

User Guide for G.C.E (O/L) Examination -2020 Application for Selection of Marking Examiners

1. Fill the personal details asked as below.
 - a. First enter the **NIC number**
For all the sections **Star marked fields are compulsory.**
 - b. Select the Date of Birth and Permanent District as given.
 - c. Click on Next.

G.C.E. (O/L) Examination - 2020 Application for Selection of Marking Examiners

✔ TIP! First enter the NIC number.

1

Personal Info

Details about yourself

NIC No.: *

Title: *

Name with Initials: *

Date of Birth: *

Gender: *

Male Female

Telephone No. - (mobile): *

Telephone No. - (residence):

Email Address:

Permanent Residential District: *

Permanent Address: *

Home Address: *

Street Address:

Postal Town: *

Figure 1

✓ Select the Date of Birth by clicking textbox as below.

TIP! First enter the NIC number.

1 Personal Info
Details about yourself

NIC No.: * 865843674v Title: * Mr. Name with Initials: * KUMARASINGHE, J.R.W.

Date of Birth: * 1986-03-24 Gender: * Male Female

Telephone No.: * 0775... Email Address: kumarasinghej@gmail.com Permanent Residential District: * Colombo

Street Address: High Level Road Postal Town: * Maharagama

Back Next

Figure 1-a

If you change the Date of Birth, type the Year and Month in the text box. Then select the date from calendar.

1 Personal Info
Details about yourself

NIC No.: * Title: * Mr. Name with Initials: *

Date of Birth: * 1980-01-01 Gender: * Male Female

Telephone No.: * Email Address: Permanent Residential District: * Select the District

Street Address: Colombo Main Road Postal Town: * Negambo

Back Next

- ✓ Select the District by clicking the arrow head as below.

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TIP! First enter the NIC number.

Warning! Please fill in the required fields mark as *

1 Personal Info
Details about yourself

NIC No.: * Title: * Name with Initials: * *Figure 1-b*

Date of Birth: * Gender: * Male Female

Telephone No. - (mobile): * Telephone No. - (residence): Email Address:

Permanent Address: *

Home Address: * Street Address: Postal Town: *

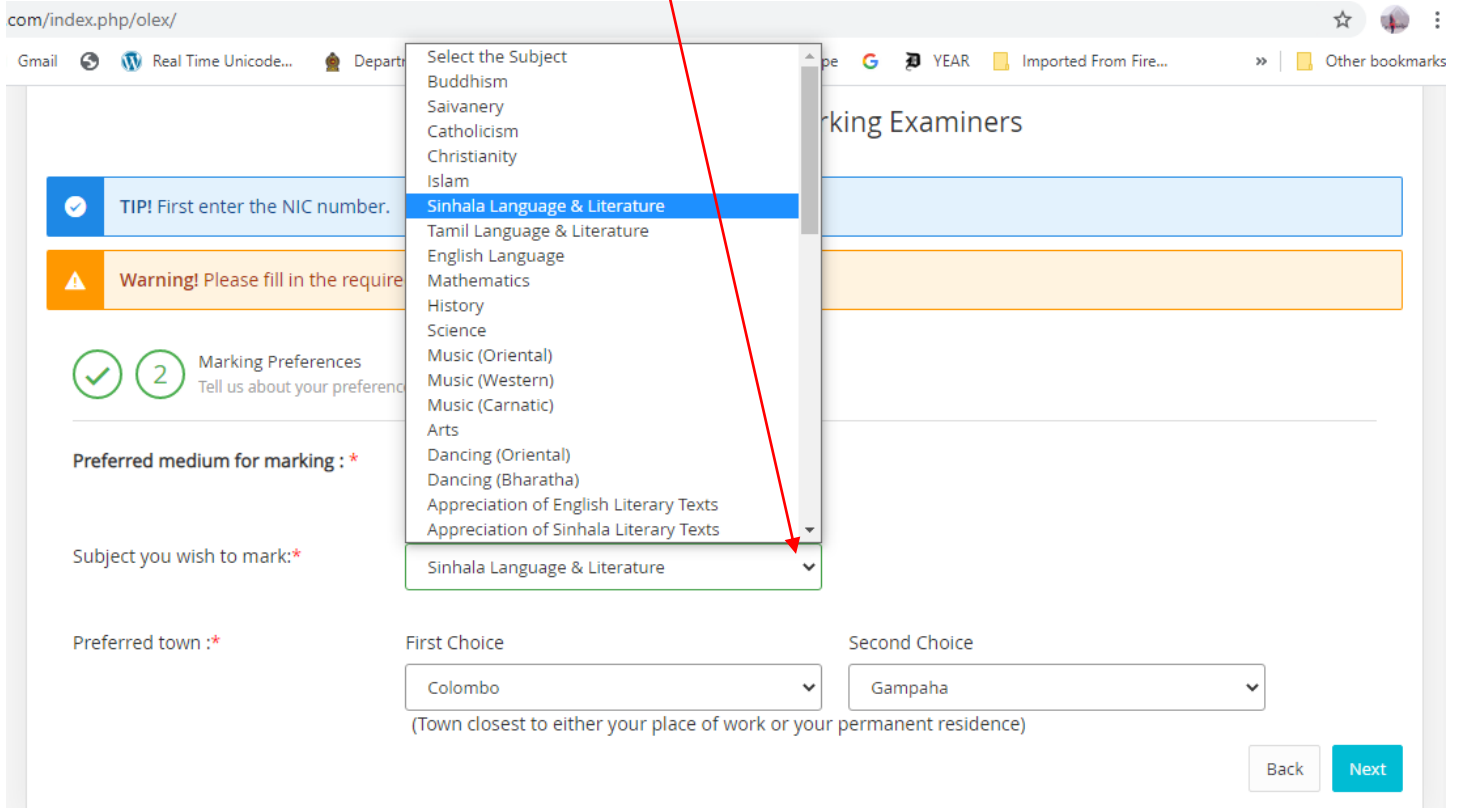
Select the District

- Colombo
- Gampaha
- Kaluthara
- Kandy
- Matale
- Nuwara Eliya
- Ampara
- Batticaloa
- Trincomalee
- Anuradhapura
- Polonnaruwa
- Jaffna
- Kilinochchi
- Mullaitivu
- Vavuniya
- Kurunegala
- Puttalam
- Kegalle
- Colombo

Figure 1-b

2. Fill preferences for marking. Click on Next

a. Select the Subject you wish to mark.



The screenshot shows a web browser window displaying the 'Marking Examiners' selection form. The browser address bar shows 'com/index.php/olex/'. The page contains several notification boxes: a blue 'TIP!' box stating 'First enter the NIC number.', an orange 'Warning!' box stating 'Please fill in the required...', and a green 'Marking Preferences' box with a '2' icon and the text 'Tell us about your preferences'. The form fields include: 'Preferred medium for marking : *' (empty), 'Subject you wish to mark: *' (with a dropdown menu open showing a list of subjects including Buddhism, Saivanery, Catholicism, Christianity, Islam, Sinhala Language & Literature, Tamil Language & Literature, English Language, Mathematics, History, Science, Music (Oriental), Music (Western), Music (Carnatic), Arts, Dancing (Oriental), Dancing (Bharatha), Appreciation of English Literary Texts, and Appreciation of Sinhala Literary Texts; 'Sinhala Language & Literature' is selected), 'Preferred town : *' (with two dropdown menus for 'First Choice' and 'Second Choice' showing 'Colombo' and 'Gampaha' respectively), and a note '(Town closest to either your place of work or your permanent residence)'. At the bottom right are 'Back' and 'Next' buttons. A red arrow points from the instruction 'a. Select the Subject you wish to mark.' to the subject dropdown menu.

Figure 2 -a

b. Select the Town by first and second choices.

✓ Select the First Choice by clicking the arrow head as below.

Application for Selection of Marking Examiners

TIP! First enter the NIC number.

Warning! Please fill in the required fields.

2 Marking Preferences
Tell us about your preferences

Preferred medium for marking : *

Subject you wish to mark: *

Preferred town : *

Select the Town

- Colombo
- Kaluthara
- Gampaha
- Rathnapura
- Badulla
- Galle
- Matara
- Kurunegala
- Kuliyapitiya
- Anuradhapura
- Kegalle
- Kandy
- Batticaloa
- Vavuniya
- Jaffna

Colombo

Second Choice

Gampaha

(Town closest to either your place of work or your permanent residence)

Back Next

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Figure 2-b

✓ Select the Second choice.

Application for Selection of Marking Examiners

✓ TIP! First enter the NIC number.

⚠ Warning! Please fill in the required fields mark as *

✓
2

Marking Preferences

Tell us about your preferences for marking

Preferred medium for marking : *

Sinhala
▼

Subject you wish to mark:*

Sinhala Language & Literature
▼

Preferred town :*

First Choice

Colombo
▼

Select the Town

- Colombo
- Kaluthara
- Gampaha
- Rathnapura
- Badulla
- Galle
- Matara
- Kurunegala
- Kuliyapitiya
- Anuradhapura
- Kegalle
- Kandy
- Batticaloa
- Vavuniya
- Jaffna

(Town closest to either your place of work or your permanent residence)


Back
Next




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Figure 2-c

3. Fill Professional Information. Click on Next.

For all the sections **Star marked fields are compulsory.**

 **Warning!** Please fill in the required fields mark as *

Professional Information
Tell us about your professional details

Present Designation:*

Service :*

Grade :*

Present District you work in *

Education Zone: *

Official Address: *

Office Address: *

Street Address:

Postal Town:*

Office Phone No.:

Date of Appointment as a Teacher: *

Date of Appointment as a Graduate/ Higher Diplomite/NCOE/Trained Teacher:

Period of service as a Graduate/ Higher Diplomite/NCOE/Trained Teacher:*


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

Figure 3

4. Fill Educational and Professional Qualifications. Click on Next.

You should have Training, Degree or Postgraduate Qualifications unless you are **REJECTED**.

✓ If you have a Training fill as below.


 Educational and Professional Qualifications
 Tell us about your 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. BIT, BSc, 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

NCOE

Year Completed

2013

Name of the University/ Institution

SiyaNaa National College of Education

Subjects Passed (* Mandatory to mention the subjects)

Sinhala Literature

Figure 4-a

✓ If you have a Degree fill as below.

Use shorten forms as BA, BSC as highlighted.

The screenshot shows a form titled "Degree relevant to the subject applied". The "Degree relevant to the subject applied" field contains "BA in Arts", which is highlighted with an orange border. A red arrow points from the text above to this field. The "Year Completed" field contains "2011". The "Name of the University/ Institution" field contains "University Of Kelaniya". The "Class Obtained (if any)" dropdown menu is set to "Second Class Lower". The "Special Passes (If any)" field is empty. The "Subjects covered in (* Mandatory to mention the subjects) :" field contains "Sinhala Language Linguistics".

Figure 4-b

✓ If you have a Post Graduate fill as below.

The screenshot shows a form titled "+ Postgraduate Qualifications". The "Course Name" field contains "PGD in Sinhala Lit". The "Year Completed" field contains "2011". The "Name of the University/ Institution" field contains "University of Colombo". The "Class Obtained (if any)" dropdown menu is set to "Second Class Upper". The "Special Passes (If any)" field is empty. The "Subjects Passed (* Compulsory)" field contains "Sinhala Literature".

Figure 4-c

5. Fill the details related to your position.

TIPI First enter the NIC number.

5 Details related to profession
 Tell us about your professional details

For Teachers

Results obtained by the school at the G.C.E. (O/L) - 2019 Examination for the subject applied for marking :

	Overall results of the school	Results of the students you taught
No. of Students	<input type="text" value="0"/>	<input type="text" value="0"/>
No. of Students Passed	<input type="text" value="0"/>	<input type="text" value="0"/>
Pass Percentage (%)	<input type="text" value="0"/>	<input type="text" value="0"/>

For In-Service Advisors

Date of appointment as an ISA :

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

Zone Serving : Division Serving :

Your normal duties related to this subject:

For Other Officers in the Field of Education

Relevant Subject Field:

Date of appointment to it :

Figure 5

a. If you are a Teacher fill below details.

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TIP! First enter the NIC number.

5 Details related to profession
Tell us about your professional details

For Teachers

Results obtained by the school at the G.C.E. (O/L) - 2019 Examination for the subject applied for marking :

	Overall results of the school	Results of the students you taught
No. of Students	400	100
No. of Students Passed	200	50
Pass Percentage (%)	50	50

Figure 5-a

b. If not fill the other sections according to your position as In Service Advisor or Other Officer.

6. Fill your past experience as a Chief Examiner or as an Assistant Examiner.
For all the sections **Star marked fields are compulsory.**

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

Experience as an Assistant Examiner for subject applied: *	<input type="text"/> Years	Code No. *	<input type="text" value="0"/>
Last Year in which you marked the applied subject :	<input type="text"/>		
Experience as an Assistant Examiner of a subject other than the subject applied:	<input type="text" value="0"/> Years	Relevant Subject :	<input type="text" value="Select the Subject"/>
Last year in which you participated in marking for the above selected subject :	<input type="text"/>		
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)

Experience as a Chief Examiner of the G.C.E. (O/L) Examination for the subject applied :	<input type="text" value="0"/> Years	Code No.	<input type="text"/>
Last Year in which you were appointed to the above post :	<input type="text"/>		

Figure 6-a

Click the arrow heads to change

b. This section is **COMPULSORY**. Fill it and click on Next.

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 2020 ?*

No

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

No

Are you debarred from examination duties ?*

No

Back

Next

Figure 6-b

7. Verify your details by putting a tick in front of “I agree” check box.
Click on Submit.

TIP! First enter the NIC number.

Warning! Please fill in the required fields mark as *

Declaration of the Applicant
Please verify your declaration

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 mislead 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.

I agree*

i **That's It!** Please download your application PDF after **Submit**. Print it and complete the remaining required information in the printed copy. Follow the instructions given on the sideview. **You should send the completed printed copy to the department by mail. If not, your application will be rejected.** For any inquiry call 0112785231
Please note that a special format for chief examiners is displayed on the sideview of the online application.If you have borne a chief examiner's post in the previous years, download and take a printout of this format, complete it, sent it with your hard copy of the application form.

Back Submit

Figure 7

8. Your application will be downloaded.

Apps view-source:www.g... Gmail Real Time Unicode... Department of Exa... FromDocToPDF Match Horoscope YEAR Imported From Fire... Other bookm

TIP! First enter the NIC number.

Warning! Please fill in the required fields mark as *

7 Declaration of the Applicant
 Please verify your declaration

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 mislead 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.

I agree*

That's It! Please download your application PDF after **Submit**. Print it and complete the remaining required information in the printed copy. Follow the instructions given on the sideview. **You should send the completed printed copy to the department by post. If not, your application will be rejected.** For any inquiry call 0112785231
 Please note that a special format for chief examiners is displayed on the sideview of the online application. If you have borne a chief examiner's post in the previous years, download and take a printout of this format, complete it, sent it with your hard copy of the application form.

Back Submit

Show all

OL2020Ex_Applica....pdf ^

The downloaded PDF file

b. Go to Downloads folder and double click on the application pdf.

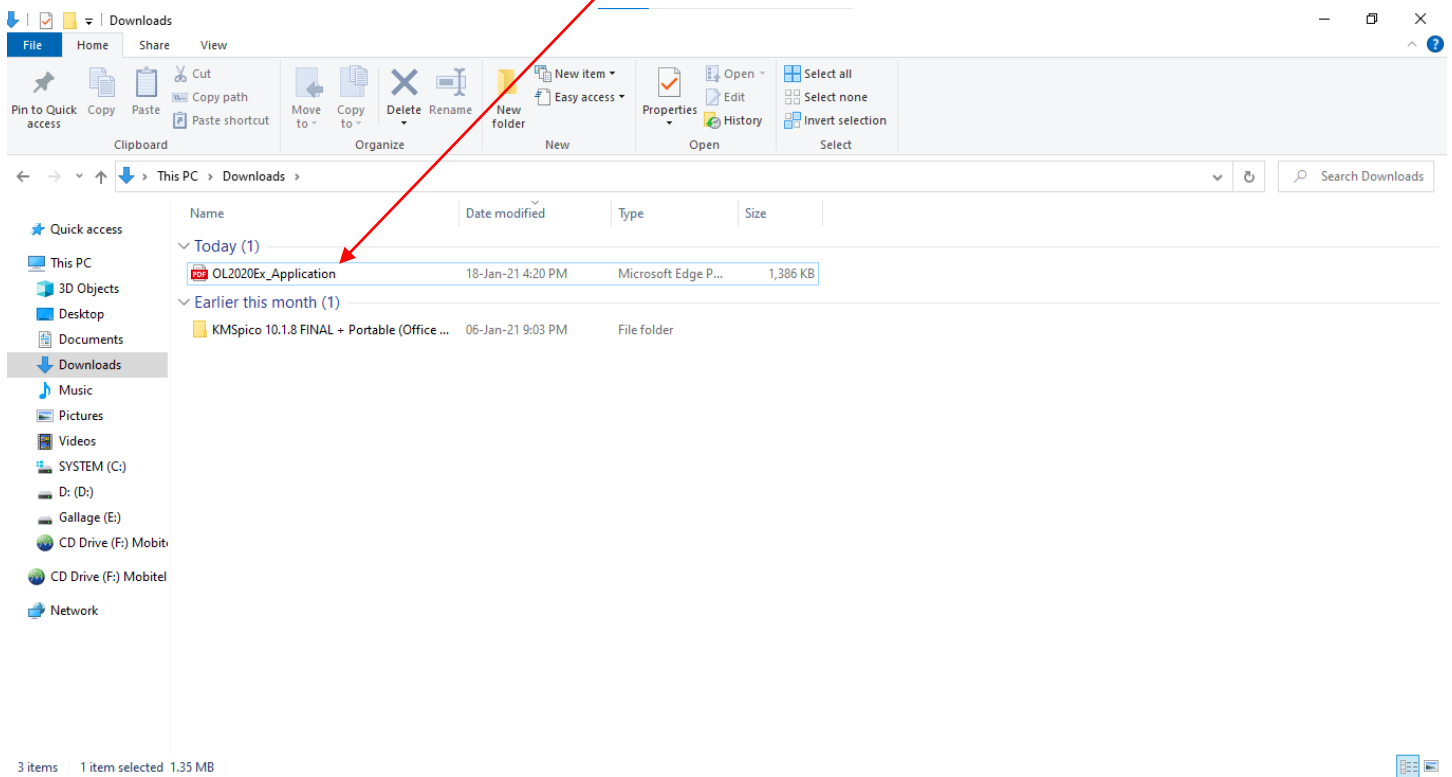


Figure 8-b


9. Finally, PDF format of your application is shown as below.

G.C.E.(O/L) Examiner Application 2020 1 / 4 100%

O/L 2020

1

2



14587

Incomplete applications will be rejected.

* Please read the instructions given on last page and in Circular No. 03 (01) 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/ Assistant Examiner.

O/L 2020

The closing date of Applications is 25th January 2021.

FOR OFFICE USE	
Marks	Code No.
-	-
To be filled by the Applicant	
Last Served Year	Town
-	-
Code No.	Teaching Exp.
-	9

G.C.E. (O/L) Examination - 2020
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Preferred medium of marking Sinhala Tamil English

01 (a) Subject No. & subject applied for marking : (21) - SINHALA LANGUAGE & LITERATURE

02 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: (b) Second choice:

03 (a) Name with initials : Mr. KUMARASINGHE, J.R.W.

(b) Permanent address : 321/2, , HIGH LEVEL ROAD, MAHARAGAMA

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

Type here to search

11:32 AM
18-Jan-21

Figure 9

10. After downloading

a. Put the Date and Signature of Applicant

15 Declaration of the Applicant:

I hereby declare that the information given above is true and accurate and that I am not debarred from marking at present and I am aware I will be subjected to disciplinary action if found to have submitted false information and mislead the department. If I am selected as a marking examiner, I agree to safe guard the dignity of the institution where the marking center is established and abide by its rules and regulations, 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 evaluation staff.

Date:

Signature of the Applicant

16 Confidential Report of the certifying officer : (Please read the instructions given on the last page, before completing)

(a) Regarding this applicant, his/ her

(i) Competency in the subject, applied for marking

(ii) Ability to bear responsibilities

(iii) Dedication to work/ duties

(iv) Leadership and ability to lead a group

(b) I hereby certify that the information provided in Sections 01 to 11 and in Section 14 is correct and that the applicant is suitable to serve as a marking examiner, and I agree to release him/ her if selected.

3

Signature of Principal/ Head of Institution

Name:

Address :

(Official frank is compulsory.)

Date:

To be certified by the Principal for a teacher, by the Zonal/ Divisional Director of Education for an ISA and by the Head of Institution for any other officer.

Figure 10

b. Certify it with the Principal or the Head of the institution as below.

11. Finally send the printed certified copy to the Department of Examinations.
12. Further details contact **011 2785 231 School Examinations Evaluation Branch.**
13. For more technical support contact **011 3671 568, 011 3221 166 Online Unit.**