

User Guide for G.C.E. (O/L) Examination – 2025(2026) 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.

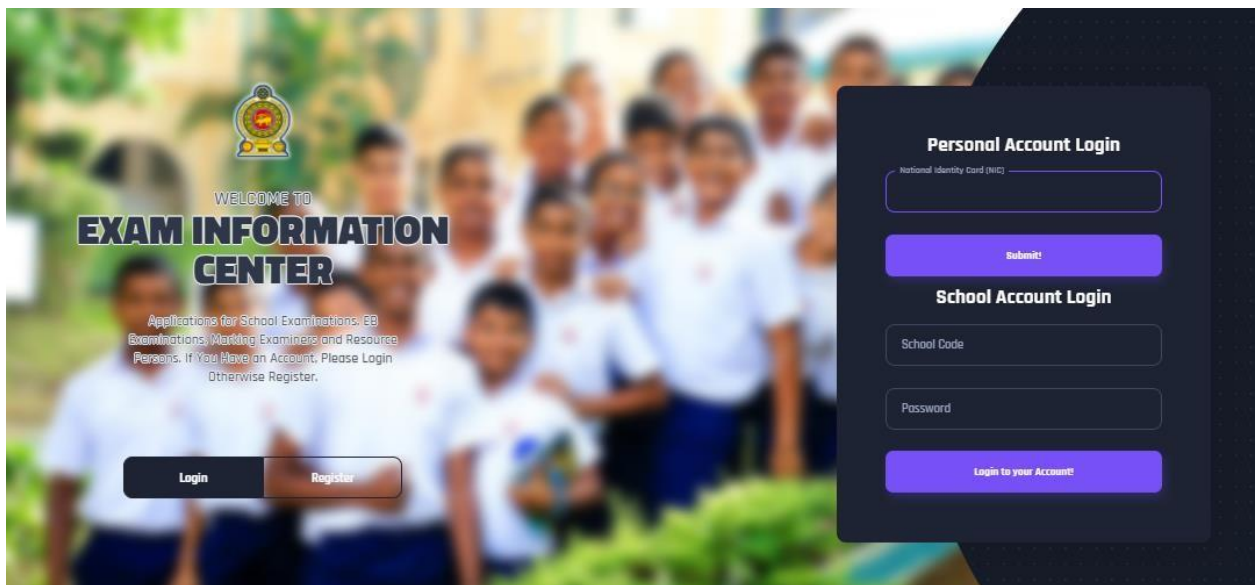


Figure 1

❖ In Mobile View

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

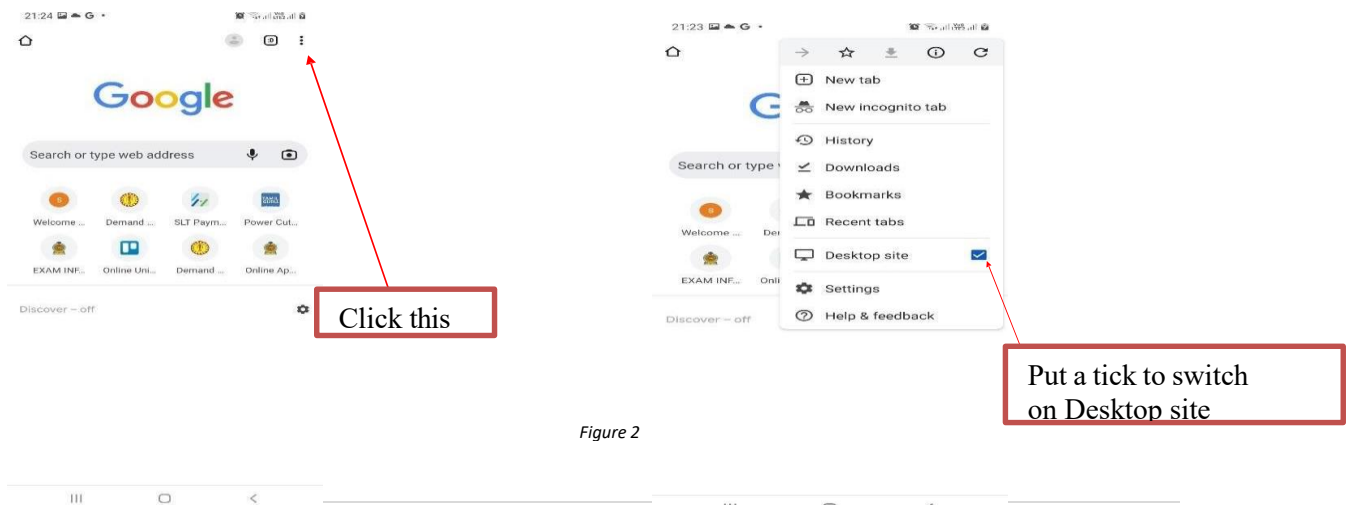


Figure 2

[illegible]

- Click on the “Instructions” button under the tile “**G.C.E. (O/L) Examination - 2025(2026) -Application for Selection of Marking Examiners**” on Dashboard



Read the instructions and watch the instructional video

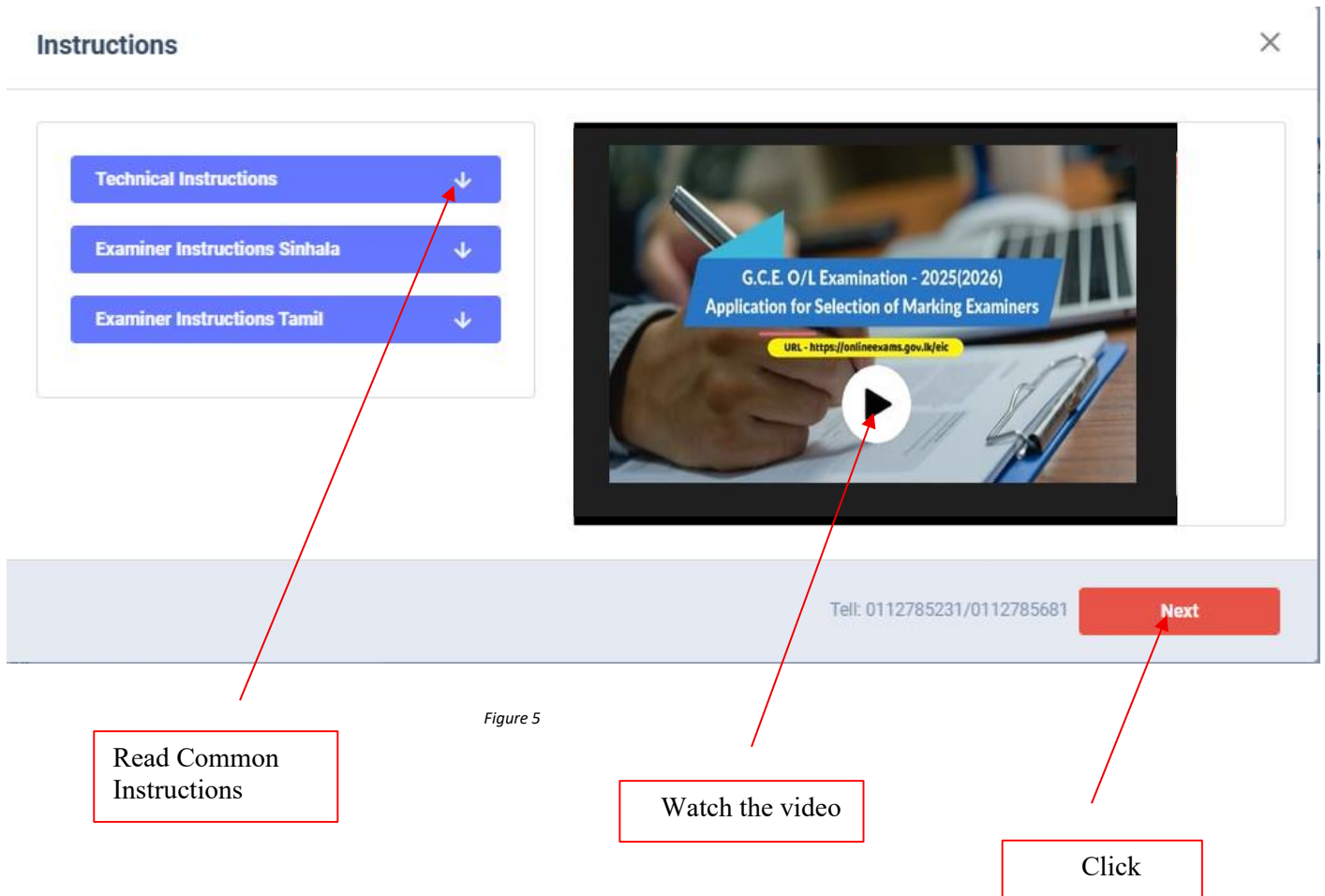


Figure 5

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 2025(2026) - Application for Selection of Marking Examiners

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

Personal Information

Title *
Name with Initials *
Name Denoted by Initials * (According to the birth certificate) Max length 90 characters
NIC *
Date of Birth *
Gender *
Email Address
Mobile Number *
Permanent Residential District *
Private Address *
Postal Town *
Birthplace *

Not

Figure 6

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 *

Service : *
Grade : *

Figure 7

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

Preferred Marking Stage: Stage 01

Subject you wish to mark (First Stage):

- Select the Subject
- Buddhism (11)
- Salvany (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 (Bharatha) (45)
- Drama & Theatre (Sinhala) (50)
- Drama & Theatre (Tamil) (51)

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

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
- Salvany (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 9

Select the subject

If both

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 District: COLOMBO Preferred Area 1: Maharagama Preferred District: GAMPAHA Preferred Area 2: Negombo

Preferred Marking Stage: Both

Subject you wish to mark (First Stage): Music (Camatic) (42) Preferred medium: English Subject you wish to mark (Second Stage): History (33) Preferred medium: Sinhala

Figure 10

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

b) Professional Information

Professional Information

Present Designation: * Select the option: Select the option, Lecturer, Teacher, In-Service Advisor, Other Officials in field of Education

Service: * SLTS Grade: * Grade III Date of Appointment to the Present Designation: * 01-Jan-2017

Education Zone: * Minuwangoda Type of Institution: * Government

Office Address: * Visaka Vidyalaya Street Address: * 12, Duplication Road, Postal Town: * Bambalapitiya

Office Phone No.: * 0115645234 Date of Appointment as a Teacher: * 01-Jan-2020 Date of Appointment as a Graduate/ Higher Diploma holder Teacher: * 01-Jan-2005

Period of service as a Graduate/Higher Diploma holder Teacher: * 10

No. of years the subject (first stage) applied was taught in the G.C.E. O/L classes: 5

No. of years the subject (second stage) applied was taught in the G.C.E. O/L classes: 2

Prev Next

Click this

Figure 11

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. BSc, BA, 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: MA in Arts Year Completed: 2013

Name of the University/ Institution: University of Colombo

Subjects Passed (* Mandatory to mention the subjects): Sinhala and Literature

+ 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 12

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:*

Yes

School ID : (Not the census id) *

1007

School Name :

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

Enter your school ID

Figure 13

b) For In- Service Advisors

For In-Service Advisors

Date of appointment as an ISA : 01/17/1989

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

Zone Serving * Sri Jaya pura

Division Serving * Homagama

Your normal duties related to this subject:

For Other Officers in the Field of Education

Relevant Subject Field: Chemistry

Date of appointment to it : 01/01/1987

Prev Next

Figure 14

c) For Other Officers in the Field of Education

For In-Service Advisors

Date of appointment as an ISA : 01/17/1989

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

Zone Serving * Sri Jaya pura

Division Serving * Homagama

Your normal duties related to this subject:

For Other Officers in the Field of Education

Relevant Subject Field: Chemistry

Date of appointment to it : 01/01/1987

Prev Next

Figure 15

STEP 5 – Experience in Evaluation

Experience as an Assistant Examiner- G.C.E.(O/L)2025(2026)

- Fill the details of your experience as an Assistant Examiner

Experience as an Additional Chief Examiner- G.C.E.(O/L)2025(2026)

- 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 2025(2026)”
- 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): * <input type="text" value="3"/> Last Year in which you marked the applied subject : <input type="text" value="2001"/> Last Appointment Code No for above subject. * <input type="text" value="OL/11/S/20"/>					
Subject 02 - Not Selected Experience as an Assistant Examiner for above subject applied (No. of years): * <input type="text" value="0"/> Last Year in which you marked the applied subject : <input type="text"/> Last Appointment Code No for above subject. * <input type="text" value="-"/>					
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) Subject 01 - Music (Carnatic) (42) Experience as a Chief Examiner for above subject applied (No. of years): * <input type="text" value="0"/> Last Year in which you marked the applied subject : <input type="text" value="2002"/> Last Appointment Code No for above subject. * <input type="text" value="OL/11/S/42"/>					
Subject 02 - Not Selected Experience as a Chief Examiner for above subject applied (No. of years): * <input type="text" value="0"/> Last Year in which you marked the applied subject : <input type="text"/> Last Appointment Code No for above subject. * <input type="text" value="-"/>					
Would you like to accept appointment as an Assistant Examiner (if Selected) this year? * <input checked="" type="radio"/> Yes <input type="radio"/> No					

Figure 16

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 : *

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

Are you debarred from examination duties ? *

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Figure 17

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.					
Prev Submit					

Figure 18

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 2025(2026) - Application for Selection of Marking Examiners [Activity log](#) [Download Examiner's Application](#)

NAME - Ashani Kahawandale | NIC - 877400182v

Exam Application Summary

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At:	
Status:	Pending Verification by the Principal...
	Reset the Exam Application

Name:	WELLAPPILI ARACHCHIGE NANDANA
NIC:	877400182v
Address:	No 12, Kumarathunga Lane, Embilipitiya
Telephone:	0713846304
Preferred Area 1:	Rathnapura
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 19

Reset the Exam Application

Click this to reset the application

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At	202 :08
Status	Pending Verification by the Principal...
	Reset the Exam Application

Figure 20

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:*

Figure 21

Status of your application

Name:	WELLAPPILI ARACHCHIGE NANDANA
Submitted At	2025-12-22 10:29:45
Status	Application submitted!
Reset the Exam Application	

Figure 22

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 23

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

Figure 24

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 :
<div>Yes</div>	<div>1007</div>	<div>A /ALIWANGUWA MAHA VIDYALAYA, ,14, Yē</div>

Figure 25

Name:	SARALA WIJESIRI
Submitted At	2025-02-20 10:00:00
Status	Application Verified by the Principal

Figure 26

Status of your application

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

G.C.E. (O/L) Examination 2025(2026) - Application for Selection of Marking Examiners

NAME - Ashani Kahawandala | NIC - 877400182v

Activity log

Download Examiner's Application

Name: WELLAPPILI ARACHCHIGE NANDANA

Submitted At

Status: Application Verified by the Principal


Name	WELLAPPILI ARACHCHIGE NANDANA
NIC	877400182v
Address	No 12, Kumarathunga Lane, Embilipitiya
Telephone	0713846304
Preferred Area 1	Rathnapura
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 27

click

Download Examiner's Application

Click this to download the application



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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

The closing date of Applications is 22nd March 2024.

FOR OFFICE USE		
Marks	Code No.	
To be filled by the Applicant		
Last Served Year	Town	
2022		
Code No.1	Code No.2	Teaching Exp.
CNS0126	CVS0125	4

**G.C.E. (O/L) Examination -
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: 16 (Pelmadulla)
- 03 (a) Name with initials : Mr. WELLAPPI LI ARACHCHIGE NANDANA
- (b) Names denoted by initials : WELLAPPI LI 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 : Piliyandala
- (c) Permanent residential district : RATHNAPURA
- (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: 1987-05-10 (b) Age as at 05-05-2024: 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 28

9. Complete the downloaded application (You have to fill some fields by manually) and hand it over to the principal (for teachers).
10. 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 Branch - 0113661122
Email Address – doconlineexams@gmail.com