

User Guide for G.C.E (O/L) Examination -2021(2022) Registration of Private Applicants

1. After you log in the Exam Information Center, you can see this Screen. Read the instructions before filling the application.

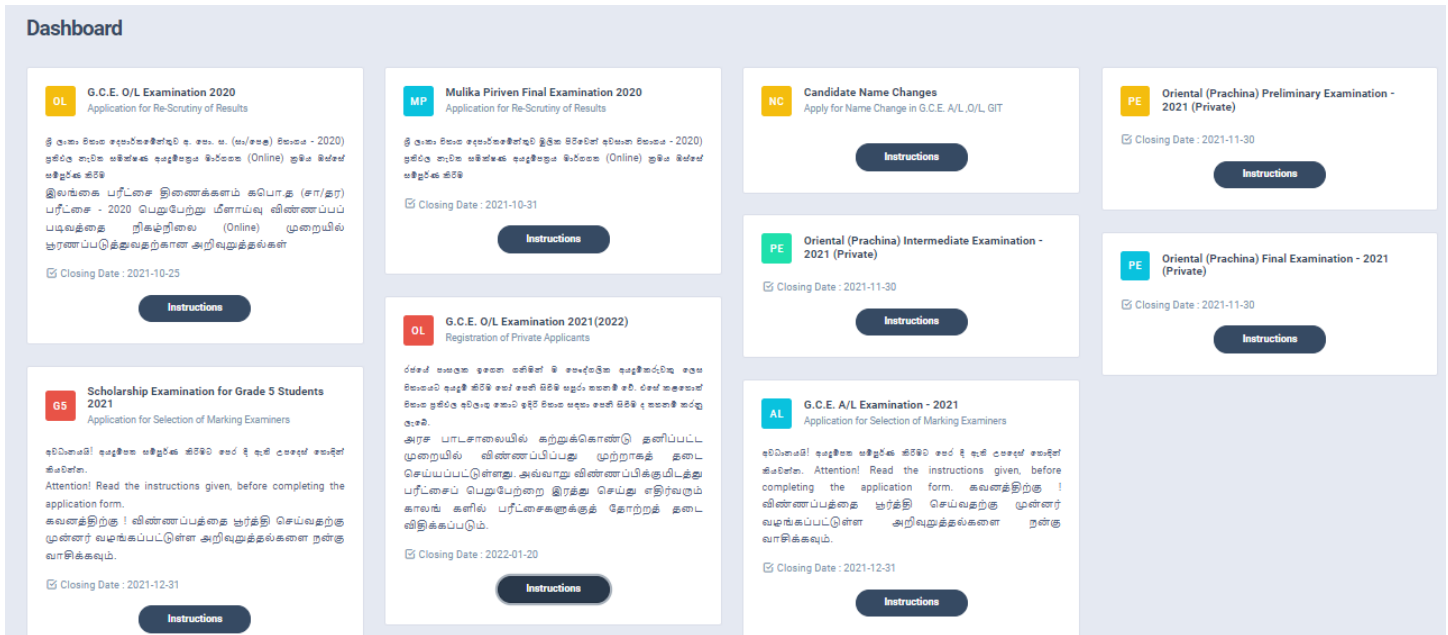


Figure 1

Select G.C.E. O/L Examination 2021 (2022)

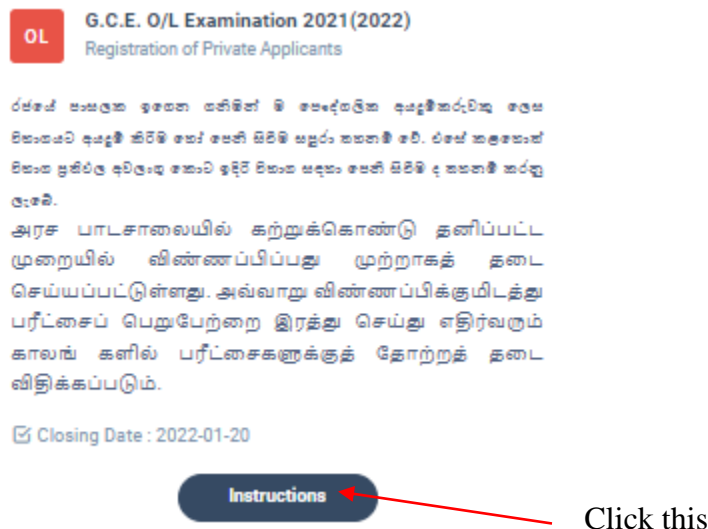


Figure 2

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

Then click next

The screenshot shows a web interface titled "Instructions" with a close button (X) in the top right corner. On the left, there is a vertical list of three blue buttons: "Technical Instructions", "Common Instructions -", and "Common Instructions -". A red arrow points from the text "Read Common Instructions" below to the second "Common Instructions" button. In the center, there is a video player with a play button. The video thumbnail shows a group of students and text including "G.C.E. O/L Examination 2021 (2022) - R...", "EXAM INFORMATION CENTER", and "OTP code will be received to entered mobile number". A red arrow points from the text "Watch the Video" below to the play button. At the bottom right, there is a red button labeled "Next". A red arrow points from the text "Click this" below to the "Next" button. Below the video player, there is a grey bar containing the text "Toll: 0112784537/ 0112784208/ 0113084124" and the "Next" button.

Figure 3

Complete Step 1 - PERSONAL INFORMATION

අවධානයට! පළමුවෙන් සම්පූර්ණ කිරීමට පෙර දී ඇති පියවරේ පෙරෙහි කියවන්න.
 கவனத்திற்கு! விண்ணப்பத்தை பூர்த்தி செய்வதற்கு முன்னர் வழங்கப்பட்டுள்ள அறிவுறுத்தல்களை நன்கு வாசிக்கவும்.
 Attention! Read the given instructions, before completing the application form.

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: SUBJECTS INFORMATION

Full Name in English * (according to the birth certificate) Max length 90 characters.

Sarala Wijesiri

NIC * Date Of Birth * Gender * Email Address
 198758403674 02/04/2006 Male seneviss@gmail.com

Is above NIC actually yours?
 Yes No

Birth Certificate Number * Mobile Number * Residential Telephone
 25023A 0719417759 0112225896

Private Address *

10, Church Road

Postal Town *

Negombo

Next

Check whether the loaded NIC number is actual NIC number of applicant.

If it is Yes click on "Yes" Otherwise click on "No"

Figure 4

අවධානයට! පළමුවෙන් සම්පූර්ණ කිරීමට පෙර දී ඇති පියවරේ පෙරෙහි කියවන්න.
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Birth Certificate Number * Mobile Number * Residential Telephone
 25023A 0719417759 0112225896

Private Address *

10, Church Road

Postal Town *

Negombo

Next

Type the Date of Birth or Select from the calendar

Figure 5

Complete Step 2 - EXAM REQUEST

கவனத்தில் கொள்ளவும்! கீழ்க்கண்ட விவரங்களைப் படித்து, பின்னர் விண்ணப்பப் படிவத்தை நிரப்புவதற்கு முன்பு, கீழ்க்கண்ட விவரங்களை நன்றாக வாசித்துக் கொள்ளவும்.
 Attention! Read the given instructions, before completing the application form.

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: SUBJECTS INFORMATION

Town you expect to sit for the examination

District:

Attempt Number:

Are you a special education needs applicant??
 Yes No

Town:

- Negombo
- Hunupitiya
- Imbulgoda
- Indiela
- Kadavetha
- Kal-Eliya
- Kalagedihena
- Kandana
- Katana
- Katunayake
- Kelaniya
- Kirindiwela
- Kochchikade
- Kotadeniyawa
- Makavita
- Malvana
- Manjavala
- Minuvengoda
- Mirigama
- Mudungoda
- Negombo

Select the Attempt Number

Select the District and Town you need

Figure 6

If you have any Special Education Needs select “Yes” and complete information, otherwise select “No”

கவனத்தில் கொள்ளவும்! கீழ்க்கண்ட விவரங்களைப் படித்து, பின்னர் விண்ணப்பப் படிவத்தை நிரப்புவதற்கு முன்பு, கீழ்க்கண்ட விவரங்களை நன்றாக வாசித்துக் கொள்ளவும்.
 Attention! Read the given instructions, before completing the application form.

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: SUBJECTS INFORMATION

Town you expect to sit for the examination

District:

Town:

Attempt Number:

Are you a special education needs applicant??
 Yes No

Type of Disability *

if require a Special Center *

Details of Disability *

Figure 7

3. Complete Step 3 - SUBJECT INFORMATION

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: SUBJECTS INFORMATION

Add Subject/Medium Information

Preferred Language Medium
 Sinhala English Tamil Bilingual (English & Sinhala) Bilingual (English & Tamil)

11-16 Religion *
11 - Buddhism

21 Language & Literature *
21 - Sinhala Language & Literature
Select a Subject
21 - Sinhala Language & Literature
22 - Tamil Language & Literature

32 Mathematics *
32 Mathematics

33 History *
33 History

Subject Medium *
Sinhala

Subject Medium *
Sinhala

Subject Medium *
Sinhala

Subject Summary

350 LKR
AMOUNT TO PAY

5
SUBJECTS

Select the language medium of the exam

Select the subjects you need to apply

Select the Medium

Amount to pay and number of subjects

Figure 8

4. Check here
- Transaction Information
 - Exam Application Summary.

Any change can be done by clicking “Reset the Exam Application”

The screenshot displays two main sections: 'Transaction Info' and 'Exam Application Summary'.

Transaction Info:

- Submitted By: SARALA WIJESIRI
- Submitted At: 2021-12-16 11:45:18
- Status: Payment Pending
- Due Amount: 350.00 LKR (circled in red)
- Reset the Exam Application button

Payment Method:

- Pay By Credit/Debit Card
- Pay By Postal Department
- See How Postal Payment Works button

Exam Application Summary:

Name	SARALA WIJESIRI	
NIC		
Address	10, CHURCH ROAD, NEGOMBO	
Gender	M	
Mobile	0719417759	
Telephone (Home)	0112225896	
Date of Birth	2006-02-04	
Attempt	2	
Special needs, visual Impairment or any disability	NO	
Town	Negombo	
Exam Medium	Sinhala	

#	Subject	Medium
1	11 Buddhim	Sinhala
2	21 Sinhala Language & Literature	Sinhala
3	31 English Language	
4	32 Mathematics	Sinhala

Due Amount for subjects you applied

Reset the Exam Application

Personal Information

Subject Information

Figure 9

5. If above application summary is correct now you can select a payment mode.
After you select a payment mode you **cannot** do any changes of your application

There are **two** types of payment methods

Select **only one** payment method to pay your Application fee.

“See how postal payment works” video before select the postal payment method

Transaction Info


Submitted By	SARALA WIJESIRI
Submitted At	2021-12-14 11:58:35
Status	Payment Pending
Due Amount	350.00 LKR

[Reset the Exam Application](#)


Payment Method

Select a Payment option to continue.

Pay By Credit/Debit Card



Pay By Postal Department



[See How Postal Payment Works](#)

Exam Application Summary

Name	SARALA WIJESIRI	
NIC		
Address	10, CHURCH ROAD, NEGOMBO	
Gender	F	
Mobile	0719417759	
Telephone (Home)	0112225896	
Date of Birth	2006-02-04	
Attempt	2	
Special needs, visual Impairment or any disability	NO	
Town	Negombo	
Exam Medium	Sinhala	

#	Subject	Medium
1	11 Buddhism	Sinhala
2	31 English Language	
3	33 History	Sinhala
4	34 Science	Sinhala
5	63 Entrepreneurship Studies	Sinhala
6	41 Music (Western)	English
7	92 Electronic Writing & Shorthand (Sinhala)	Sinhala

Credit/Debit Card Payment

Guidance Video for
Postal Payment

Pay by Post Office


Figure 10

I) Pay by Credit/Debit card

Enter your Credit/Debit card details and pay application fee.

OL Examination 2021 - ×
Registration Fee : 350.00 LKR

Card number *




Expiry month * Expiry year *

MM YY


Cardholder name *

Security code *

  3 digits on back of your card

The next screen you see may be payment card verification through your card issuer.

[Cancel](#)



Click this

Figure 11

II) Pay by Post Office

When you click the Postal payment you will receive a SMS (with the below reference number) to your mobile and pop-up message will be displayed as below.
Read it and click ok.

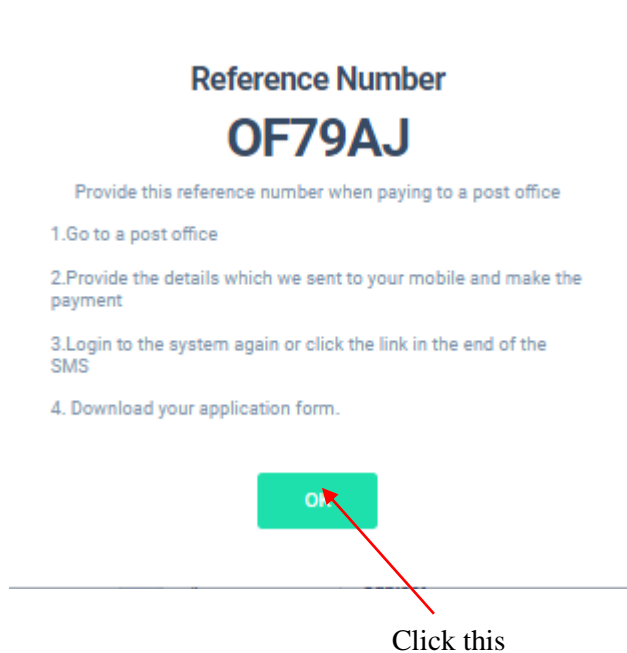


Figure 12

- Provide the reference number to the post office and pay the exam fees.
- You will receive a SMS mentioning that your postal payment is **successful**.
- After completing the postal payment, download the Application by Log in to your account. For this simply you can use link which was sent to your mobile.

6. After completing the payment, you can download your O/L exam 2021(2022) Application

Click here to download the application

G.C.E. O/L Examination 2021 (2022) - Registration of Private Applicants

NAME - Sammani | NIC - 198758403674

[Activity log](#) [Download O/L exam 2021 Application](#)

Transaction Info

Transaction ID:	OLP577816
Submitted At	2021-12-16 11:52:25
Status	Postal Payment Successful
Order ID	OF79AJ
Order Reference	
Paid Amount	350.00 LKR

Exam Application Summary

[Edit the Exam Application](#)

Name	SARALA WIJESIRI	
NIC		
Address	10, CHURCH ROAD, NEGOMBO	
Gender	M	
Mobile	0719417759	
Residential Telephone	0112225896	
Date of Birth	2006-02-04	
Attempt	4	
Special education needs, visual impairment or any disability	NO	
Town	Negombo	
Exam Medium	Sinhala	
#	Subject	Medium
1	11 Buddhism	Sinhala
2	21 Sinhala Language & Literature	Sinhala
3	31 English Language	
4	32 Mathematics	Sinhala
5	33 History	Sinhala

Status of your payment

Figure 13

- Download your application and keep it safely with you.

Department of Examinations - Sri Lanka
GENERAL CERTIFICATE OF EDUCATION (ORDINARY LEVEL)
EXAMINATION - 2021(2022)
Application Form for Private Applicants

01. Town Selected to appear for the examination
 Town Selected:

02. Full Name: (Full name according to the birth certificate) Birth Certificate No:

S	A	R	A	L	A	W	I	J	E	S	I	R	I										

03. Permanent address: Telephone No:

I	B	,	C	H	i	R	C	R	O	A	D	,	N										
E	G	O	M	B	O																		

04. Date of birth: 05. Medium:

06. Subjects applied for the examination in the year 2021, Medium and Subject Numbers:

07.

Subject	Medium	Subject No
1 Buddhism	Sinhala	11
2 Sinhala Language Literature	Sinhala	21
3 English Language	Sinhala	31
4 Mathematics	Sinhala	32
5 History	Sinhala	33
Total number of subjects applied		5

08. National Identity Card No:

09. Examination fees (LKR): Payment Method: Postal Payment Successful Order ID: (OFFPA)

10. Gender: 11. Attempt no:

Have any special education needs? Special Center: _____

Disability: _____ More information: _____

NOTE: Keep this application safe with you for future reference, no need to post or email any copy of this to Department of Examinations. This is a computer-generated document. No signature is required. Submitted At: - 2021-12-10

Figure 14

- Check PDF.

Then print PDF.

- For further details, contact;

School Examinations Organization and Results Branch – 0112784537, 0112784208

- For more technical support contact;

Online Unit - 0113671568, 0113661122