

G.C.E (O/L) Examination – 2020
Instructions for the examination applicants to complete the application form

01. Accessing the system/Entering personal information

- 1.1. Visit the official website of the Department of Examinations Sri Lanka, “www.doenets.lk” to fill the application.
- 1.2. Click the icon (tile), “Online Application”
- 1.3. Click the icon (tile), “G.C.E(O/L) Examination – 2020 Application for student registration (private)”

1.4. Availability of the National Identity Card

Click “yes”, if you have the National Identity Card

- a) Enter the National Identity Card No.
- b) Select “title”
- c) Enter the full name

If you don’t have the National Identity Card, click “No” and obtain an identity no.

- a) Enter the full name
- b) Enter the birth certificate no.
- c) Enter the mobile no.

After entering the items to above (a), (b) & (c) and confirming, you will receive an identity no to your mobile phone number. you entered.

Enter the full name in English capital letters in accordance with the birth certificate. Do not enter the name with initials.

Example: **KULASOORIYAGE MAHESH SUJITH DE SILVA**

If the name could not be entered to the system (due to its length as it consisted of more than 90 letters), indicate the full name on the top of the printed copy of the application.

1.5. Date of Birth

Enter or select the date of birth in accordance with the birth certificate.

1.6. Gender

Select “Male” for males, and “Female” for females to indicate gender.

1.7. Private telephone number. (mobile):

Private telephone number. (land):

E-mail address:

1.8. Private address

Address:

Indicate the permanent address in English capital letters. Do not use marks like “ , ‘ - . ; _ “

- a) Home Address: Enter the private address without postal town.
- b) Postal Town: Enter the postal town

Do not under any circumstances enter the address of the temporary residence or the address of the private/ international school.

Use the icon “Next” to proceed to the next step.

02. Details of the Examination

- 2.1. District and town you wish to appear for the examination
Selected district and town:

Select the district and the town you selected to appear for the examination. **Selection of an erroneous town will result in receiving a too far examination centre.** The examination center you requested will not be altered at a later stage.

- 2.2. Medium of Examination
Medium to appear:

- Select the medium to appear for the examination
- If you appear in two mediums, select (click) “Bilingual”, Select the medium you appear in addition to the English medium. Thus, Sinhala/English or Tamil/English should be selected. **However, you are not permitted to appear for the Examination in both mediums, Sinhala and Tamil at once.**

- 2.3. Select the Subjects you wish to appear.
You should select the medium you wish to appear in front of each subject, only if you are a bilingual applicant.
- 2.4. After selecting the subjects, the number of subjects you appear and the payable amount will be displayed. Only if it is correct,

Use the icon “Next” to proceed to the next step.

03. Payment Methods

Examination fees should be paid through post offices or bank cards (online payment)

- 3.1. Click “pay by post” item under “Payment method” in case payments are made through post offices. Examination fee should not be paid through stamps or money orders. A receipt should be obtained by paying the due payment to any post/ sub post office in close proximity.

The receipt obtained should be pasted under no.14 of the printed application. Provision are made at all post/sub post offices in the island to issue these receipts from 22-07-2020 to 21-08-2020.

- 3.2. Click the item “pay by credit/ debit card” under “Payment method” to make payments through bank cards (Credit/ Debit card.)
- 3.3. Examination fees

No of Subjects	1	2	3	4	5	6 - 9
Charges in Rs.	100/=	150/=	200/=	250/=	300/=	350/=

Further, be informed that the applications sent after the closing date will be rejected even though the examination fee has been paid before the closing date mentioned above.

Use the icon “Next” to proceed to the next stage.

04. Applicants with special needs (Vision/ Hearing/Other)

- 4.1. If without special needs, select “No”
- 4.2. If you are with certain special needs, select “Yes”.
Then fill the following fields received subsequently, with the relevant information
- Disability type - Nature of the disability
 - Braille - A Braille applicant
 - Hearing - A hearing impaired applicant
 - Vision - A visually impaired applicant
 - Body functions/structure – A physically disabled applicant
 - Other - An applicant with other disabilities
 - More details about the disability - Other information about the disability
 - If a special centre is required, select it – If a special center is applied, select it

Use the icon “Next” to proceed to the next stage.

05. Application Summary

The summary of the information you completed will be displayed. The information you did not complete, will be displayed in red, if there are such incomplete information, return via “Back” and complete the relevant information.

Use the icon “Next” to proceed to the next stage.

06. Declaration of the applicant

Click on "I agree" to accept the declaration of the applicant.

Use “Submit” icon to print the application.

07. Editing the entered data

- 7.1. Any alternation should be done before you submit the application.
- 7.2. Within 72 hours, after submitting (submit) the application, you could do necessary amendments by utilizing the National Identity Card number or the granted identity number.
- 7.3. When there is no Identity Card Number., click the item “No” in the “National Identity Card” window appeared first for data amendment, then click “Close” in the “Unique Code Retrieval” window appeared secondly. Enter the number. indicated in the short message (SMS) sent to you under the “Registration Cord” of the application you receive. Download and print the application form after finishing the relevant corrections.
- 7.4. Only the amended printed copy should be forwarded to the Department of Examinations, Sri Lanka.

08. Certificate of the applicant

Applicant’s signature should be placed after careful reading. The applicant himself/herself should write his/her full name in Sinhala/Tamil medium in accordance with the birth certificate on his/her own after printing the application form.

Eg : කුලසූරියගේ මහේෂ් සුජීන් ද සිල්වා

09. Certificate of identity

Signature of a private applicant should be attested only by the Grama Niladhari of the division he/she belongs to. You have to produce a photocopy of the National Identity Card or valid passport or valid driving license for this purpose.

10. Rejecting applications

10.1. Applicants who have left schools could only be applied as private applicants. The applicants who appear as private candidates while still studying at school will be subjected to examination ban.

10.2. Applications of which the respective fee is paid after the due date and late applications received after the closing date will be rejected.

10.3. Applications in which the address of private/international school is given as the private address will be rejected.

10.4. Applications of the applicants who do not forward the printed copy of their applications to the Department of Examinations, Sri Lanka will be rejected.