

User Guide for GIT Examination - 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.

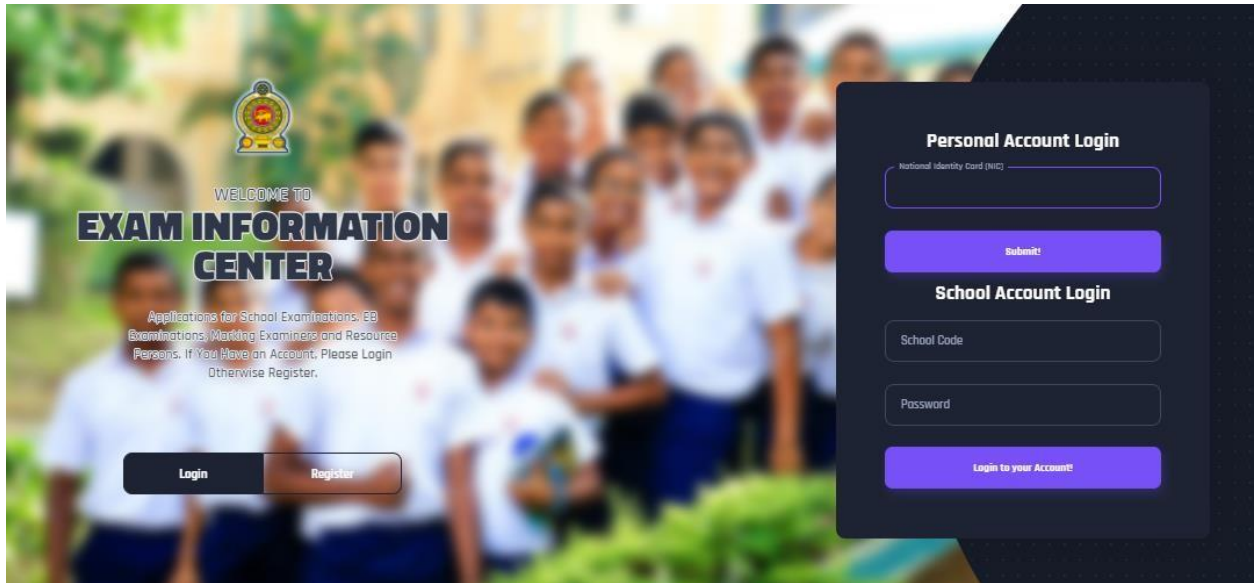


Figure 1

❖ In Mobile View

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

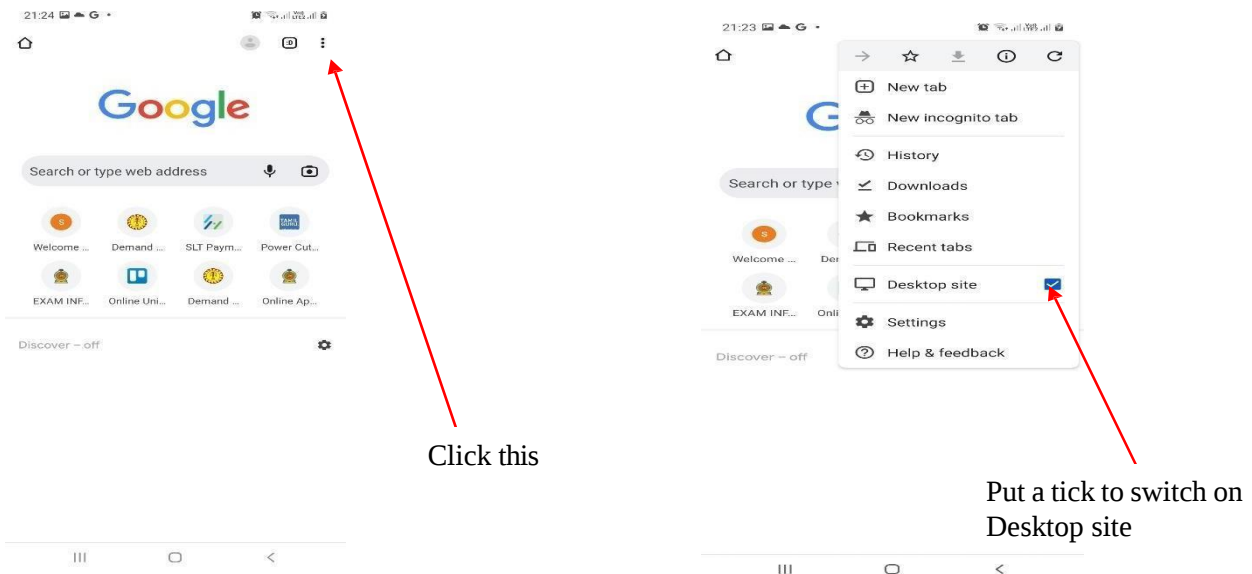


Figure 2

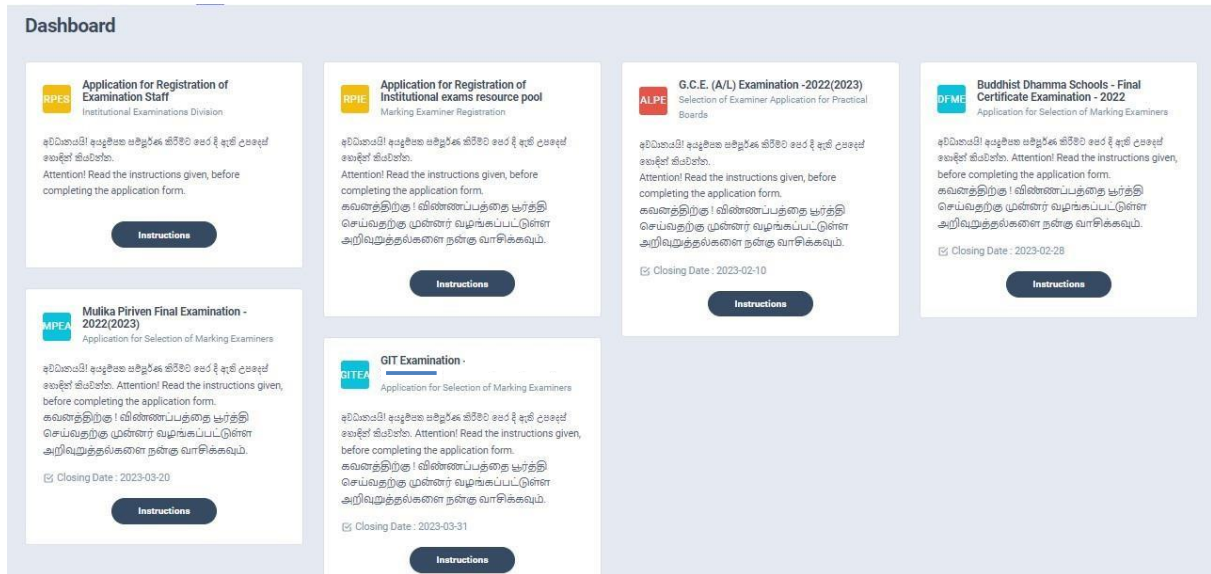


Figure 3

- Click on the “Instructions” button under the tile “GIT Examination - 2025 Application for Selection of Marking Examiners” on Dashboard



Figure 4

Click this

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

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.

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

Sarala Wijesiri

NIC*

Date of Birth *

Gender*

Email Address

Mobile Number *

Permanent Residential District *

Private Address *

Postal Town *

Click this

Click this or enter

Figure 6

3.2 Fill STEP 2 – Marking Preferences and Professional Information

a) Marking Preferences

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 Area 1*

Preferred Area 2*

Preferred medium*

Would you like to Mark the GIT Examination in English Medium? * ☒ Yes ☐ No

Professional Information

Present Designation:*

Service:*

Grade:*

Date of Appointment to the Present Designation:*

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 trained/ NCOE/ graduate teacher:

Period of service as a trained/ NCOE/ graduate teacher:*

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

Click this

Select

Figure 7

b) Professional Information

Professional Information

Present Designation:*	Service:*	Grade:*	Date of Appointment to the Present Designation:*
Teacher	SLTS	Grade III	01/01/2000
Present District you work in *	Education Zone:*	Office Address: *	
GAMPAHA	Negombo	Holy Cross College, Gampaha	
Street Address:*	Postal Town:*	Type of Institution:*	
11	Kalutara	Government	
Office Phone No. *	Date of Appointment as a Teacher:*	Date of appointment as a trained/ NCOE/ graduate teacher:	
0719417759	01/01/2020	01/01/2000	
Period of service as a trained/ NCOE/ graduate teacher:*	Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification:*		
3	5		

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

Click this

Figure 8

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. B.T, 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
NCOE	2018
Name of the University/ Institution	
Pasdunrata National College of Education	
Subjects Passed (! Mandatory to mention the subjects)	
Information Communication Technology English	

+ Degree relevant to the subject applied

+ Postgraduate Qualifications

+ Other Information Technology Courses

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)

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Figure 9

Click this

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

Enter School ID

Figure 10

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:	
01/17/1989	Chemistry	
Zone Serving *	Division Serving *	Your normal duties related to this subject:
Sri Jaye pura	Homagama	
For Other Officers in the Field of Education		
Relevant Subject Field :	Date of appointment to it :	
Chemistry	01/01/1987	
Prev	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:	
01/17/1989	Chemistry	
Zone Serving *	Division Serving *	Your normal duties related to this subject:
Sri Jaye pura	Homagama	
For Other Officers in the Field of Education		
Relevant Subject Field :	Date of appointment to it :	
Chemistry	01/01/1987	
Prev	Next	

Figure 12

3.5 **FILL STEP 5 – Experience in Evaluation**

GIT Examination –Sinhala/Tamil Medium

- Fill the details of your experience as an Assistant Examiner and Chief Examiner

GIT Examination –English Medium

- Fill the details of your experience as an Assistant Examiner and Chief Examiner

The screenshot shows two sections of a form titled 'Experience Regarding Evaluation'. The first section is for 'GIT Examination - Sinhala/ Tamil Medium'. It contains fields for 'Experience as an Assistant Examiner' (with value 12), 'Experience as a Chief Examiner' (with value 10), 'Year you last attended marking' (with value 2014), and a 'Code No.' field (with value AL/GIT/CH/S/01). There are also checkboxes for 'Would you like to accept appointment as a Chief Examiner' and 'If you have participated in marking earlier and did not participate in recent years'. The second section is for 'GIT Examination - English Medium'. It contains similar fields: 'Experience as an Assistant Examiner' (value 1), 'Experience as a Chief Examiner' (value 0), 'Year you last attended marking' (value 2015), and 'Code No.' (value AL/GIT/CH/E/10). It also has the same checkboxes and text boxes for reasons.

Figure 13

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 shows the 'Other Information' section of the form. It contains three questions, each with a dropdown menu set to 'No': 'Do any of your family members or a resident in your house expect to sit the GIT Examination in 2023?', 'Is there any disciplinary inquiry against you that in progress?', and 'Are you debarred from examination duties?'. At the bottom, there are 'Prev' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'Click this'.

Figure 14

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

Figure 15

Click this

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

Transaction Info

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

Reset the Exam Application

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 / ALI WANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 16

Reset the Exam Application

Click this to reset the application

Name:	SARALA WIJESIRI
Submitted At	11:20:47
Status	Pending Verification by the Principi...
Reset the Exam Application	

Figure 17

Status of your application

- 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 18

Status of your application

Transaction Info	
Name:	SARALA WIJESIRI
Submitted At	
Status	Application submitted!
Reset the Exam Application	

Figure 19

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 :
Yes	1007	A /ALIWANGUWA MAHA VIDYALAYA, ,14, Yē

Figure 20

Name:	SARALA WIJESIRI
Submitted At	11:20:47
Status	Pending Verification by the Principal...
	Reset the Exam Application

Figure 21

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 :
Yes	1007	A /ALIWANGUWA MAHA VIDYALAYA, ,14, Yē

Figure 22

Name:	SARALA WIJESIRI GAMAGE
Submitted At	1
Status	Application Verified by the Principal!

Figure 23

Status of your application

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

GIT Examination :
NAME - Sachira | NIC - 198658403674

Activity log
Download Examiner's Application

Name: SARALA WIJESIRI GAMAGE
Submitted At: 2023-03-21 14:47:22
Status: Application Verified by the Principal!

Exam Application Summary

Name	SARALA WIJESIRI
NIC	198658403674
Address	14, Pushparama Place, Matara
Telephone	0719417759
Preferred Area 1	Kaluthara
Preferred Area 2	Colombo
Working at a school	Yes A / ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 24

Download Examiner's Application

Click this to download the application

Click this

 51				FOR OFFICE USE Marks Code No. _____ To be filled by the Examiner. Last Served Year Town 2014 _____ Code No. AL/GIT/CH/	
General Information Technology Examination -					
Application for Selection of Marking Examiners					
01 (a) Preferred Language of marking: <u>SINHALA MEDIUM</u> (b) Would you like to Mark the GIT Examination in English Medium? : <u>Yes</u>					
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 page 04.) (a) First choice: <u>10 (Kaluthara)</u> (b) Second choice: <u>1 (Colombo)</u>					
03 (a) Name with initials: <u>Ms. SARALA WIJESIRI</u> (b) Names denoted by initials: <u>SARALA WIJESIRI</u> (c) Permanent address: <u>14, PUSHPARAMA PLACE, MATARA</u> (d) E-mail address: <u>saralaw@gmail.com</u> (e) Gender: <u>FEMALE</u> (f) NIC No.: <u>108658403674</u>					
04 Present working (a) District: <u>MATALE</u> (b) Education zone: <u>Kalutara</u> (c) Permanent residential district: <u>BATTICALOA</u> (d) Official address: <u>ST MARY CONVENT, BEACH ROAD, MATARA</u> (e) Telephone No.: Office: <u>8719417759</u> Home: <u>8719417759</u> Mobile: <u>8719417759</u>					
05 (a) Date of Birth: <u>2023-02-15</u> (b) Age as at 18-03-2023: <u>0-1-15</u>					
06 Date of appointment as a teacher: <u>2020-01-01</u>					
07 (a) Present designation Service & grade: <u>Teacher - SLTS Grade III</u> (b) Date of appointment to the above post: <u>2000-01-01</u>					
08 (a) Date of appointment as a trained/ NCOE/ graduate teacher: <u>2000-01-01</u> (b) Period of service after being appointed as a trained/ NCOE/ graduate teacher: Years: <u>4</u>					
09 Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification: Years: <u>2</u>					
10 (a) Academic and professional qualifications: (If this section is incomplete, application will be rejected.)					

Figure 25

8

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