

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

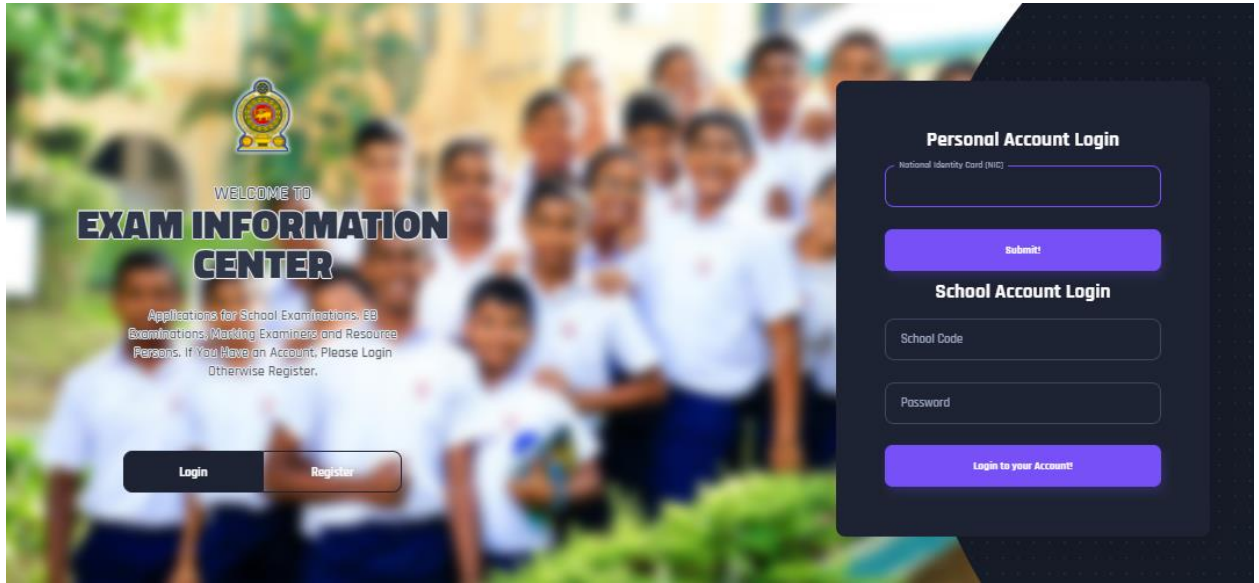


Figure 1

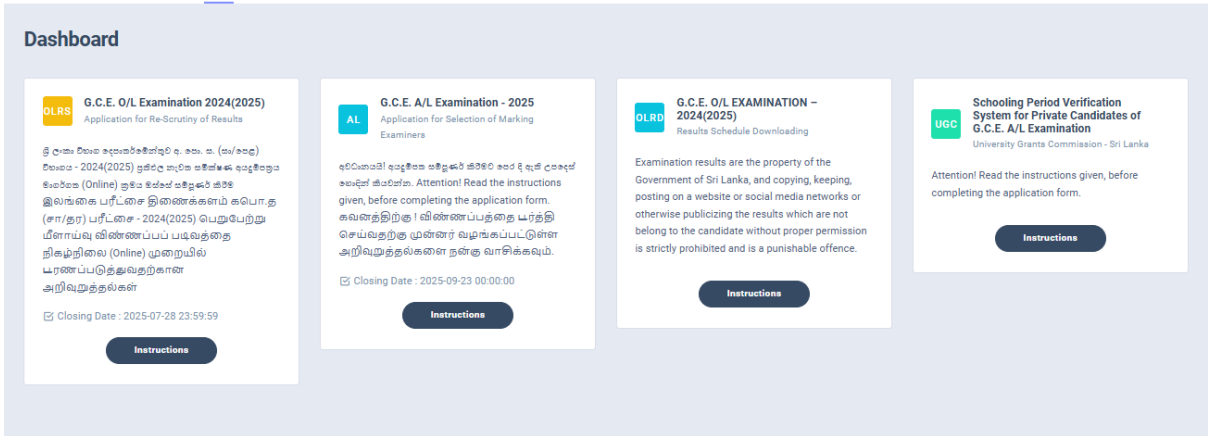


Figure 2

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

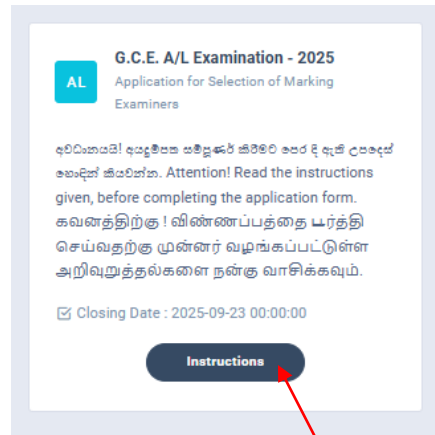


Figure 3

Click this

Read the instructions and watch the instructional video

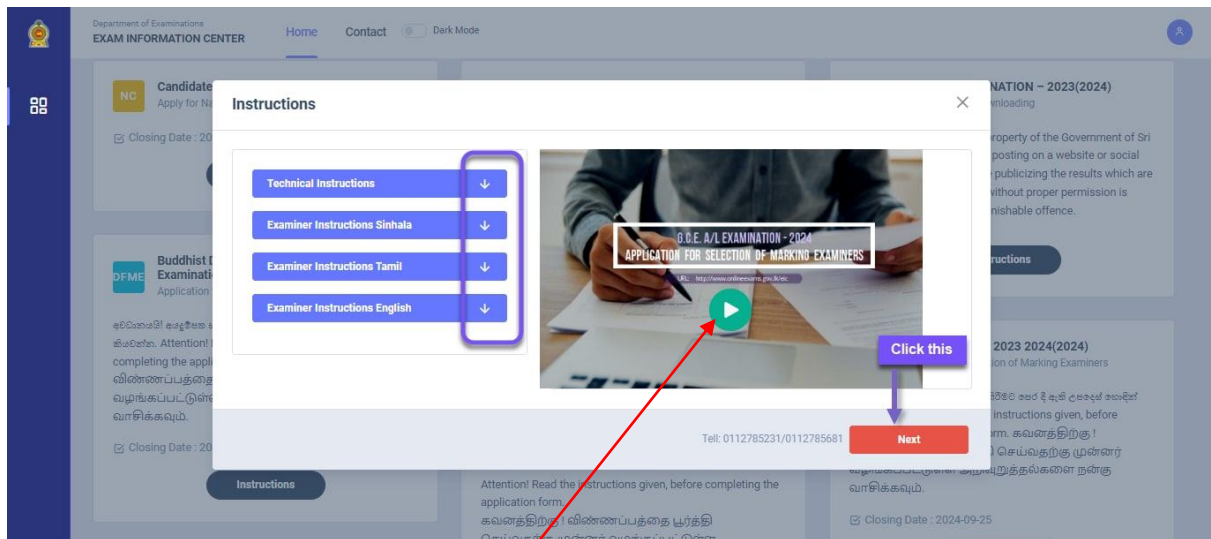


Figure 4

Click this to watch the video

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 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. S.M.P.D.BANARA

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

S.M.P.D.BANARA

NIC * Date Of Birth * Gender * Email Address

877400182v 10/01/1987 Male punsaralive@gmail.com

Mobile Number * Telephone (Residence) Permanent Residential District *

0713846304 0112784422 COLOMBO

Private Address *

No 12, Kumarathunga Lane.

Postal Town *

Ratnapura.

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 Pathirane Damayanthi

NIC * Date Of Birth * Gender * Email Address

198658403674 12/21/1990 Female kumarip@gmail.com

Mobile Number * Telephone (Residence) Permanent Residential District *

0719417759 Colombo

Private Address *

12 Temple Road

Postal Town *

Maharagama

Next

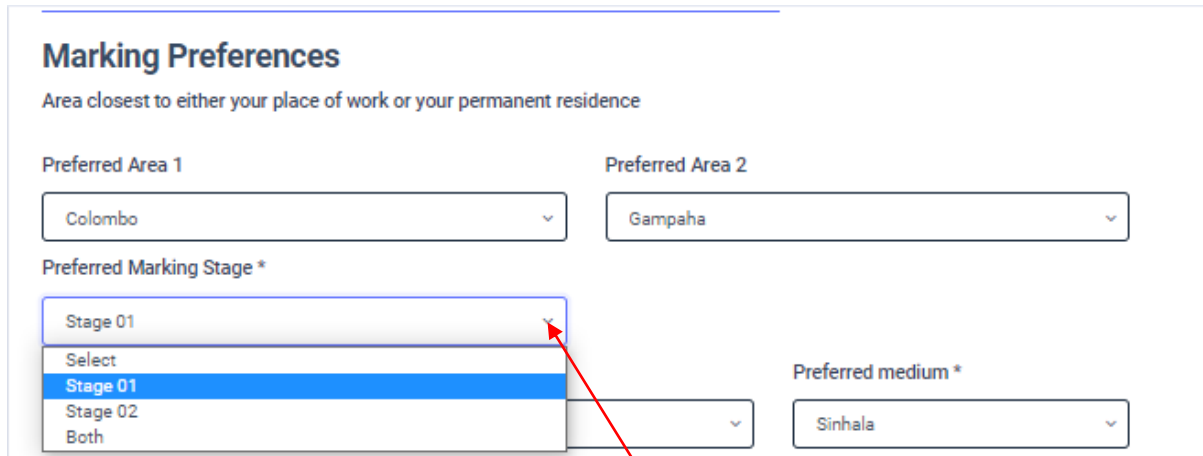
Figure 6

Click this

Click this or enter

3.2 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

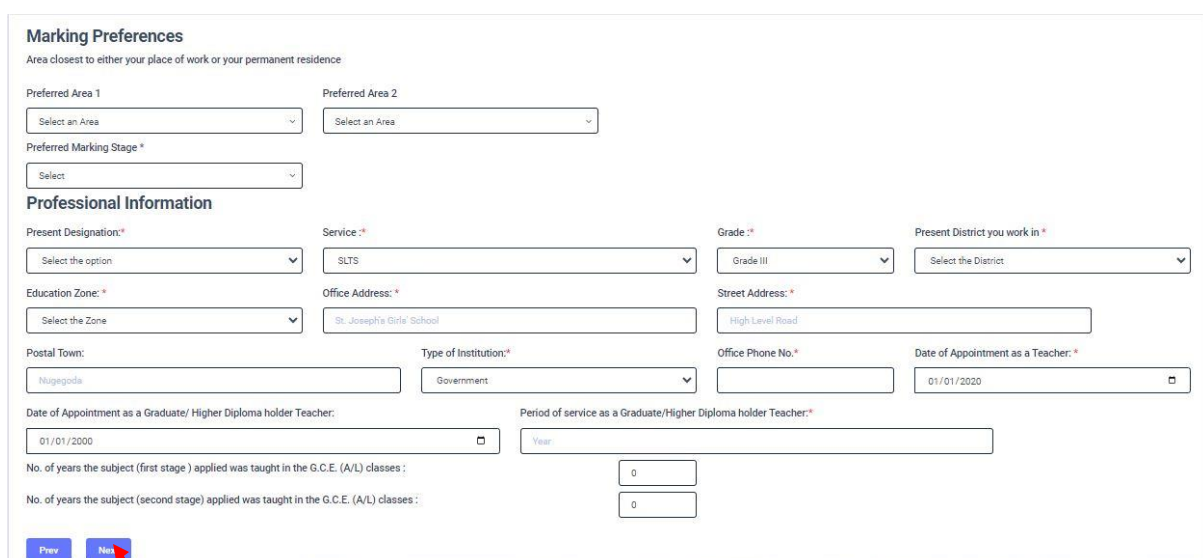
Preferred Marking Stage *
Stage 01
Select
Stage 01
Stage 02
Both

Preferred medium *
Sinhala

Figure 7

Select the marking stage

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



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

Preferred Area 1: Select an Area
Preferred Area 2: Select an Area

Preferred Marking Stage *: Select

Professional Information

Present Designation*: Select the option
Service*: SLTS
Grade*: Grade III
Present District you work in*: Select the District

Education Zone*: Select the Zone
Office Address*: St. Joseph's Girls' School
Street Address*: High Level Road

Postal Town: Nugegoda
Type of Institution*: Government
Office Phone No*:
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*: Year: 0

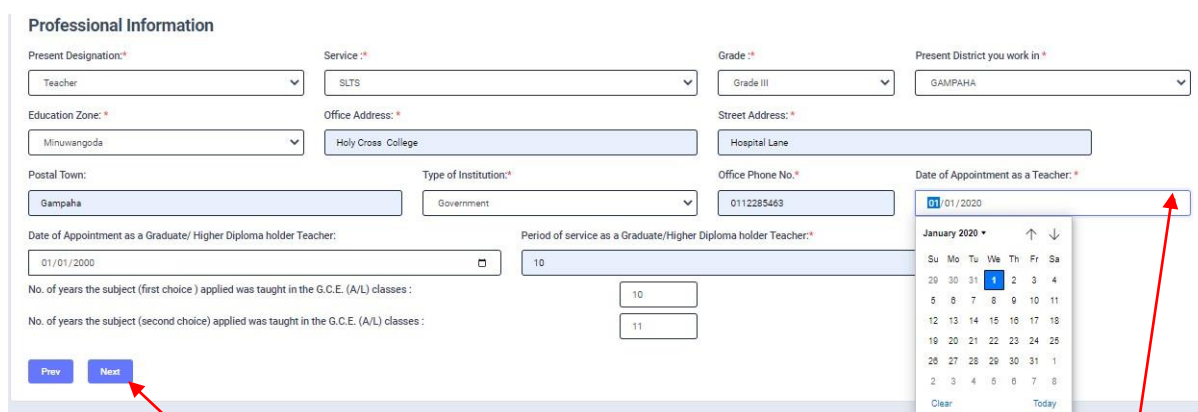
No. of years the subject (first stage) applied was taught in the G.C.E. (A/L) classes: 0
No. of years the subject (second stage) applied was taught in the G.C.E. (A/L) classes: 0

Prev Next

Figure 8

Click this

b) Professional Information



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: * Hospital 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

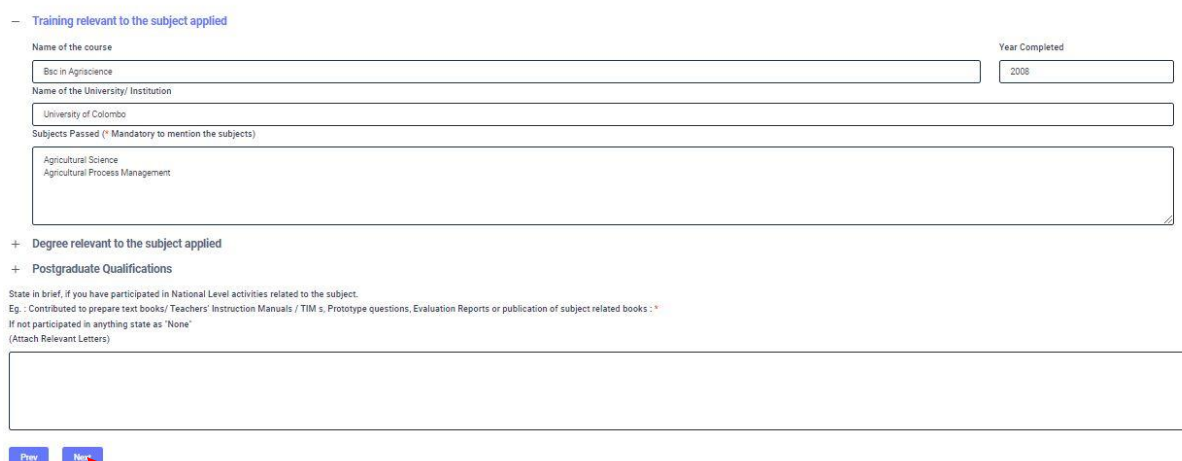
Figure 9

Click this

3.3 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”



— Training relevant to the subject applied

Name of the course: BSc in Agriscience Year Completed: 2008

Name of the University/ Institution: University of Colombo

Subjects Passed (* Mandatory to mention the subjects): Agricultural Science, Agricultural Process Management

+ 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 10

Click this

3.4 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 :

Figure 11

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 12

- 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 13

3.5 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 2025
- Select “YES” or “NO” whether “any disciplinary inquiry against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”

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

Subject 01 - Physics (1)

Experience as an Assistant Examiner for above subject applied: *

Last Year in which you marked the applied subject:

Last Appointment Code No for above subject: *

Subject 02 - Chemistry (2)

Experience as an Assistant Examiner for above subject applied: *

Last Year in which you marked the applied subject:

Last Appointment Code No for above subject: *

Experience as an Assistant Examiner of a subject other than the subjects applied: Years

Relevant Subject:

Last year in which you participated in marking for the above selected subject:

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

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

Subject 01 - Physics (1)

Experience as an Additional Chief Examiner for above subject applied: *

Last Year in which you marked the applied subject:

Last Appointment Code No for above subject: *

Subject 02 - Chemistry (2)

Experience as an Additional Chief Examiner for above subject applied: *

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 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.

Figure 15

Click this

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

Department of Examinations
EXAM INFORMATION CENTER

Home Contact Dark Mode

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

NAME: [Redacted]

Activity log Download Examiner's Application

Application Info

Name:	GANGA GUNARATHNAGE SAMADHI GUNARATHNE
Submitted At	2024-08-02 09:35:41
Status	Pending Verification by the Principal...

Reset the Exam Application

Exam Application Summary

Name	[Redacted]
NIC	[Redacted]
Address	[Redacted]
Telephone	[Redacted]
Preferred Area 1	[Redacted]
Preferred Area 2	[Redacted]
Preferred subject 1	[Redacted]
Preferred subject 2	[Redacted]
Working at a school	[Redacted]

Figure 16

Reset the Exam Application

Click this to reset the application

Transaction Info

Name:	S.M.P.D.BANARA
Submitted At	2023-11-16 13:47:31
Status	Pending Verification by the Principal...

Reset the Exam Application

Figure 17

- 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

EXAM INFORMATION CENTER Home Contact LOGIN MODE

G.C.E. (A/L) Examination - 2025 Application for Selection of Marking Examiners Activity log Download Examiner's Application

NAME: [REDACTED]

Application Info

Name:	[REDACTED]
Submitted At	2025-08-05 15:58:06
Status	Application submitted

Reset the Exam Application

Exam Application Summary

Name	[REDACTED]
NIC	[REDACTED]
Address	[REDACTED]
Telephone	[REDACTED]
Preferred Area 1	[REDACTED]
Preferred Area 2	[REDACTED]
Preferred subject 1	[REDACTED]
Preferred subject 2	[REDACTED]
Working at a school	[REDACTED]

Figure 19

Status of your application

- 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 20

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At:	2023-11-16 13:47:31
Status	Pending Verification by the Principal...
Reset the Exam Application	

Figure 21

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 :

Figure 22

Transaction Info	
Name:	S.M.P.D.BANARA
Submitted At	2023-11-16 13:47:31
Status	Application Verified by the Principal!

Figure 23

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

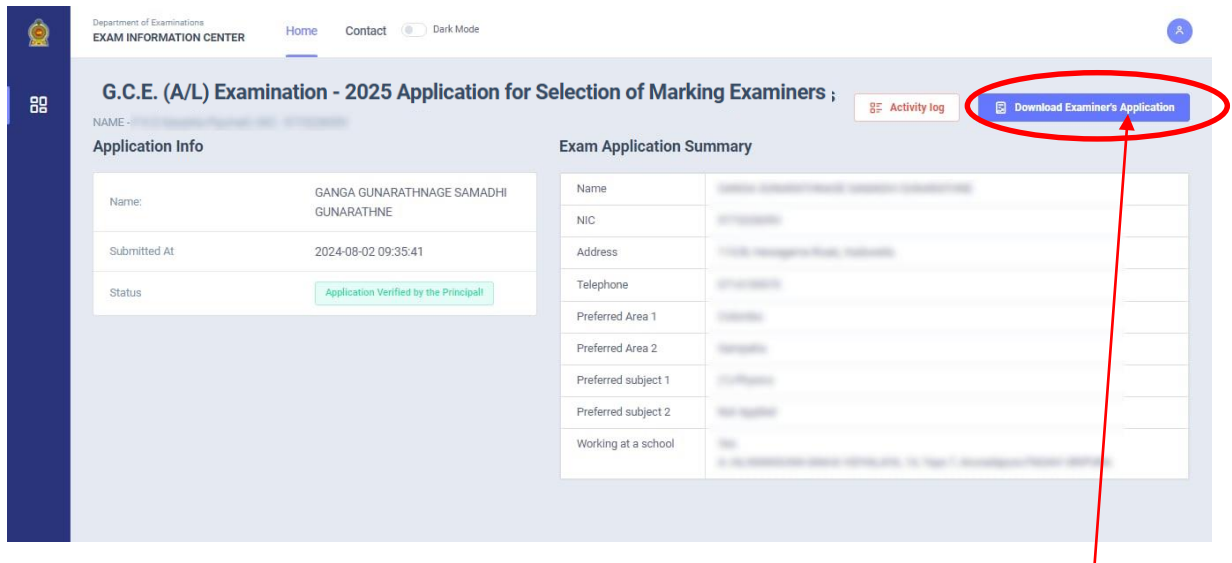
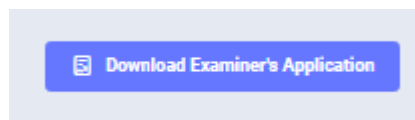



Figure 24

Click this



Click this to download the application

 120	<div style="border: 2px solid black; padding: 10px; font-size: 2em; font-weight: bold;">A/L</div> <div style="border: 2px solid black; padding: 10px; font-size: 3em; font-weight: bold;">2025</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #333; color: white;">FOR OFFICE USE</th> </tr> <tr> <td style="width: 50%;">Marks</td> <td style="width: 50%;">Code No.</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <th colspan="2" style="background-color: #333; color: white;">To be filled by the Applicant</th> </tr> <tr> <td>Last Served Year</td> <td>Town</td> </tr> <tr> <td style="text-align: center;">2002</td> <td style="text-align: center;"></td> </tr> <tr> <td>Code No.</td> <td>Teaching Exp.</td> </tr> <tr> <td style="text-align: center;">CK00715</td> <td style="text-align: center;">2</td> </tr> </table>	FOR OFFICE USE		Marks	Code No.			To be filled by the Applicant		Last Served Year	Town	2002		Code No.	Teaching Exp.	CK00715	2
FOR OFFICE USE																		
Marks	Code No.																	
To be filled by the Applicant																		
Last Served Year	Town																	
2002																		
Code No.	Teaching Exp.																	
CK00715	2																	

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.

The closing date of Applications is 2025-01-01

G.C.E. (A/L) Examination - 2025

Application for Selection of Marking Examiners

01 (a) Subject No., subject & medium applied for marking : (8) - AGRICULTURAL SCIENCE - 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: 2 (Maharagama) (b) Second choice: 2 (Maharagama)

03 (a) Name with initials : Ms. S.M.P.D. BANARA

(b) Names denoted by initials : S.M.P.D. BANARA

(c) Permanent address : NO 12, KUMARATHURGA LANE, RATNAPURA.

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

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

04 Present working (a) District: GAMPAHA (b) Education zone : Minuwangoda

(c) Permanent residential district: KILINOCHCHI

(d) Official address : AMBAGASWATTA, WALANDURA, EMBILIPITIYA

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

05 (a) Date of birth: 1987-10-01 (b) Age as at 31-12-2022: 35-3-0

06 Date of appointment as a teacher: 2020-01-01

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

(b) Date of appointment to the above post: 2020-01-01

08 (a) Date of appointment as a graduate/higher diploma teacher: 2000-01-01

(b) Period of service after being appointed as a graduate/higher diploma teacher: Years: 4

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

10 (a) Academic and professional qualifications: (If this section is incomplete, application will be rejected.)

Figure 25

09. 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 - evaluations.exams@gmail.com

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