

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

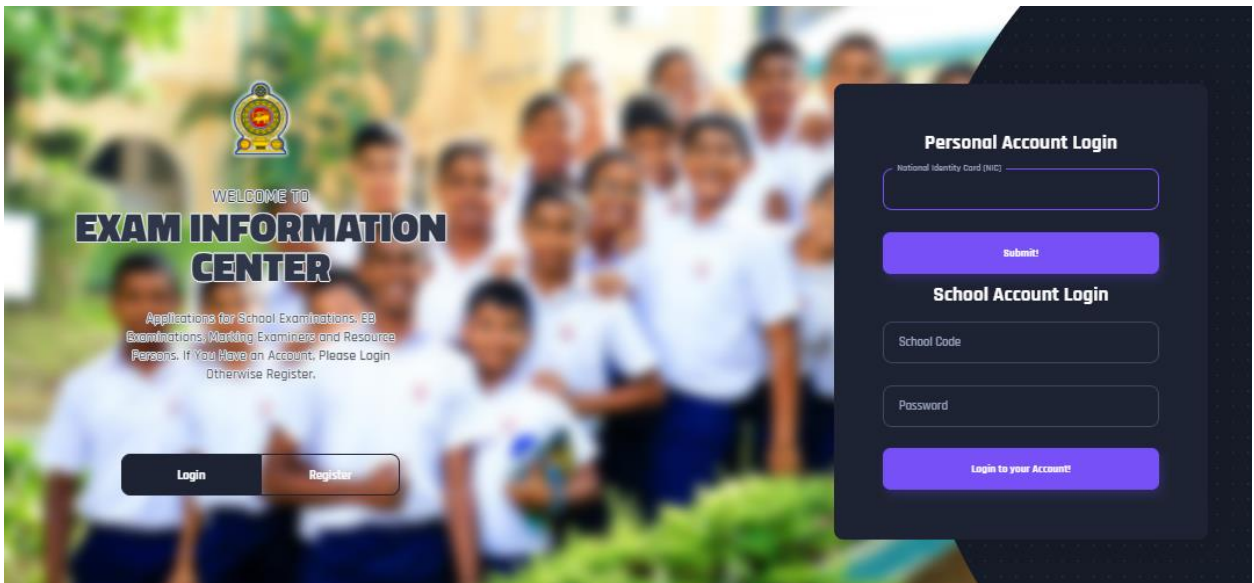


Figure 1

### ❖ In Mobile View

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

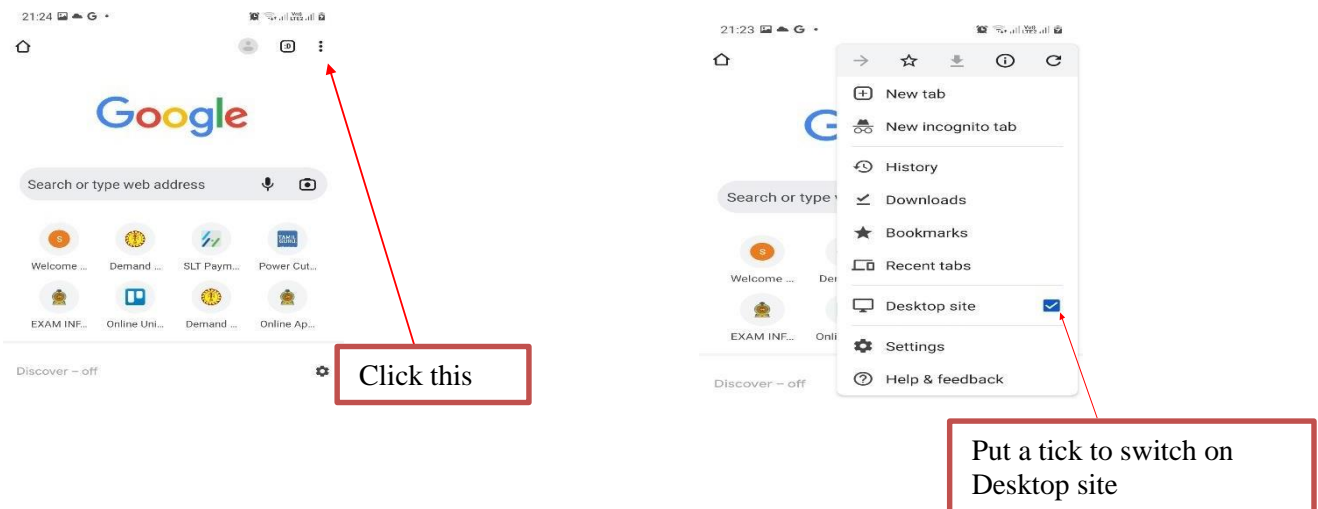


Figure 2

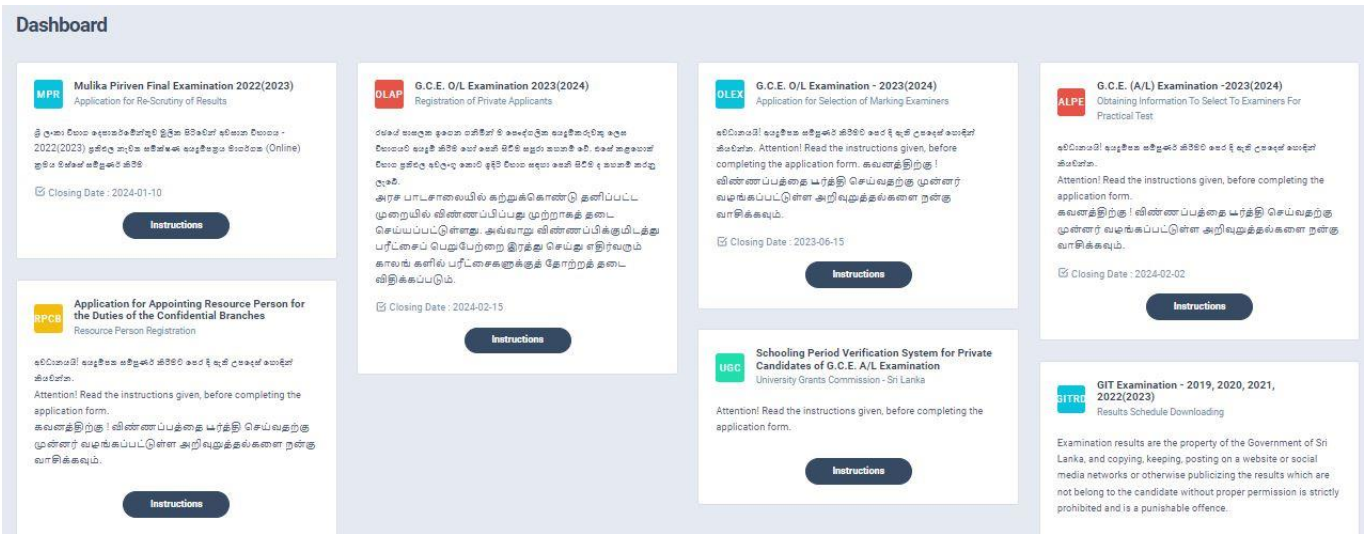


Figure 3

2. Click on the “Instructions” button under the tile “G.C.E. (O/L) Examination - 2023(2024) -Application for Selection of Marking Examiners” on Dashboard



Figure 4

Read the instructions and watch the instructional video

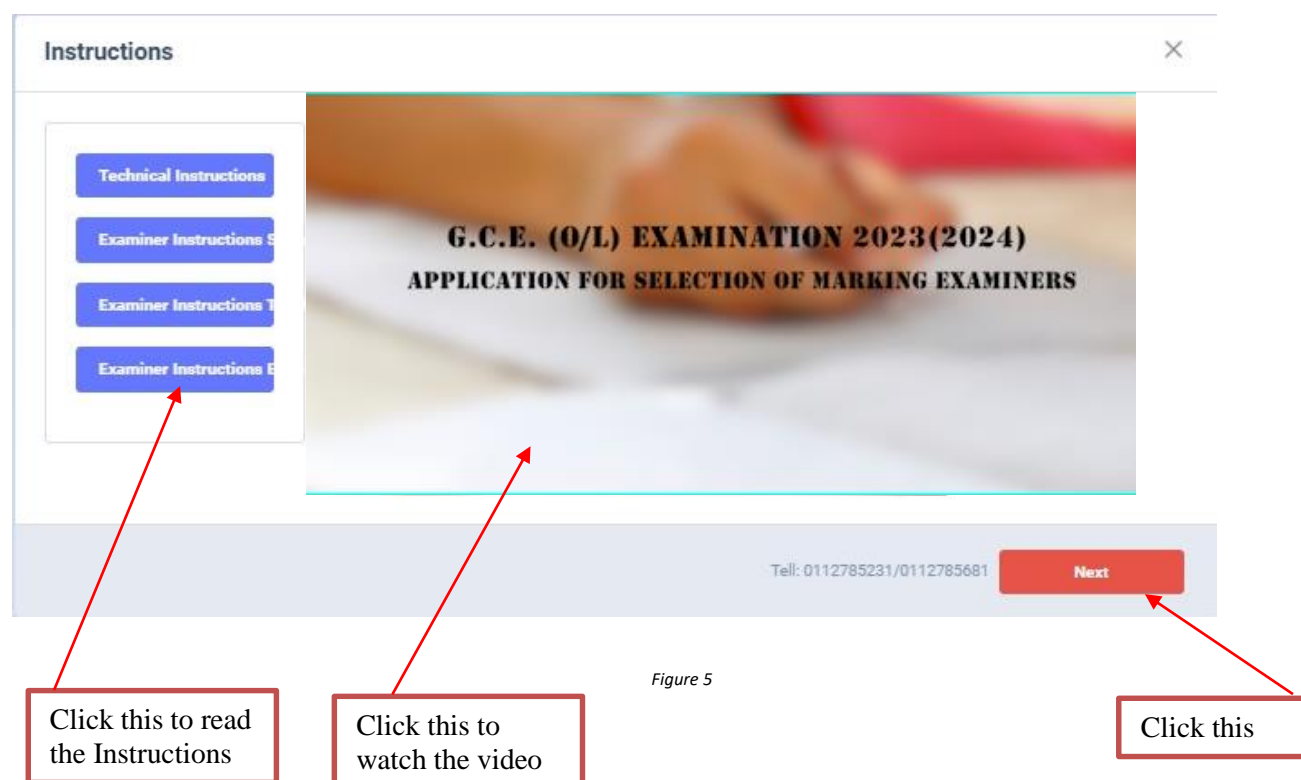


Figure 5

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 2023(2024) - Application for Selection of Marking Examiners  
NAME - Ashani Kahavandana / NIC - 87740182v

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

**Personal Information**

Title \*  
Name with Initials \*  
M: [v] Valarotti Anaranga Handana

Name Denoted by Initials \* (according to the birth certificate) Max length 99 characters  
Valarotti Anaranga Handana

NIC \* 87740182v  
Date of Birth \* 10/1987  
Gender \* Male  
Email Address nandanachanaka99@gmail.com

Mobile Number \* 071384804  
Permanent Residential District \* Select a District

Private Address \* No 12, Kumathunga Lane  
Postal Town \*  
Email ID \*  
Next

Figure 5

Click this

Click this or enter

## 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 : \*

Figure 6

Select the marking stage

# 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 File

Preferred Marking Stage: Stage 01

Subject you wish to mark (First Stage):

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

Preferred medium: Sinhala

Grade: Grade II 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: 01/01/2000

Figure 7

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
- Buddhiam (11)
- Saivanery (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: 01/01/2000

Figure 8

Select the subject

If both

The screenshot shows a form titled "Marking Preferences" with a subtitle "Area closest to either your place of work or your permanent residence". It is divided into six steps. Step 1 includes "Preferred District" (COLOMBO) and "Preferred Area 1" (Maharagama). Step 2 includes "Preferred District" (GAMPAHA) and "Preferred Area 2" (Negombo). Step 3 includes "Preferred Marking Stage" (Both). Step 4 includes "Subject you wish to mark (First Stage)" (Music (Carnatic) (42)) and "Preferred medium" (English). Step 5 includes "Subject you wish to mark (Second Stage)" (History (33)) and "Preferred medium" (Sinhala).

Figure 9

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

### b) Professional Information

The screenshot shows a form titled "Professional Information" with various fields. A red arrow points from a box labeled "Click this" to the "Next" button. Another red arrow points from a box labeled "Click this" to the "Present Designation" dropdown menu, which is open and shows options: "Select the option", "Lecturer", "Teacher", "In-Service Advisor", and "Other Officials in field of Education".

Figure 10

### **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)

Prev Next

Figure 11

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 :

Figure 12

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.:

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 13

## 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.:

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 14

## **STEP 5 – Experience in Evaluation**

### *Experience as an Assistant Examiner- G.C.E.(O/L)2023(2024)*

- Fill the details of your experience as an Assistant Examiner

### *Experience as an Additional Chief Examiner- G.C.E.(O/L)2023(2024)*

- 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 2023(2024)”
- 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): \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject. \*

**Subject 02 - Not Selected**

Experience as an Assistant Examiner for above subject applied (No. of years): \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject. \*

Would you like to accept appointment as a Chief Examiner (if Selected) this year? \*  Yes  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): \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject. \*

**Subject 02 - Not Selected**

Experience as a Chief Examiner for above subject applied (No. of years): \*

Last Year in which you marked the applied subject :

Last Appointment Code No for above subject. \*

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

Figure 15

**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 ? \*

Figure 16

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 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.

Figure 17

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 2023(2024) - Application for Selection of Marking Examiners

NAME - Asheni 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:	Pending Verification by the Principal...

Reset the Exam Application

Name	WELLAPPILI ARACHCHIGE NANDANA
NIC	877400182v
Address	No 12, Kumarathunga Lane, Embilipitiya
Telephone	0713845304
Preferred Area 1	Ratnapura
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 18

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 19

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 20

Status of your application

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

Figure 21

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 22

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

Figure 23

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, Ye

Figure 24

Name:	SARALA WIJESIRI
Submitted At	2023-05-15 12:01:20
Status	Application Verified by the Principall

Figure 25

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

G.C.E. (O/L) Examination 2023(2024) - Application for Selection of Marking Examiners

NAME - Ashani Kahawandala | NIC - 877400182v

Activity log

Download Examiner's Application

#### Exam Application Summary


Name:	WELLAPPILI ARACHCHIGE NANDANA	Name	WELLAPPILI ARACHCHIGE NANDANA
Submitted At:	2024-03-06 13:01:08	NIC	877400182v
Status	Application Verified by the Principall	Address	No 12, Kumarathunga Lane, Embilipitiya
		Telephone	0713846304
		Preferred Area 1	Rathnapura
		Preferred Area 2	Peimadulla
		Preferred subject 1	(11)-Buddhiam
		Preferred subject 2	Not Applied
		Working at a school	Yes A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 26

Click this

Download Examiner's Application

Click this to download the application



62

**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 Examiner.

O/L

2023(2024)

The closing date of Applications is 22<sup>nd</sup> March 2024.

FOR OFFICE USE		
Marks	Code No.	
To be filled by the Applicant		
Last Served Year	Town	
2002		
Code No.1	Code No.2	Teaching Exp.
ONS0126	CVS0125	4

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

**Application for Selection of Marking Examiners**

01 (a) Subject No., subject & medium applied for marking : (11)-BUDDHISM - SINGHALA 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: 15 (Rathnapura) (b) Second choice: 36 (Pelmadulla)

03 (a) Name with initials : Mr. WELLAPPELI ARACHCHIGE NANDANA

(b) Names denoted by initials : WELLAPPELI ARACHCHIGE NANDANA

(c) Permanent address : NO 12, KUMARATHUNGA LANE, EMBILIPITIYA

(d) E-mail address : nandanachanaka592@gmail.com

(e) Gender : MALE (f) NIC No. : 877400182v

04 Present working (a) District : KEGALLE (b) Education zone : PELLiyandaLa

(c) Permanent residential district : RATNAPURA

(d) Official address : SIYARA DRIVING SCHOOL, OPPOSITE PEOPLE'S BANK, EMBILIPITIYA

(e) Telephone No. : Office: 0112784422 Home: 0713846304 Mobile: 0713846304

05 (a) Date of Birth: 1987-06-10 (b) Age as at 06-05-2024: 36-10-26

06 Date of appointment as a teacher: 2018-02-10

07 (a) Present designation, Service & grade : Teacher - SLTS Grade III

(b) Date of appointment to the above post: 2022-01-10

08 (a) Date of appointment as a graduate/higher diploma holder: 0002-10-02

(b) Period of service after being appointed as a graduate/higher diploma holder: Years: 5

09 Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification: Years:

Figure 27

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](mailto:evaluation.exams@gmail.com)**
- For more technical support contact;  
**Online Unit - 0113671568, 0113661122**  
**Email Address – [doeonlineexams@gmail.com](mailto:doeonlineexams@gmail.com)**