

User Guide for G.C.E. (A/L) Examination – 2022 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

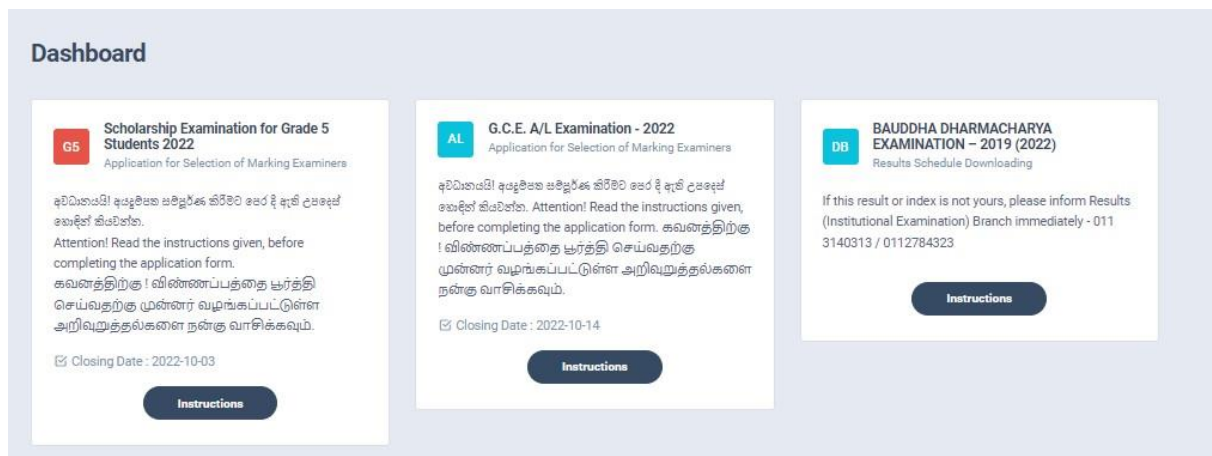


Figure 2

2. Click on the “Instructions” button under the tile “G.C.E. (A/L) Examination -2022- Application for Selection of Marking Examiners” on Dashboard

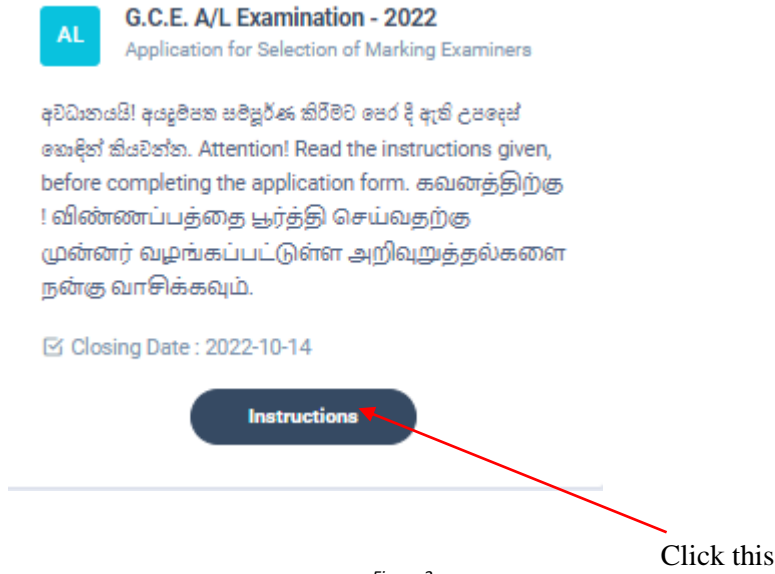


Figure 3

Read the instructions and watch the instructional video

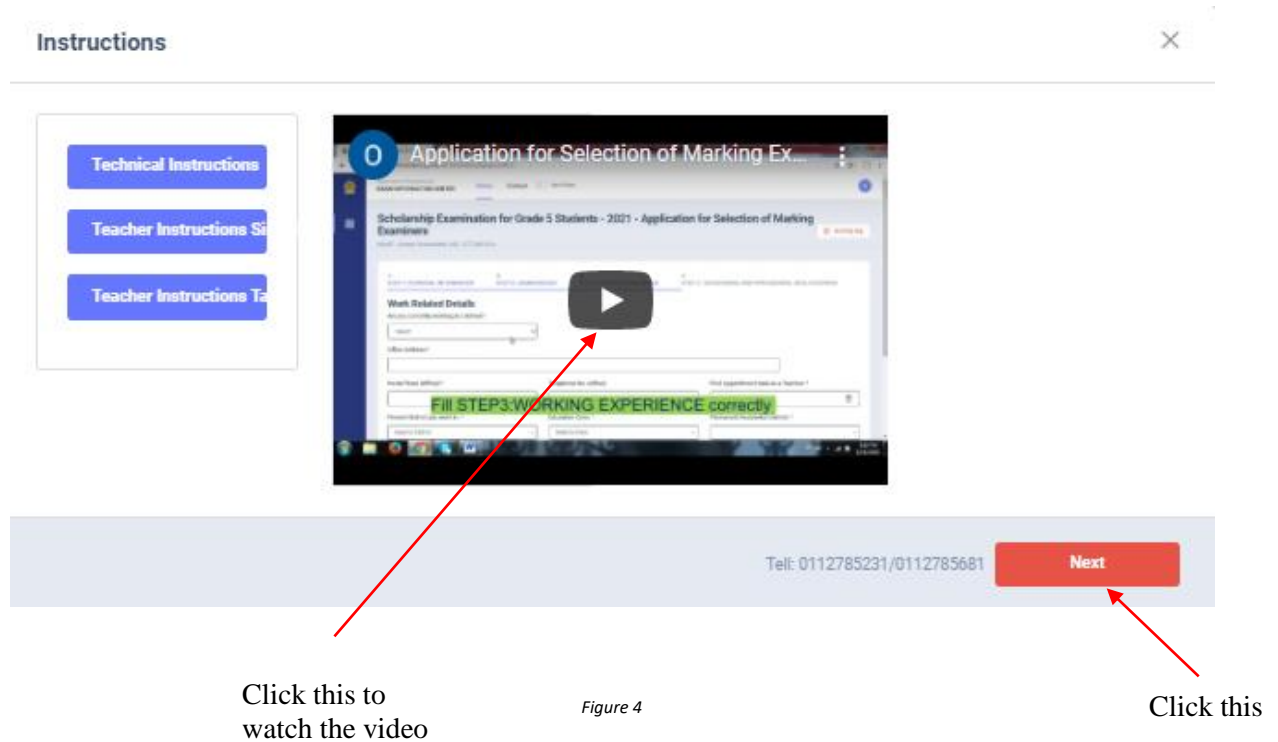


Figure 4

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

3.1 Fill STEP 1-Personal Information

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

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

Personal Information

Title * Name with Initials Max length 90 characters.
Ms. K.S.P.D. Kumari

Names Denoted by Initials * (according to the birth certificate) Max length 90 characters.
Kumara Samaraveera Pathiranege Damayanthi

NIC * 198558403674 Date Of Birth * 12/21/1990 Gender * Male Email Address kumarika@gmail.com

Mobile Number * 0719417759 Telephone (Residence) 0112345675 Permanent Residential District * GAMPAHA

Private Address * 12, Temple Road

Postal Town * Maharagama

Next

Figure 5

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

Personal Information

Title * Name with Initials Max length 90 characters.
Ms. K.S.P.D. Kumari

Names Denoted by Initials * (according to the birth certificate) Max length 90 characters.
Kumara Samaraveera Pathiranege Damayanthi

NIC * 198558403674 Date Of Birth * 12/21/1990 Gender * Female Email Address kumarika@gmail.com

Mobile Number * 0719417759 Telephone (Residence) Permanent Residential District * COLOMBO

Private Address * 12, Temple Road

Postal Town * Maharagama

Next

Click this

Click this or enter

Figure 6

3.2 Fill 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 Area 1: Colombo
Preferred Area 2: Gampaha
Preferred Marking Stage *: Stage 01
Preferred medium *: Sinhala

Select the marking stage

- ❖ Select preferred Marking stage using dropdown list.
- ❖ You can select stage 01, stage 2 or Both stages according to the subject and medium you wish to mark.

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

Preferred Area 1: Colombo
Preferred Area 2: Gampaha
Preferred Marking Stage *: Stage 01
Subject you wish to evaluate *: Physics (1)
Preferred medium *: Sinhala

Professional Information

Present Designation*: Teacher
Service*: SLTS
Grade*: Grade III
Present District you work in*: GAMPAHA

Education Zone*: Minuwangoda
Office Address*: Holy Cross College
Street Address*: 12Hospital Lane

Postal Town: Gampaha
Type of Institution*: Government
Office Phone No.*: 0112285463
Date of Appointment as a Teacher*: 01/01/2020

Date of Appointment as a Graduate/ Higher Diploma holder Teacher: 01/01/2000
Period of service as a Graduate/Higher Diploma holder Teacher*: 10

No. of years the subject (first choice) applied was taught in the G.C.E. (A/L) classes: 10
No. of years the subject (second choice) applied was taught in the G.C.E. (A/L) classes: 11

Prev Next

Click this

Figure 7

b) Professional Information

Professional Information

Present Designation:* Service:* Grade:* Present District you work in:*

Education Zone:* Office Address:* Street Address:*

Postal Town: Type of Institution:* Office Phone No.:# Date of Appointment as a Teacher.:#

Date of Appointment as a Graduate/ Higher Diploma holder Teacher: Period of service as a Graduate/Higher Diploma holder Teacher:#

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

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

Click this

Figure 8

Click this

3.3 Fill 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. 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 Year Completed

Name of the University/ Institution

Subjects Passed (* Mandatory to mention the subjects)

+ 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)

Click this

Figure 9

3.4 FILL STEP 4 – Details related to Profession

- a) For Teachers and Lecturers
- b) For In- Service Advisors
- c) For Other Officers in the Field of Education

Fill only the details relevant to your profession

- a) 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 :
<input type="text" value="Yes"/>	<input type="text" value="1007"/>	<input type="text" value="A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA."/>

Figure 10

Enter School ID

- b) For In- Service Advisors

For In-Service Advisors		
Date of appointment as an ISA :	Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc:	
<input type="text" value="01/17/1989"/>	<input type="text" value="Chemistry"/>	
Zone Serving *	Division Serving *	Your normal duties related to this subject:
<input type="text" value="Sri Jaye pura"/>	<input type="text" value="Homagama"/>	<input type="text"/>
For Other Officers in the Field of Education		
Relevant Subject Field :	Date of appointment to it :	
<input type="text" value="Chemistry"/>	<input type="text" value="01/01/1987"/>	
<input type="button" value="Prev"/>	<input type="button" value="Next"/>	

Figure 11

- c) For Other Officers in the Field of Education

For In-Service Advisors		
Date of appointment as an ISA :	Subject / Subject Field Eg.: G.C.E. (A/L) / (O/L) / Primary, etc:	
<input type="text" value="01/17/1989"/>	<input type="text" value="Chemistry"/>	
Zone Serving *	Division Serving *	Your normal duties related to this subject:
<input type="text" value="Sri Jaye pura"/>	<input type="text" value="Homagama"/>	<input type="text"/>
For Other Officers in the Field of Education		
Relevant Subject Field :	Date of appointment to it :	
<input type="text" value="Chemistry"/>	<input type="text" value="01/01/1987"/>	
<input type="button" value="Prev"/>	<input type="button" value="Next"/>	

Figure 12

3.5 FILL STEP 5 – Experience in Evaluation

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

- Fill the details of your experience as an Assistant Examiner

Experience as an Additional Chief Examiner- G.C.E.(A/L)

- 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.(A/L) Examination in 2021”
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

The screenshot displays a form titled "Experience as an Assistant Examiner - G.C.E. (A/L)". It is divided into two main sections: "Assistant Examiner" and "Additional Chief Examiner".

Assistant Examiner Section:

- Subject 01 - Physics (1):** Experience as an Assistant Examiner for above subject applied: * (0). Last Year in which you marked the applied subject: (4). Last Appointment Code No for above subject: * (01/AL/S/32).
- Subject 02 - Chemistry (2):** Experience as an Assistant Examiner for above subject applied: * (2). Last Year in which you marked the applied subject: (4). Last Appointment Code No for above subject: * (02/AL/S/32).

Other Information Section:

- Experience as an Assistant Examiner of a subject other than the subjects applied: (4) Years. Relevant Subject: (1 - Physics).
- Last year in which you participated in marking for the above selected subject: (2002).
- Would you like to accept appointment as an Additional Chief Examiner (if Selected) this year? * (Yes selected, No unselected).

Additional Chief Examiner Section:

- Subject 01 - Physics (1):** Experience as an Additional Chief Examiner for above subject applied: * (5). Last Year in which you marked the applied subject: (1999). Last Appointment Code No for above subject: * (01/AL/S/CH/05).
- Subject 02 - Chemistry (2):** Experience as an Additional Chief Examiner for above subject applied: * (8). Last Year in which you marked the applied subject: (2000). Last Appointment Code No for above subject: * (02/AL/S/CH/02).

Would you like to accept appointment as an Assistant Examiner (if Selected) this year? * (Yes selected, No unselected).

Other Information

The "Other Information" section contains three questions, each with a dropdown menu:

- Do any of your family members or a resident in your house expect to sit the G.C.E.(A/L) Examination in 2022 ?* (No selected)
- Is there any disciplinary inquiry against you that in progress ?* (No selected)
- Are you debarred from examination duties ?* (No selected)

Two blue buttons are visible: "Prev" and "Next". A red arrow points to the "Next" button.

Click this

Figure 13

3.6 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 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.

Prev **Submit**

Click this

Figure 14

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

G.C.E. (A/L) Examination - 2022 Application for Selection of Marking Examiners

NAME - Sachira | NIC - 198658403674 Activity log Download Examiner's Application

Transaction Info

Name:	K.S.P.D. KUMARI
Submitted At	2022-10-07 10:58:25
Status	Pending Verification by the Principal...

Exam Application Summary

Name	K.S.P.D. KUMARI
NIC	198658403674
Address	12, Temple Road, Maharagama
Date of Birth	1990-12-21
Telephone	0719417759
Preferred medium for marking	Sinhala
Preferred Place 1	Colombo
Preferred Place 2	Gampaha
Preferred subject 1	(1)-Physics
Preferred subject 2	(2)-Chemistry
Working at a school	Yes A / ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Reset the Exam Application

Figure 15

Reset the Exam Application

Click this to reset the application

Transaction Info	
Name:	K.S.P.D. KUMARI
Submitted At	2022-10-04 15:22:52
Status	Pending Verification by the Principal...
Reset the Exam Application	

Figure 16

- 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:*

Figure 17

Status of your application

Transaction Info	
Name:	SARALA WIJESIRI
Submitted At	2021-12-29 10:42:22
Status	Application submitted!
Reset the Exam Application	

Figure 18

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:*

School ID : (Not the census id) *

School Name :

Figure 19

Transaction Info	
Name:	K.S.P.D. KUMARI
Submitted At	2022-10-04 15:22:52
Status	Pending Verification by the Principal...
Reset the Exam Application	

Figure 20

Status of your application

7. 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 :

Figure 21

Transaction Info	
Name:	K.S.P.D. KUMARI
Submitted At	2021-12-24 14:26:53
Status	Application Verified by the Principal!

Figure 22

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

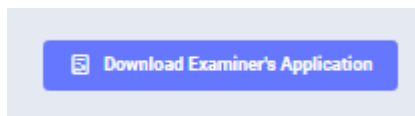
G.C.E. (A/L) Examination - 2022 Application for Selection of Marking Examiners Activity log Download Examiner's Application

NAME - Prasad | NIC - 198811904023


Transaction Info		Exam Application Summary	
Name:	PRASAD SAMUDRA	Name	PRASAD SAMUDRA
Submitted At	2022-10-06 12:26:30	NIC	198811904023
Status	Application Verified by the Principal!	Address	BATTARAMULLA, PELAWATTHA, PELAWATTHA
		Gender	M
		Date of Birth	1988-04-28
		Telephone	0710609668
		Preferred medium for marking	Tamil
		Preferred town 1	Colombo
		Preferred town 2	Maharagama
		Working at a school	Yes A / ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7,

Click this

Figure 23



Click this to download the application

 44 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/ Additional Chief Examiner.	<div style="border: 2px solid black; border-radius: 15px; padding: 10px; font-size: 2em; font-weight: bold;">A/L</div> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; font-size: 3em; font-weight: bold; margin-top: 10px;">2022</div>	FOR OFFICE USE	
		Marks	Code No.
		To be filled by the Applicant	
		Last Served Year	Town
		2017	
		Code No.	Teaching Exp.
		01/AL/S/15	15

The closing date of Applications is 21st October 2022.

G.C.E. (A/L) Examination - 2022
Application for Selection of Marking Examiners

01 (a) Subject No., subject & medium applied for marking : (1) - PHYSICS - SINHALA MEDIUM
 : (2) - CHEMISTRY - 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: (b) Second choice:

03 (a) Name with initials : Ms. K.S.P.D. KUMARI
(b) Names denoted by initials : K.S.P.D. KUMARI
(c) Permanent address : 12, TEMPLE ROAD, MAHARAGAMA
(d) E-mail address : kumarip@gmail.com
(e) Gender : MALE (f) NIC No. :

04 Present working (a) District: (b) Education zone :
(c) Permanent residential district: COLOMBO
(d) Official address : HOLY CROSS COLLEGE, 12, HOSPITAL LANE, GAMPAHA
(e) Telephone No. : Office: Home: Mobile:

05 (a) Date of birth: (b) Age as at 31-12-2022:
06 Date of appointment as a teacher:

07 (a) Present designation, Service & grade : Teacher - SLTS Grade III
(b) Date of appointment to the above post:

Figure 24

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 - evaluations.exams@gmail.com

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