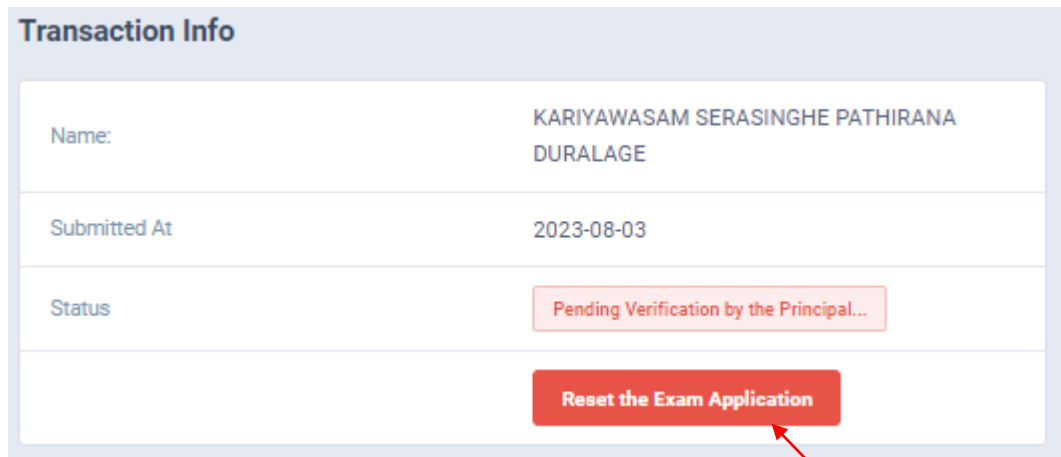
4. After completing all the details click on "Submit" button

Figure 11

Click this

5. If you want to do some changes of your submitted application, click on **"Reset the Examiner's Application"** button

Figure 12

Click this

6. When the application is successfully submitted (if you are not currently working at a school)
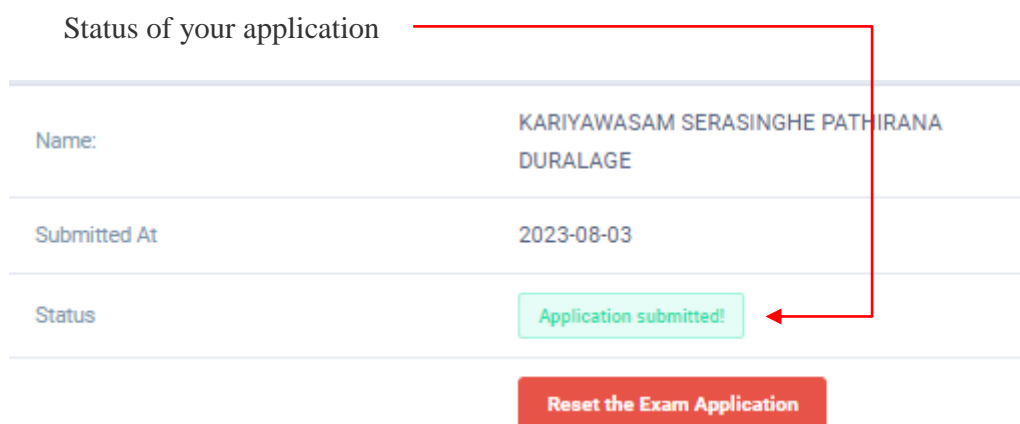

Figure 13

Status of your application

Figure 14

7. 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"**

Work Related Details

Are you currently working at a School:*   School ID :   School Name :

| Yes | 1007 | A /ALIWANGUWA MAHA VIDYALAYA, ,14, Yaya 7, Anuradapura PADAVI SRIPURA. |

Figure 15

Status of your application

Transaction Info

Name:	KARIYAWASAM SERASINGHE PATHIRANA DURALAGE
Submitted At	2023-08-03
Status	Pending Verification by the Principal...

Reset the Exam Application

Figure 16

8. When the application is successfully submitted and verified by principal (If you are currently working at a school) the status will be changed

Status of your application

Name:	KARIYAWASAM SERASINGHE PATHIRANA DURALAGE
Submitted At	2023-08-03
Status	Application Verified by the Principal!

Figure 17

9. Get the printed format of your submitted application by clicking **"Download Examiner's Application"** button**.**

Figure 18

Click this

   Click this to download the application

GRADE -5
2024

The closing date of Application is 01ˢᵗ September 2024.

FOR OFFICE USE

Marks	Code No.

TO BE FILLED BY THE APPLICANT

Last Served Year	Town
2014	Matugama
Code No.	Teaching Experience
1255	

Grade 5 Scholarship Examination 2024
Application for Selection of Marking Examiners

Preferred medium of marking: Sinhala ✓ Tamil ☐   Preferred Paper: ✓ Paper I ☐ Paper II ☐

01 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 last page)

(a) First choice: 53 Jaffna   (b) Second choice: 47 Ampara

02 (a) Name with initials : Mr. GAMAGE SAMUDRA PRASAD

(b) Permanent Address : 123, BATTRAMULLA, , BATTARAMULLA

(c) E-mail address : sam████████@gmail.com

(d) Gender : Male   (e) NIC No. : 198811984823

03 Present working (a) District: JAFFNA (b) Education zone : Kelaniya

(c) Permanent residential district : MANNAR.

(d) Official address : WQEW, WEE

(e) Telephone No. : Office: 07106████ Home: 8718████ Mobile: 8718████

04 (a) Date of birth: 2000-11-29   (b) Age as at 2024-12-31: 24-1-2

05 Date of appointment as a teacher: 2023-08-01

06 (a) Present Designation ,Service & Grade : sads - SLTS Grade II

(b) Date of appointment to the above post: 2023-08-01

07 (a) Date of appointment as a Trainee/ NCOE/ graduate teacher: (Strike off words inapplicable) : 2023-08-01

(b) Period of service after the above appointment (Years): 0

08 Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification (Years): 0

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

Academic/ Professional/ Other Qualifications	Course Followed	Year Completed	Subjects Passed (Compulsory)	Class obtained(if any)/ Special Passes(if any)	Name of the University/ Institution
Training		-			
Degree	BSc	1992-1995	sdfsd	First Class	University of jaffna
Post graduate diploma		-			
Other courses followed		-			

Figure 19

- Complete the downloaded application (You have to fill some fields by manually).
- 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 teachers** 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

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