

User Guide for G.C.E (O/L) Examination -2023(2024)

Registration of School Applicants

1. Log into the system by entering the given URL

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

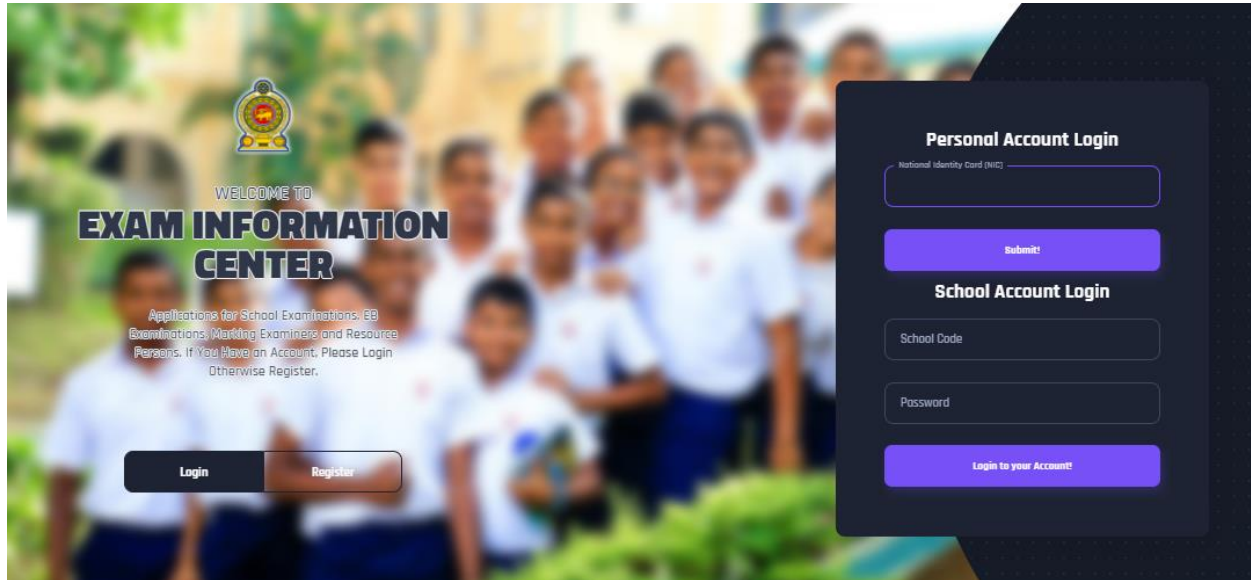


Figure 1

❖ In Mobile View

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

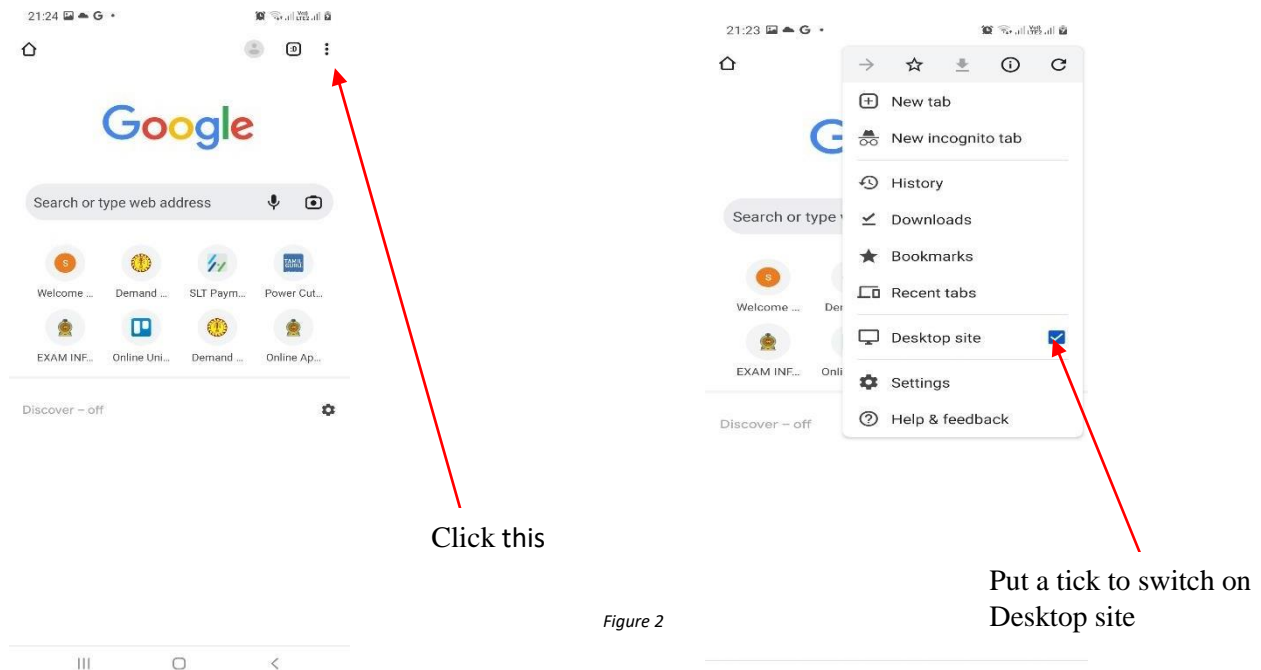


Figure 2

2. View the Dashboard

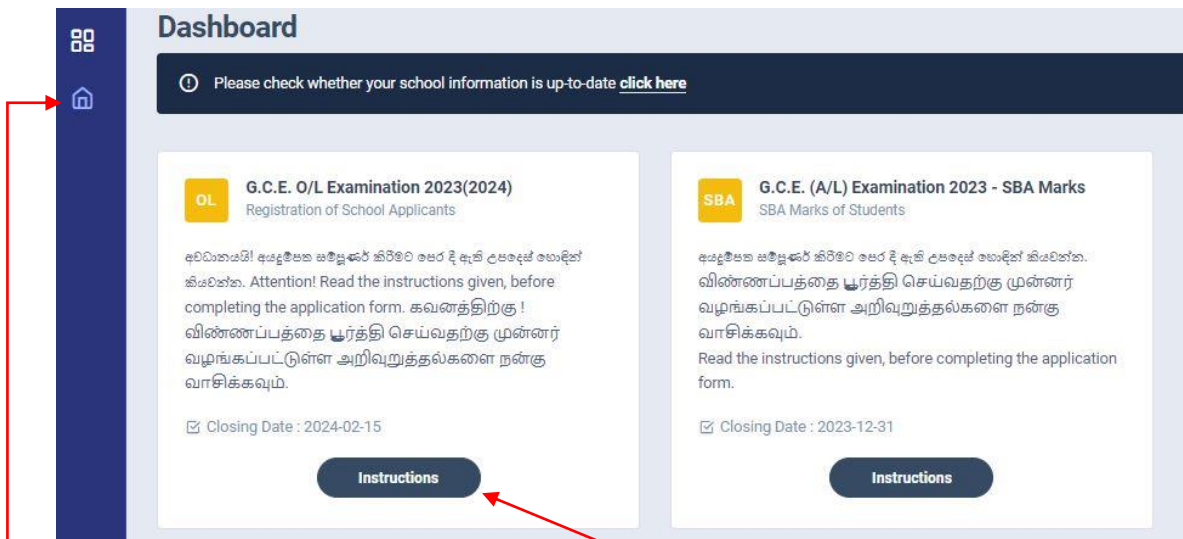


Figure 3

Select School information and update.

Click this

Then click “Save Information.”

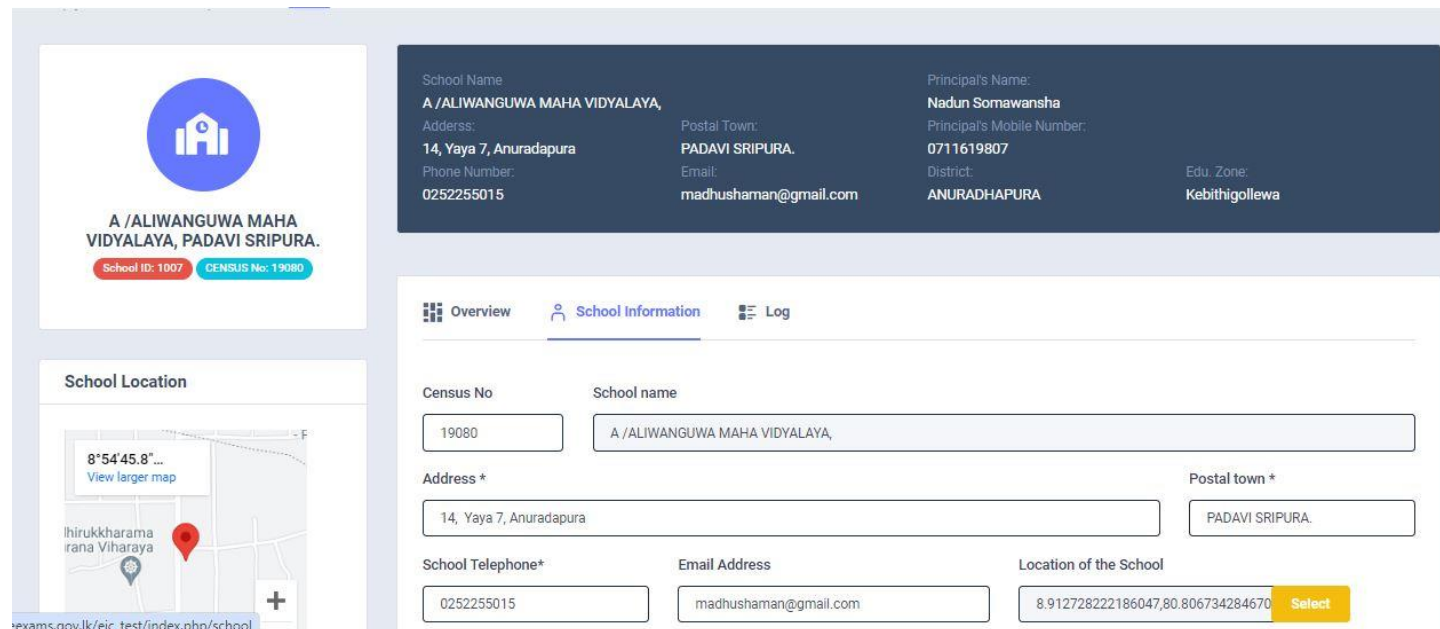


Figure 4

Select G.C.E. O/L Examination 2023(2024)



Figure 5

Click this

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

Then click next



Figure 6

Read Common
InstructionsWatch the
Video

Click this

4. Adding Information of applicants

I) Method 1- Bulk upload

II) Method 2 –Add candidate One by One

I) Method 1 -Bulk upload

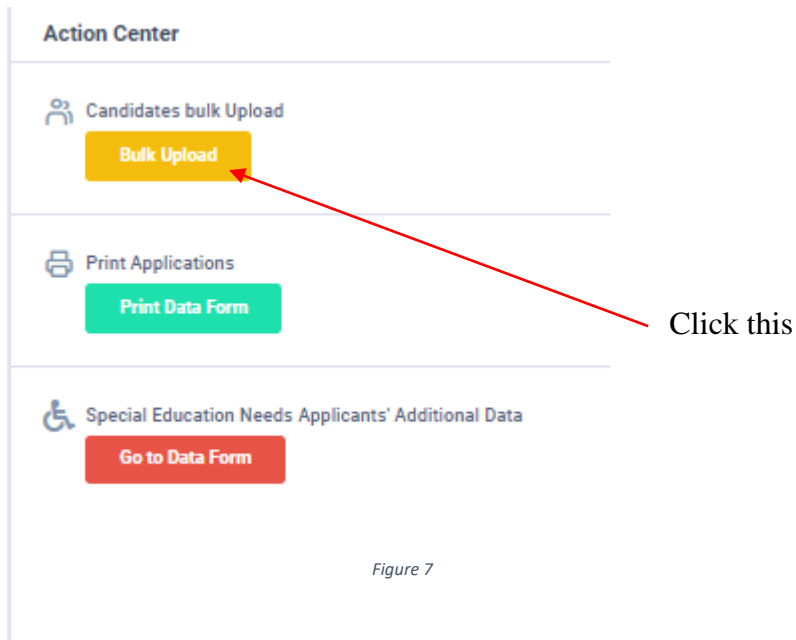


Figure 7

Read the Instructions.

Click on "Download the Excel Template".

G.C.E. O/L Examination 2023 (2024) - Registration of School Applicants
 School A /ALIWANGUWA MAHA VIDYALAYA, PADAVI SRIPURA.

Candidates bulk Upload

Read the instructions

Make sure that upload file does not contain any duplicate or empty NIC. if do entire bulk will not upload

- Click on the **Download Excel Template** button to download ol_data_template.xlsx
- data_template.xlsx has 26 data fields, do not delete, change or add new fields
 - ID - Candidate's list order
 - FULL_NAME - Candidate's Full Name (in English) (according to the birth certificate)
 - NIC - National identity card Number
 - DATE_OF_BIRTH - Date Of Birth (Format must be YYYY-mm-dd)
 - GENDER - Gender (Format: M = male , F= female) (use given dropdown)
 - ATTEMPT - Exam Attempt Number
 - LANGUAGE_MEDIUM - Preferred Language Medium (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)
 - RELIGION - Add Subject number (refer the subject list in given instructions)
 - MEDIUM_RELIGION - Language Medium for this subject (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)
 - LANGUAGE_LITERATURE - Add Subject number (refer the subject list in given instructions)
 - ENGLISH - Add Subject number (refer the subject list in given instructions)
 - MATHEMATICS - Add Subject number (refer the subject list in given instructions)

lineexams.gov.lk/eic_test/index.php/school : Medium for this subject (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)

Buttons: Back to Main Page, Activity log, Upload the .xlsx file, Choose File, No file chosen, UPLOAD, Download the Excel Template

Figure 8

Download the Excel Template

Fill all the information of applicants in the downloaded excel template and save it.

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

IC	FULL_NAME	NIC	DATE_OF_I	GEN	ATTEN	LANGUAGE_ME	RELIGI	MEDIUM_REL	LANGUAGE_&_LITE	ENGLI	MATHEMA	MEDIUM_MATHE	HISTO	MEDIUM_HIS	SCIEN	MEDIUM_SC	CATEGORY_I	MEDIUM_FOR_CAT	CATEGORY_II	MEDIUM_FOR_CATI	
1	Saman Perera	20075403642	2007-07-02	M	1	S	11	S	21	31	32	S	33	S			60	S		40	S
	Raj Siversa	20075403642	2008-07-03	M	1	T	12	T	22	31	32	T	33	T			64	T		48	T
	Arumi Gamage	20075403642	2009-07-04	F	1	E	11	S	21	31	32	S	33	S			61	S		42	S
	Kimari Perera	20075403642	2007-07-05	F	1	S	11	S	22	31	32	S	33	S			62	S		50	S
	Shan Buddagama	20075403642	2007-07-06	M	1	E	11	S	21	31	32	S	33	S			63	S		44	S
	Nishan Silra	20075403642	2007-07-07	M	2	T	12	T	22	31	32	T	33	T			64	T		48	T
	Dinshali Nageswaran	20075403642	2007-07-08	F	2	T	12	T	22	31	32	T	33	T			64	T		48	T

Figure 9

Attach the excel file and click on “UPLOAD”

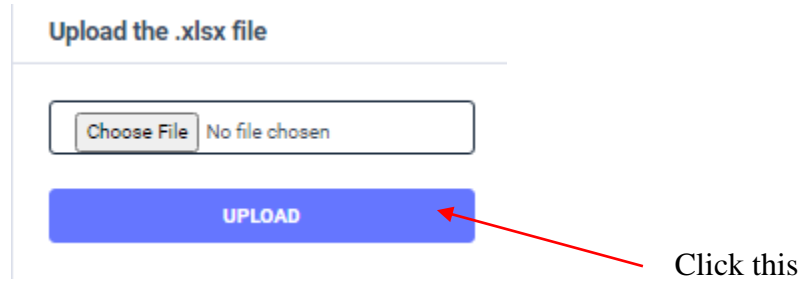


Figure 10

When Bulk Upload is success you can see this message

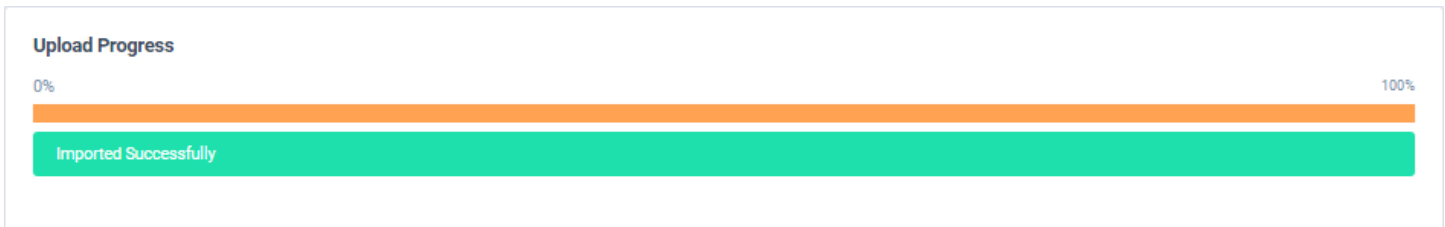


Figure 11

II) Method 2- Add Applicant One by One

Click this

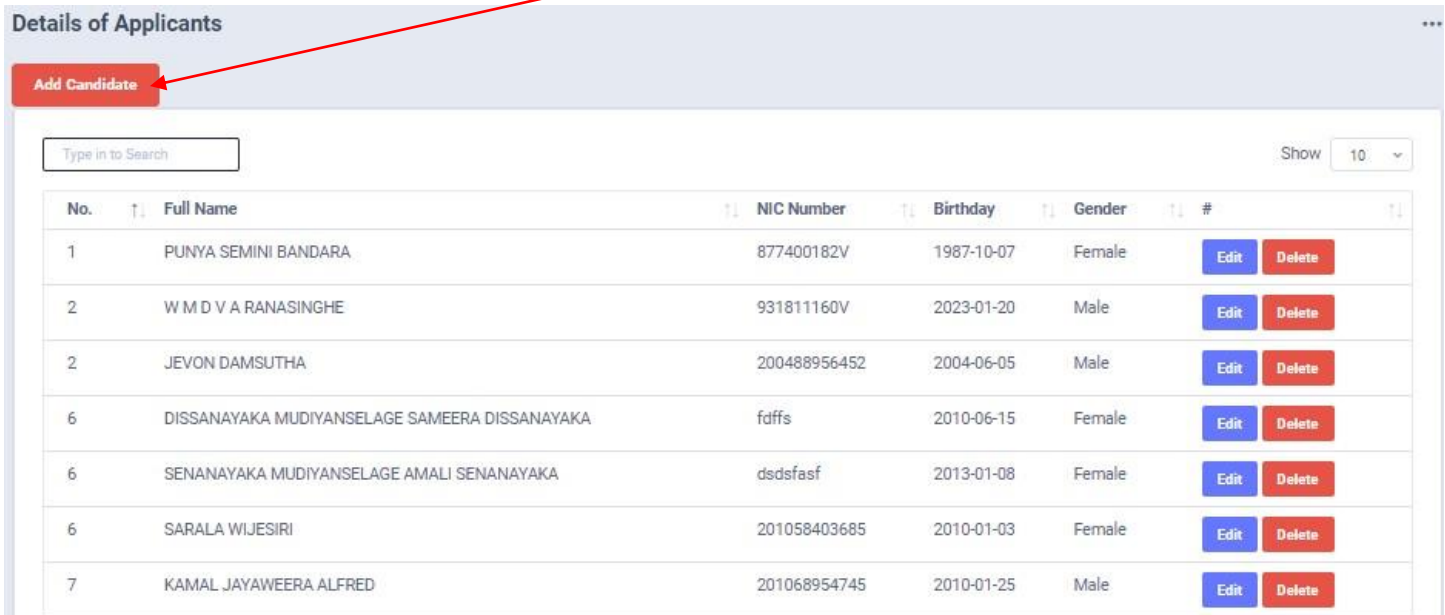


Figure 12

Enter Student Information

Then Save.

Add New Candidate

No.* Full Name In English* (according to the birth certificate) Max length 90 characters:

NIC* Gender* Date Of Birth* Birth Certificate Number*

Attempt number for this examination* Paid Payment (Rs.) (for 3 & 4 attempts)

Preferred Language Medium
 Sinhala English Tamil

11-16 Religion* Subject Medium*

21 Language & Literature*

31 English*

32 Mathematics* Subject Medium*

33 History* Subject Medium*

34 Science* Subject Medium*

60-75 Bucket Subjects I* Subject Medium*

40-52 Bucket Subjects II* Subject Medium*

80-94 Bucket Subjects III* Subject Medium*

Are you a special education needs applicant?
 Yes No

Subject Summary
 00.00 LKR AMOUNT TO PAY 9 SUBJECTS

Save Informations

Figure 13

Click this

Details of Applicants

Add Candidate

Type in to Search Show 10

No.	Full Name	NIC Number	Birthday	Gender	#
1	PUNYA SEMINI BANDARA	877400182V	1987-10-07	Female	Edit Delete
2	W M D V A RANASINGHE	931811160V	2023-01-20	Male	Edit Delete
2	JEVON DAMSUTHA	200488956452	2004-06-05	Male	Edit Delete
6	DISSANAYAKA MUDIYANSELAGE SAMEERA DISSANAYAKA	fdffs	2010-06-15	Female	Edit Delete
6	SENANAYAKA MUDIYANSELAGE AMALI SENANAYAKA	dsdsfasf	2013-01-08	Female	Edit Delete
6	SARALA WIJESIRI	201058403685	2010-01-03	Female	Edit Delete
7	KAMAL JAYAWEEERA ALFRED	201068954745	2010-01-25	Male	Edit Delete

New candidate is added to the system

Figure 14

❖ If the attempt is 3 or 4 you have to do the payment

Add New Candidate



No.* Full Name in English * (according to the birth certificate) Max length 90 characters.

NIC* Gender * Date Of Birth * Birth Certificate Number *

Attempt number for this examination * Paid Payment (Rs.) (for 3 & 4 attempts)

Preferred Language Medium
 Sinhala English Tamil

11-16 Religion * Subject Medium *

21 Language & Literature *

31 English *

32 Mathematics * Subject Medium *

Subject Summary
200 LKR AMOUNT TO PAY **3** SUBJECTS

Figure 15

Due payment

When the attempt is 3 or 4

5. Use Edit button to change Information of Applicants.

Details of Applicants

Add Candidate

Type in to Search Show 10

No.	Full Name	NIC Number	Birthday	Gender	
1	PUNYA SEMINI BANDARA	877400182V	1987-10-07	Female	Edit Delete
2	W M D V A RANASINGHE	931811160V	2023-01-20	Male	Edit Delete
2	JEVON DAMSUTHA	200488956452	2004-06-05	Male	Edit Delete
6	DISSANAYAKA MUDIYANSELAGE SAMEERA DISSANAYAKA	fdffs	2010-06-15	Female	Edit Delete
6	SENANAYAKA MUDIYANSELAGE AMALI SENANAYAKA	dsdsfasf	2013-01-08	Female	Edit Delete
6	SARALA WIJESIRI	201058403685	2010-01-03	Female	Edit Delete
7	KAMAL JAYAWEERA ALFRED	201068954745	2010-01-25	Male	Edit Delete

Figure 16

Click this

Student Information

No.* Full Name in English * (according to the birth certificate) Max length 90 characters.

NIC* Gender* Date Of Birth* Birth Certificate Number*

Attempt number for this examination * Paid Payment (Rs.) (for 3 & 4 attempts)

11 - Buddhism Subject Medium*

21 Language & Literature* Subject Summary

31 English* 350 LKR AMOUNT TO PAY 9 SUBJECTS

32 Mathematics* Subject Medium*

33 History* Subject Medium*

34 Science* Subject Medium*

60-75 Bucket Subjects I* Subject Medium*

40-52 Bucket Subjects II* Subject Medium*

80-94 Bucket Subjects III* Subject Medium*

Are you a special education needs applicant?
 Yes No

Save Informations

Figure 17

Click this

Message of updation

**Candidate 877400182V PUNYA
SEMINI BANDARA data is updated by
school.**

OK

Figure 18

Details of Applicants

Add Candidate

Type in to Search Show 10

No.	Full Name	NIC Number	Birthday	Gender	#
1	PUNYA SEMINI BANDARA	200758463875	2007-01-10	Female	Edit Delete
13	SAMAN PERERA	20075403642	2007-07-02	Male	Edit Delete
123	HATHHOTUWA GAMAGE HASHITHA NISHAN	841551249V	1984-03-06	Male	Edit Delete

Prev 1 Next 1-3 of 3

Figure 19

Edited part of the candidate

6. Click on Delete button to remove the data of Applicant

Details of Applicants

Add Candidate

Type in to Search Show 10

No.	Full Name	NIC Number	Birthday	Gender	#
1	PUNYA SEMINI BANDARA	877400182V	1987-10-07	Female	Edit Delete
2	W M D V A RANASINGHE	931811160V	2023-01-20	Male	Edit Delete
2	JEVON DAMSUTHA	200488956452	2004-06-05	Male	Edit Delete
6	DISSANAYAKA MUDIYANSELAGE SAMEERA DISSANAYAKA	fdffs	2010-06-15	Female	Edit Delete
6	SENANAYAKA MUDIYANSELAGE AMALI SENANAYAKA	dsdfasf	2013-01-08	Female	Edit Delete
6	SARALA WIJESIRI	201058403685	2010-01-03	Female	Edit Delete
7	KAMAL JAYAWEEERA ALFRED	201068954745	2010-01-25	Male	Edit Delete

Figure 20

Click this

Click this to confirm

onlineexams.gov.lk says
Are you Sure? This incident will be recorded...

OK Cancel

7 0 0
Sinhala Tamil English

2
Special Education Needs Applicants

Details of Applicants

Add Candidate

Type in to Search

Show 10

No.	Full Name	NIC Number	Birthday	Gender	#
1	PUNYA SEMINI BANDARA	877400182V	2010-10-07	Female	Edit Delete
2	W M D V A RANASINGHE	931811160V	2023-01-20	Male	Edit Delete
2	JEVON DAMSUTHA	200488956452	2004-06-05	Male	Edit Delete
6	DISSANAYAKA MUDIYANSELAGE SAMEERA DISSANAYAKA	201068954748	2010-06-15	Female	Edit Delete
6	SENANAYAKA MUDIYANSELAGE AMALI SENANAYAKA	dsdsfasf	2013-01-08	Female	Edit Delete
6	SARALA WIJESIRI	201058403685	2010-01-03	Female	Edit Delete
7	KAMAL JAYAWEERA ALFRED	201068954745	2010-01-25	Male	Edit Delete

Prev 1 Next

1 - 7 of 7

Figure 21

Delete message


**Student W M D V A RANASINGHE
(931811160V) is deleted...**


[OK](#)


Figure 22

7. Special Education Needs Applicants' Additional Data

Action Center

 Candidates bulk Upload
Bulk Upload





 Print Applications
Print Data Form

 Special Education Needs Applicants' Additional Data
Go to Data Form

Click this

Figure 23

Edit Details of Special Education Needs Applicants

Special Education Needs Applicants								Export
No.	Candidate's Full Name	NIC Number	Private Address	Mobile No.	Type of Disability	Disability Details	if required a Special center select it	Actions
2	Senevirathna Mudiyanseelage Malith...	781565845V	15, Park Road,	0774569845	Braille	Left eye blindness	MR/ Rohana Deaf & Blind School, Walgama, Matara	
12	NISHAMANI ANURADHANI KURUPPUARACHCHI	877405215V	No 2	0712542600	Hearing	I cant hear anything	MR/ Rohana Deaf & Blind School, Walgama, Matara	
20	KAMAL JAYAWEERA	200767703620	14, Pusharama Place	0719417757	Hearing	both ears	NO	
11111	P AHINSA BUDDHINI	198781630036	No, 2, Diyagama	0719918274	Braille	jkkg	MR/ Rohana Deaf & Blind School, Walgama, Matara	

Search No. Search Candidate's Full Name Search NIC Number Search Private Addr Search Mobile No. Search Type of Disabl Search Disability Deta Search if required a Special center se

Displaying 1 to 4 of 4 items

Click this

Figure 24

Special Education Needs Applicants

Edit Record

Private Address* :

Postal town* :

Mobile No.* :

Type of Disability* :

Disability Details* :

if required a Special center select it* :

Residential Telephone* :

Click this

Figure 25

8. Search a Special Education Needs Applicant

Special Education Needs Applicants

Show 25 entries

Search

No.	Candidate's Full Name	NIC Number	Private Address	Mobile No.	Type of Disability	Disability Details	If required a Special center select it	Actions
20	KAMAL JAYAWEERA	200767703620	14, Pushparama Place	0719417757	Hearing	both ears	NO	<input type="button" value="Edit"/>

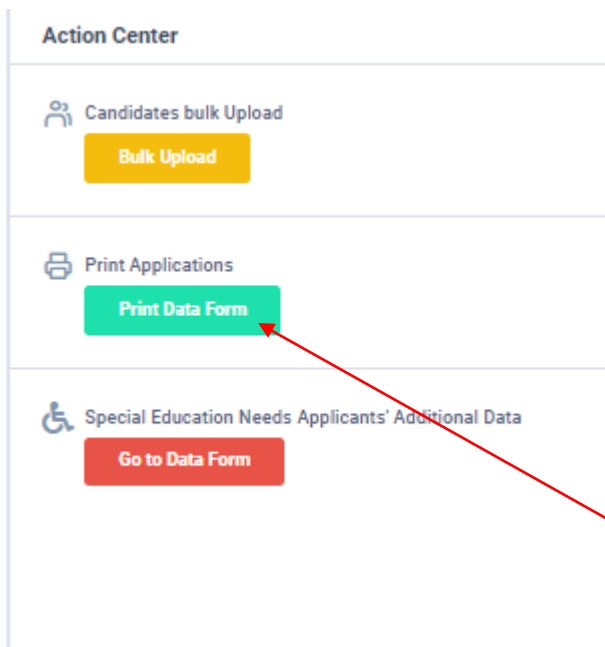
Search No. Search Candidate's Full Name Search NIC Number Search Private Address Search Mobile No. Search Type of Disability Search Disability Details Search If required a Special center select it

Displaying 1 to 1 of 1 items (filtered from 4 total entries) First Previous 1 Next Last

Figure 26

Type the name that you want to search

9. Get printed copy using “Print Data Form”



Click this

Figure 27

DP/OL/2022/01/A

අ.පො.ස.(සාමාන්‍ය පෙළ) විභාගය
க.பொ.ச.(சாதாரண தர)ப் பரீட்சை
G.C.E.(O/L) EXAMINATION

2022(2023)

(01) School No : 1007
 (02) Town Selected for Exam Center: (300) Kebitigollewa

Total Amount of Exam Fees Paid(Rs.) _____ Male : 4 Sinhala : 7 (05) Educational Region _____ (03) I School Telephone Number 0252255015

Paid Postal Office _____ Female : 4 Tamil : 0 (06) Divisional Education Office KEBITHIGOLLEWA II Principal's Mobile Number 0711619807

Receipt No. _____ English : 1 (07) Zonal Education Office KEBITHIGOLLEWA III Principal's Email Address :madhushaman@gmail.com

(04)Total Number of Applicants = 8

School Name & Address : A /ALIWANGUWA MAHA VIDYALAYA, 14, YAYA 7, ANURADAPURA PADAVI SRIPURA.

(08)	(09)	(10)	(11)	(12)	(13)												(14)		
No	Full Name (According to the Birth Certificate)	Gender	Medium	Date of Birth	NIC Number	Birth Certificate No	Payment(LKR)	Attempt	Number of Subjects	11-16 Religion	21 Lang. & Literature	31 English	32 Mathematics	33 History	34 Science	60-75 Bucket I	40-52 Bucket II	80-94 Bucket III	Signature of the Applicant
1	DISSANAYAKA MUDIYANSELAGE GIHAN DISSANAYAKA	M	S	2007-06-05	8956787657V	155645	FRE	3	9	11	2	3	32	33	34	74	40	80	
1	PUNYA SEMINI BANDARA	F	S	2007-01-10	200758463875	25025B	FRE	1	3	1	2	3	32						
1	S. M. P. W. WEERASINGHA	F	S	1987-08-07	877400191V	1568	FRE	1	9	11	2	3	32	33	34	74	40	80	
1	DISSANAYAKA MUDIYANSELAGE NIMAL DISSANAYAKA	M	E	2007-06-05	798956954V	155645	350	3	9	11	2	3	32	33	34	74	40	80	
2	S. A. BADDEGAMA	M	S	1990-01-12	908251425V		FRE	1	9	11	2	3	32	33	34	74	40	80	
12	NISHAMANI ANURADHANI KURUPPUARACHCHI	F	S	1990-06-22	877405215V	1823	FRE	1	9	11	2	3	32	33	34	60	43	80	
123	HATHHOTUWA GAMAGE HASHITHA NISHAN	M	S	1984-03-06	841551249V	12545	FRE	1	9	11	2	3	32	33	34	68	50	89	

Figure 28

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

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