

User Guide for G.C.E. (O/L) Examination – 2024(2025) 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.

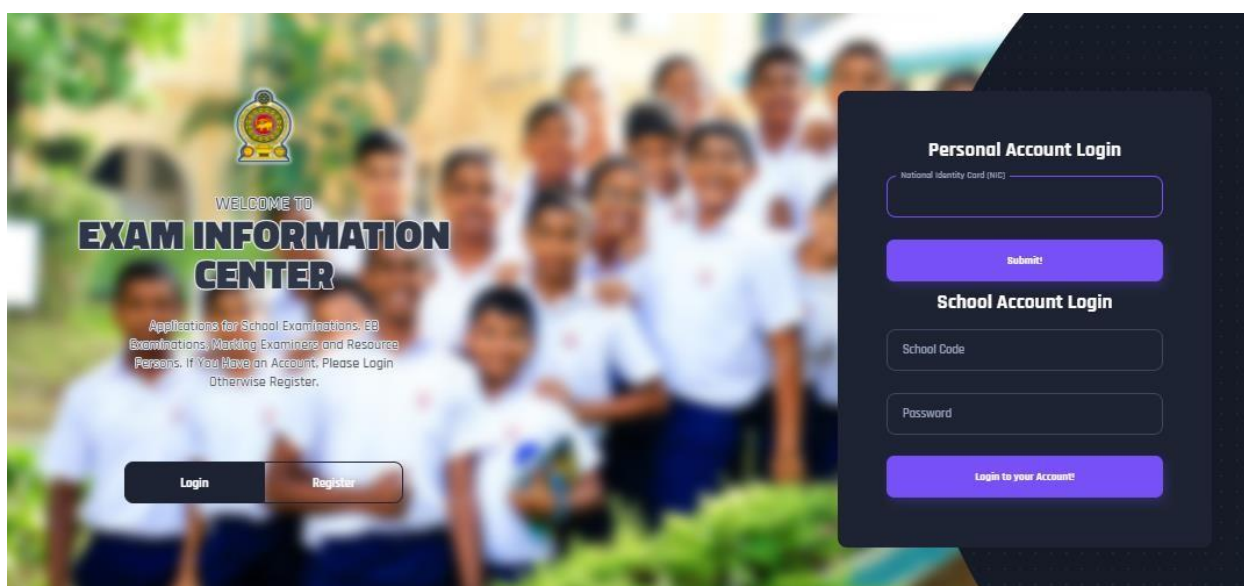


Figure 1

❖ In Mobile View

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

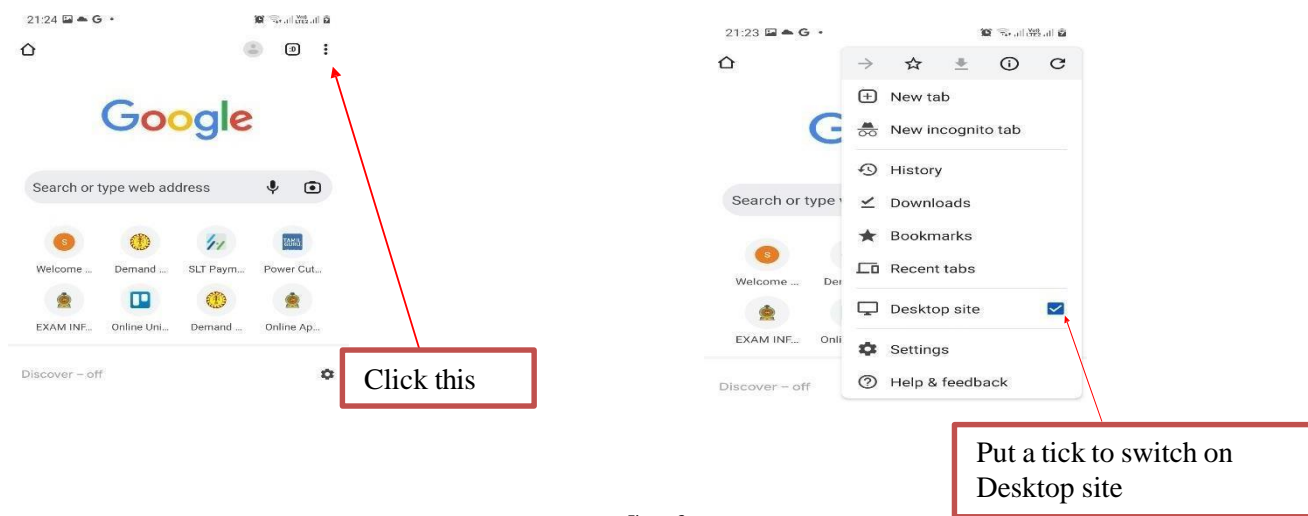


Figure 2

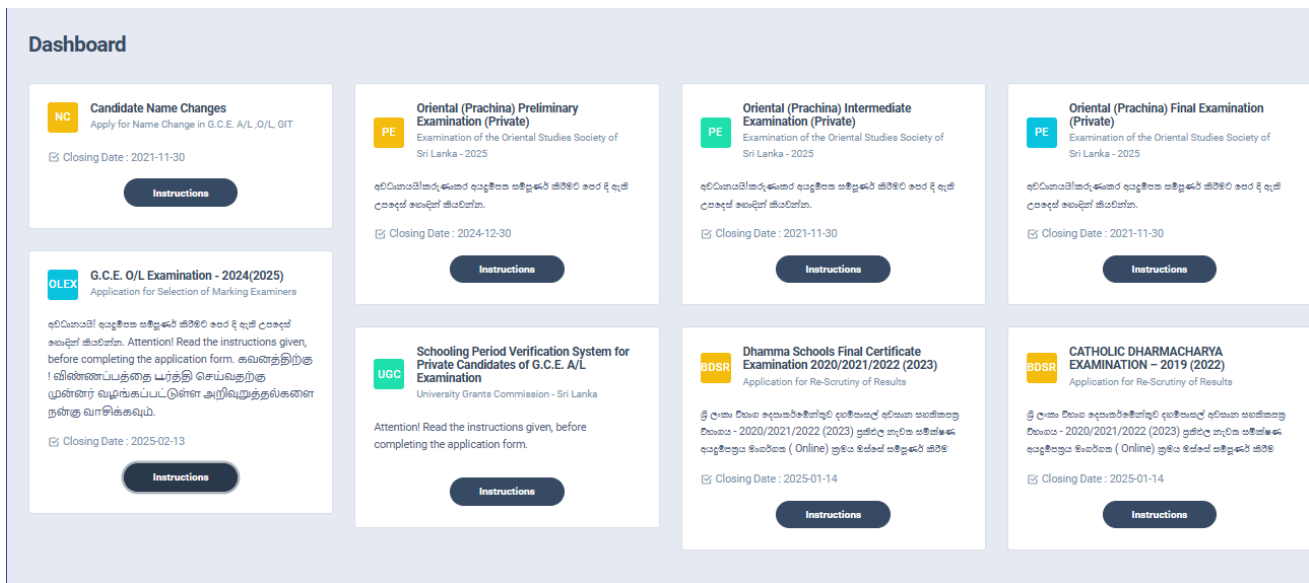


Figure 3

- Click on the “Instructions” button under the tile “G.C.E. (O/L) Examination - 2024(2025) -Application for Selection of Marking Examiners” on Dashboard

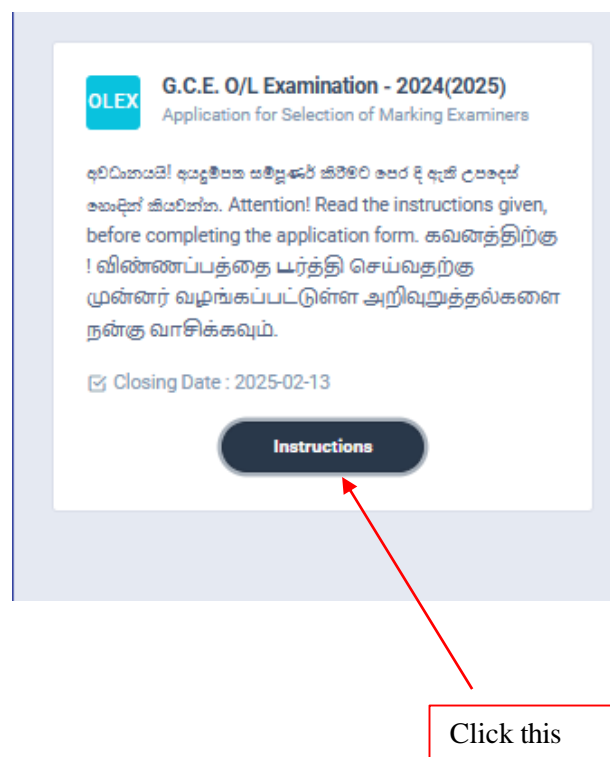


Figure 4

Read the instructions and watch the instructional video

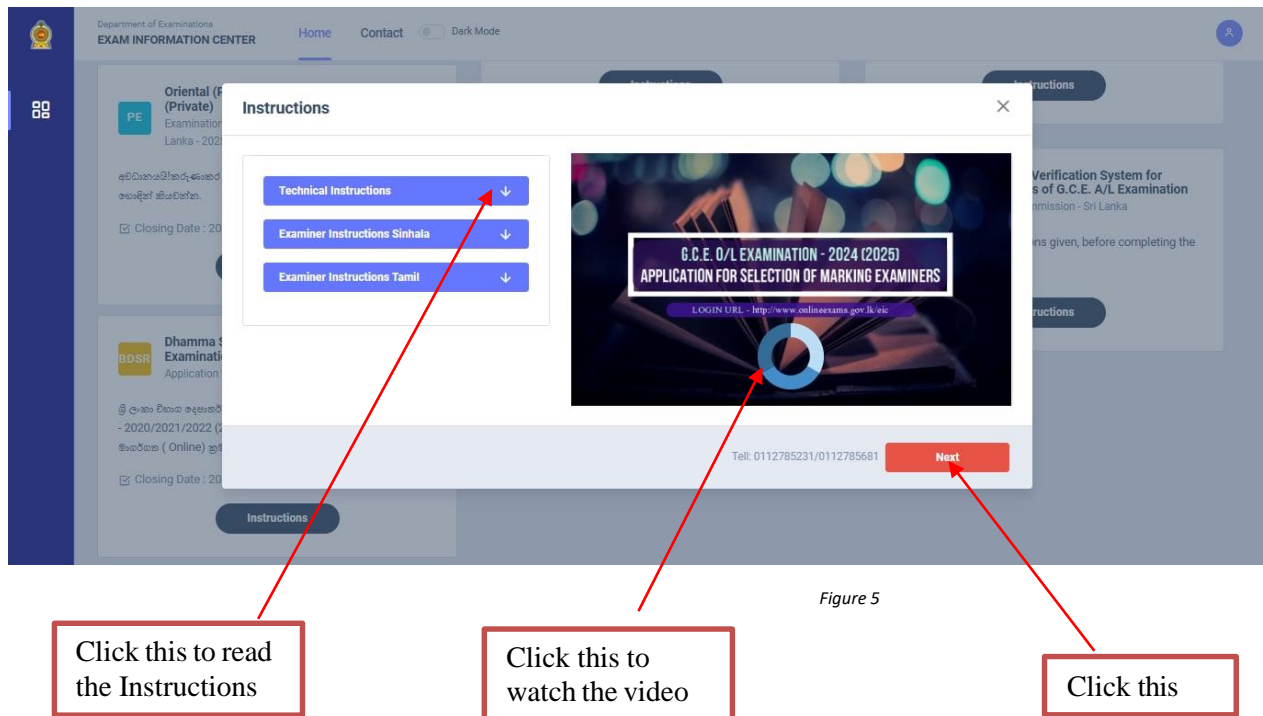


Figure 5

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**

STEP 1-Personal Information

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

G.C.E. (O/L) Examination 2024(2025) - Application for Selection of Marking Examiners

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

Personal Information

Title *
Mr. Name with Initials *
Vimalakoti Ananthapada Handana

Name Denoted by Initials * (according to the birth certificate) Max length 90 characters
Vimalakoti Ananthapada Handana

NID *
877402182v

Mobile Number *
0713846304

Private Address *
No 12, Kumbhanga Lane

Postal Town *
Embilipitiya

Date of Birth *
June 1987

Gender *
Male

Email Address
nananahanana1992@gmail.com

Permanent Residential District *
Select a District

Not

Click this

Click this or enter

Figure 6

STEP 2 – Marking Preferences and Professional Information

a) Marking Preferences

Marking Preferences

Area closest to either your place of work or your permanent residence

Preferred District
RATNAPURA

Preferred Area 1 *
Rathnapura

Preferred District
RATNAPURA

Preferred Marking Stage *
Select
Stage 01
Stage 02
Both

Service : *

Grade : *

Select the marking stage

Figure 7

Stage 1

Marking Preferences

Area closest to either your place of work or your permanent residence

Preferred District: RATNAPURA Preferred Area 1: Rathnapura Preferred District: RATNAPURA

Preferred Marking Stage: Stage 01

Subject you wish to mark (First Stage):

- Select the Subject
- Buddhism (11)
- Saivism (12)
- Catholicism (14)
- Christianity (15)
- Islam (16)
- Sinhala Language & Literature (21)
- Tamil Language & Literature (22)
- English Language (31)
- Mathematics (32)
- History (33)
- Science (34)
- Musik (Oriental) (40)
- Music (Western) (41)
- Music (Carnatic) (42)
- Arts (43)
- Dancing (Oriental) (44)
- Dancing (Bharata) (45)
- Drama & Theatre (Sinhala) (50)
- Drama & Theatre (Tamil) (51)

Preferred medium: Sinhala

Grade: Grade III Date of Appointment to the Post: 01/01/2020

Type of Institution: Government

Street Address: High Level Road Postal Town: Nugegoda

Date of Appointment as a Graduate/ Higher Diploma holder Teacher: 01/01/2020

Figure 8

Select the subject

Stage 2

Marking Preferences

Area closest to either your place of work or your permanent residence

Preferred District: RATNAPURA Preferred Area 1: Rathnapura Preferred District: RATNAPURA

Preferred Marking Stage: Stage 02

Subject you wish to mark (Second Stage):

- Buddhism (11)
- Select the Subject
- Saivism (12)
- Catholicism (14)
- Christianity (15)
- Islam (16)
- Mathematics (32)
- History (33)
- Science (34)
- Arts (43)
- Appreciation of English Literary Texts (46)
- Appreciation of Sinhala Literary Texts (47)
- Appreciation of Tamil Literary Texts (48)
- Appreciation of Arabic Literary Texts (49)
- Business & Accounting Studies (60)
- Geography (61)
- Civic Education (62)
- Entrepreneurship Studies (63)
- Second Language (Sinhala) (64)
- Second Language (Tamil) (65)

Preferred medium: Sinhala

Grade: Grade III Date of Appointment to the Post: 01/01/2020

Type of Institution: Government

Street Address: High Level Road Postal Town: Nugegoda

Date of Appointment as a Graduate/ Higher Diploma holder Teacher: 01/01/2020

Figure 9

Select the subject

If your applying for both stages,

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 District: COLOMBO Preferred Area 1 *: Maharagama Preferred District: GAMPAHA Preferred Area 2 *: Negombo

Preferred Marking Stage *: Both

Subject you wish to mark (First Stage) *: Music (Camatic) (42) Preferred medium *: English Subject you wish to mark (Second Stage): History (33) Preferred medium *: Sinhala

Figure 10

- ❖ If you wish to mark in both stages select **"Both"**, otherwise select **"Stage 1"** or **"Stage 2"** according to preferred subject.

b) Professional Information

Professional Information

Present Designation: * Select the option Service: * SLTS Grade: * Grade III Date of Appointment to the Present Designation: * 01-Jan-2017

Education Zone: * Minuwangoda Type of Institution: * Government

Office Address: * Visaka Vidyalaya Street Address: * 12, Duplication Road, Postal Town: * Bambalapitiya

Office Phone No.: * 0115645234 Date of Appointment as a Teacher: * 01-Jan-2020 Date of Appointment as a Graduate/ Higher Diploma holder Teacher: * 01-Jan-2005

Period of service as a Graduate/Higher Diploma holder Teacher: * 10

No. of years the subject (first stage) applied was taught in the G.C.E. O/L classes : 5

No. of years the subject (second stage) applied was taught in the G.C.E. O/L classes : 2

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Click this Click this

Figure 11

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, B.Sc, 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: MA in Arts Year Completed: 2013

Name of the University/ Institution: University of Colombo

Subjects Passed (* Mandatory to mention the subjects): Sinhala and Literature

+ Degree relevant to the subject applied

+ Postgraduate Qualifications

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

Figure 12

Click this

STEP 4 – Details related to Profession

- For Teachers and Lecturers
- For In- Service Advisors
- For Other Officers in the Field of Education

Fill only the details relevant to your profession

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

Figure 13

Enter School ID

b) For In- Service Advisors

For In-Service Advisors

Date of appointment as an ISA : 01/17/1989

Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc: Chemistry

Zone Serving * Sri Jaya pura

Division Serving * Homagama

Your normal duties related to this subject:

For Other Officers in the Field of Education

Relevant Subject Field: Chemistry

Date of appointment to it : 01/01/1987

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Figure 14

c) For Other Officers in the Field of Education

For In-Service Advisors

Date of appointment as an ISA : 01/17/1989

Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc: Chemistry

Zone Serving * Sri Jaya pura

Division Serving * Homagama

Your normal duties related to this subject:

For Other Officers in the Field of Education

Relevant Subject Field: Chemistry

Date of appointment to it : 01/01/1987

Prev Next

Figure 15

STEP 5 – Experience in Evaluation

Experience as an Assistant Examiner- G.C.E.(O/L)2024(2025)

- Fill the details of your experience as an Assistant Examiner

Experience as an Additional Chief Examiner- G.C.E.(O/L)2024(2025)

- Fill the details of your experience as an Additional Chief Examiner

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.(O/L) Examination in 2024(2025)”
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

1. STEP 1:	2. STEP 2:	3. STEP 3:	4. STEP 4:	5. STEP 5:	6. STEP 6:
Experience as an Assistant Examiner - G.C.E. (O/L) Subject 01 - Music (Carnatic) (42) Experience as an Assistant Examiner for above subject applied (No. of years): * <input type="text" value="3"/> Last Year in which you marked the applied subject : <input type="text" value="2001"/> Last Appointment Code No for above subject. * <input type="text" value="OL/11//S/20"/>					
Subject 02 - Not Selected Experience as an Assistant Examiner for above subject applied (No. of years): * <input type="text" value="0"/> Last Year in which you marked the applied subject : <input type="text"/> Last Appointment Code No for above subject. * <input type="text" value="-"/>					
Would you like to accept appointment as a Chief Examiner (if Selected) this year? * <input checked="" type="radio"/> Yes <input type="radio"/> No					
Experience as a Chief Examiner - G.C.E. (O/L) Subject 01 - Music (Carnatic) (42) Experience as a Chief Examiner for above subject applied (No. of years): * <input type="text" value="0"/> Last Year in which you marked the applied subject : <input type="text" value="2002"/> Last Appointment Code No for above subject. * <input type="text" value="OL/11//S/42"/>					
Subject 02 - Not Selected Experience as a Chief Examiner for above subject applied (No. of years): * <input type="text" value="0"/> Last Year in which you marked the applied subject : <input type="text"/> Last Appointment Code No for above subject. * <input type="text" value="-"/>					
Would you like to accept appointment as an Assistant Examiner (if Selected) this year? * <input checked="" type="radio"/> Yes <input type="radio"/> No					

Figure 16

Other Information

Do any of your family members or a resident in your house expect to sit the G.C.E.(O/L) Examination in 2022(2023) ? *

Is there any disciplinary inquiry against you that in progress ? *

Are you debarred from examination duties ? *

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

Figure 17

Click this

Submit – Declaration

After completing all the details read the declaration and click on “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 misled 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 18

Click this

4. If you want to do any changes of your submitted application, click on “**Reset the Examiner’s Application**” button

G.C.E. (O/L) Examination 2024(2025) - Application for Selection of Marking Examiners

NAME - Ashani Kahawandale | NIC - 877400182v

Activity log

Download Examiner's Application

Exam Application Summary

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At:	2024-03-06 13:01:08
Status:	Pending Verification by the Principal...

Reset the Exam Application

Name:	WELLAPPILI ARACHCHIGE NANDANA
NIC:	877400182v
Address:	No 12, Kumarathunga Lane, Embilipitiya
Telephone:	0713846304
Preferred Area 1:	Rathnapura
Preferred Area 2:	Pelmadulla
Preferred subject 1:	(11)-Buddhism
Preferred subject 2:	Not Applied
Working at a school:	Yes A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA...

Figure 19

Reset the Exam Application

Click this to reset the application

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At	2024-03-06 13:01:08
Status	Pending Verification by the Principal...
Reset the Exam Application	

Figure 20

5. 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:*

No

Figure 21

Status of your application

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At	2024-03-06 13:01:08
Status	Application submitted!

Figure 22

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:*

Yes

School ID : (Not the census id) *

1007

School Name :

A /ALIWANGUWA MAHA VIDYALAYA, ,14, Ye

Figure 23

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At	2024-03-06 13:01:08
Status	Pending Verification by the Principal...
	Reset the Exam Application

Figure 24

Status of your application

- 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 :

Yes

1007

A / ALIWANGUWA MAHA VIDYALAYA, ,14, Y

Figure 25

Name: SARALA WIJESIRI

Submitted At: 2023-05-15 12:01:20

Status: Application Verified by the Principall

Figure 26

- Get the printed format of your submitted application by clicking “Download Examiner’s Application” button.

G.C.E. (O/L) Examination 2024(2025) - Application for Selection of Marking Examiners

NAME - Ashani Kahawandala | NIC - 877400182v

Activity log

Download Examiner's Application

Exam Application Summary

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At	2024-03-06 13:01:08
Status	Application Verified by the Principall


Name	WELLAPPILI ARACHCHIGE NANDANA
NIC	877400182v
Address	No 12, Kumarathunga Lane, Embilipitiya
Telephone	0713846304
Preferred Area 1	Rathnapura
Preferred Area 2	Pelmadulla
Preferred subject 1	(11)-Buddhism
Preferred subject 2	Not Applied
Working at a school	Yes: A / ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA

Figure 27

Click this

Download Examiner's Application

Click this to download the application



3

Incomplete applications will be rejected.

* Please read the instructions given on last page and in Circular No. 03 (03) 2009, before completing

* If a child, a family member or a resident of an applicant is sitting this examination, he/she is not eligible for the post of Chief Examiner.

O/L

2024(2025)

The closing date of Applications is 13th February 2025.

FOR OFFICE USE		
Mark	Code No.	
To be filled by the Applicant		
Last Served Year	Town	
2019		
Code No.1	Code No.2	Teaching Exp.
01/11/5/AE/2575	-	18

G.C.E. (O/L) Examination - 2024(2025)

Application for Selection of Marking Examiners

- 01 (a) Subject No., subject & medium applied for marking : (11)-BUDDHISM - SINHALA MEDIUM
- 02 Area No. and area you wish to do marking (Town closest to either your place of work or permanent residence. Please see the list of areas on last page)

(a) First choice: 13 (Gampaha)

(b) Second choice: 14 (Nittanbawa)
- 03 (a) Name with initials : Ms. SAMARASINGHE KANKANANGE AYOMI UDARI
- (b) Names denoted by initials : SAMARASINGHE KANKANANGE AYOMI UDARI
- (c) Permanent address : 203, VERTYRUUTYU, JFFF, GANEMULLA
- (d) E-mail address : ayomitudari@gmail.com
- (e) Gender : FEMALE (f) NIC No. : 848602914v
- 04 Present working (a) District : GAMPAHA (b) Education zone : Gampaha
- (c) Permanent residential district : GAMPAHA
- (d) Official address : BANDARANAYAKE COLLEGE, KANDY ROAD, GAMPAHA
- (e) Telephone No. : Office: 0332222222 Home: 0712494575 Mobile: 0712494575
- 05 (a) Date of Birth: 1984-12-25 (b) Age as at 06-05-2024: 39-4-12
- 06 Date of appointment as a teacher: 2020-01-01
- 07 (a) Present designation, Service & grade : Teacher - SLTS Grade III
- (b) Date of appointment to the above post: 2005-01-01
- 08 (a) Date of appointment as a graduate/higher diploma holder: 2000-01-01
- (b) Period of service after being appointed as a graduate/higher diploma holder: Years: 24
- 09 Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification: Years:
- 10 (a) Academic and professional qualifications: (If this section is incomplete, application will be rejected.)

Figure 28

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