

User Guide for G.C.E (A/L) Examination -2024

Registration of School Applicants

1. Log into the system by entering the School Code and Password
url: <https://onlineexams.gov.lk/eic/index.php>

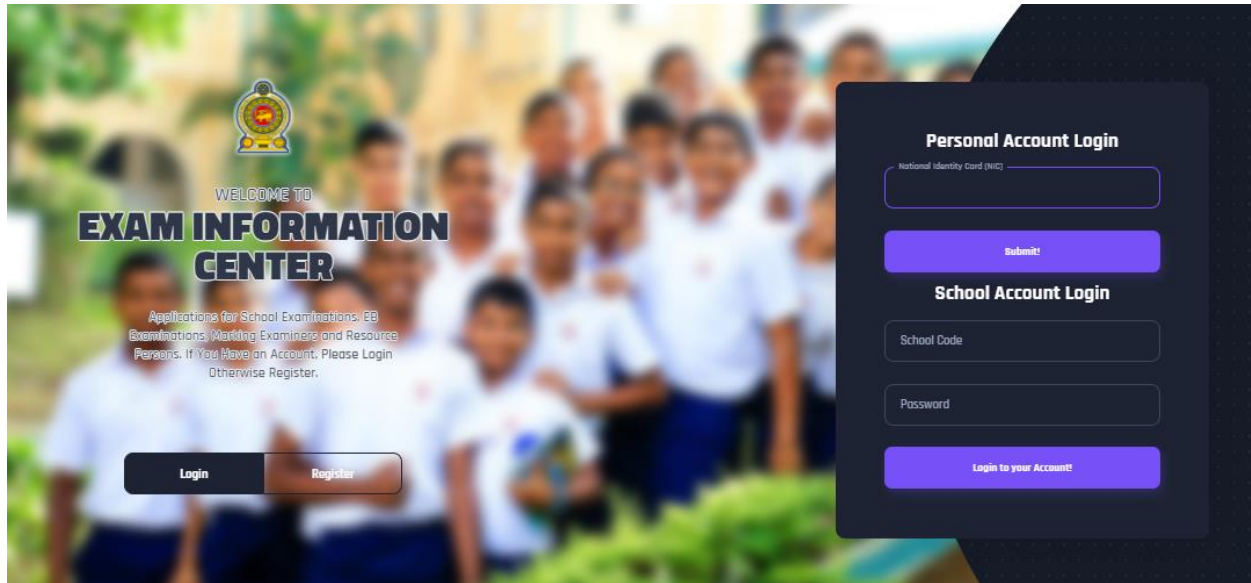


Figure 1

❖ In Mobile View

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

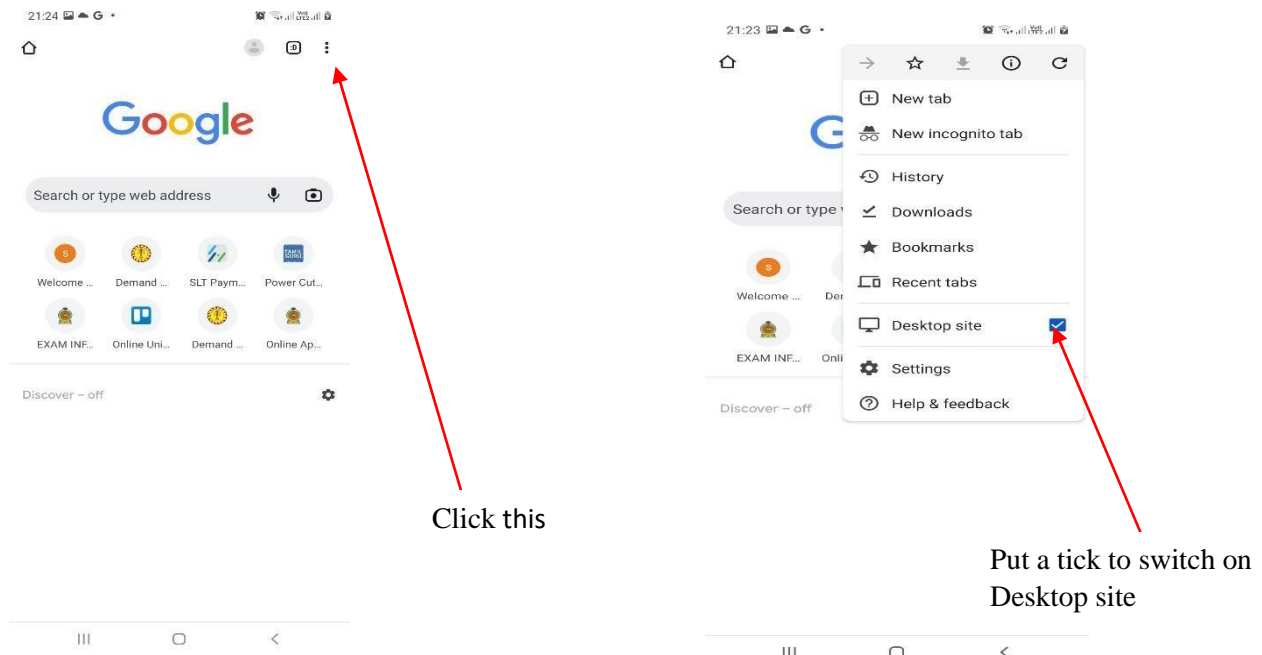


Figure 2

2. View the dashboard

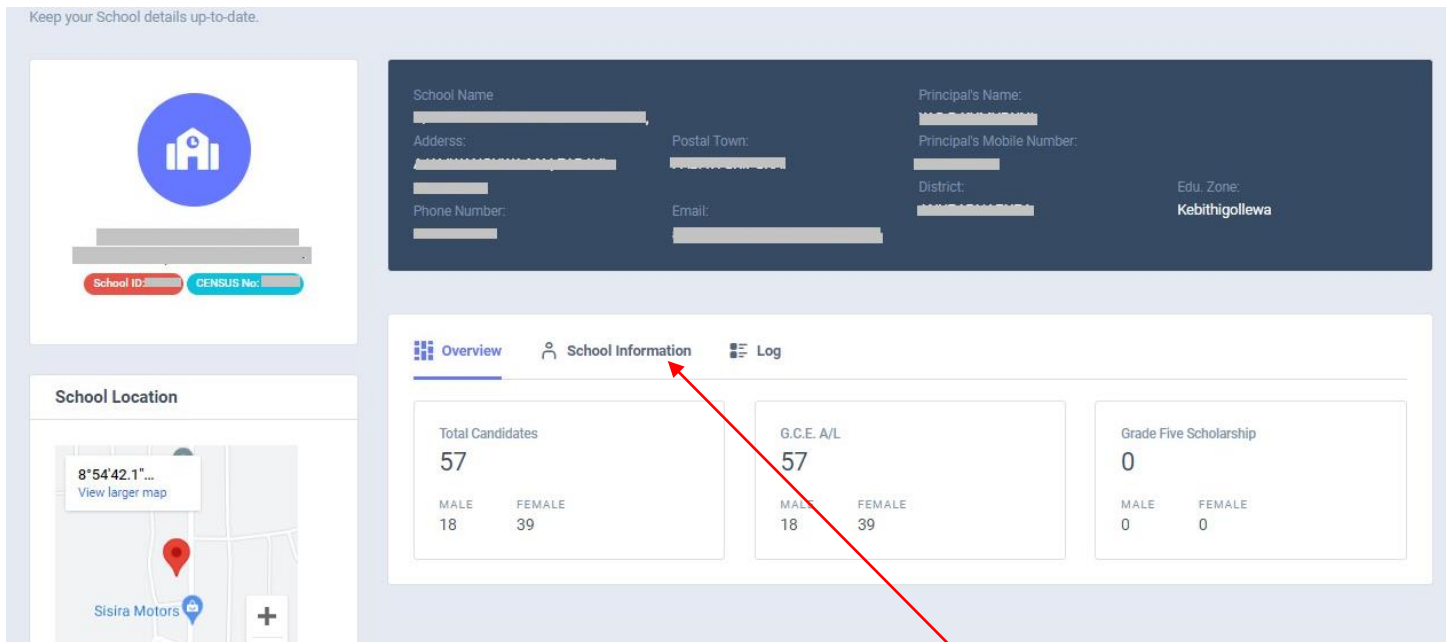
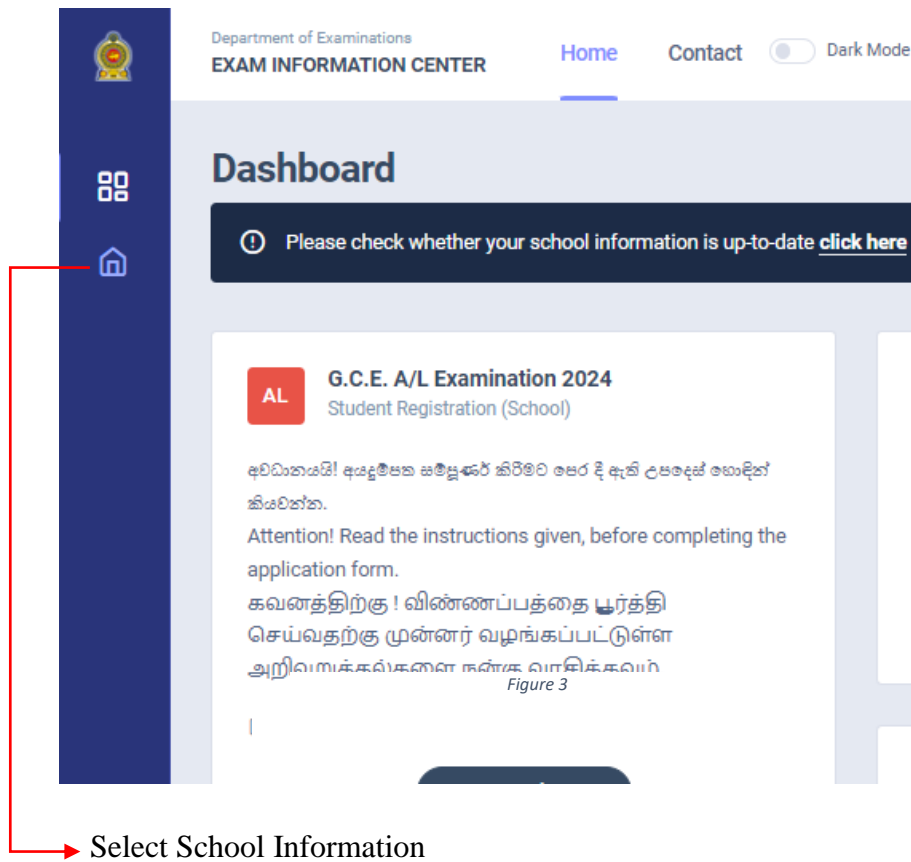


Figure 4



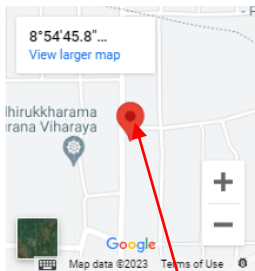
A / [redacted]
VIDYALAYA, PADAVI SRIPURA.

School ID: [redacted] CENSUS No: [redacted]

| | |
|--|---------------------------------|
| School Name A / [redacted] VIDYALAYA, | Principal's Name: [redacted] |
| Address: 14, Yaya 7, Anuradapura | Postal Town: PADAVI SRIPURA. |
| Phone Number: [redacted] | Email: [redacted] |
| | District: ANURADHAPURA |
| | Edu. Zone: Kebithigollewa |

Overview **School Information** Log

School Location



| | |
|--------------------------------------|---|
| Census No [redacted] | School name A / [redacted] VIDYALAYA, |
| Address * 14, Yaya 7, Anuradapura | Postal town * PADAVI SRIPURA. |
| School Telephone* [redacted] | Email Address [redacted].il.com |
| | Location of the School 8.912728222186047,80.806734284670 Select |
| Principal's Name* [redacted]na | Principal's Mobile No* [redacted] |

| | | |
|-----------------------------------|--|----------------------------|
| Education Zone* Kebithigollewa | Education Division * Kebithigollewa | District * ANURADHAPURA |
|-----------------------------------|--|----------------------------|

G.C.E. A/L EXAMINATION

| | |
|--|--|
| Selected Education Zone For Exam * Kebithigollewa | Selected Town For Exam * Cinamon Garden |
|--|--|

G.C.E. O/L EXAMINATION

| | |
|--|--|
| Selected Education Zone For Exam * Kebithigollewa | Selected Town For Exam * Kebithigollewa |
|--|--|

GRADE FIVE SCHOLARSHIP

| | |
|--|--|
| Selected Education Zone For Exam * Kebithigollewa | Selected Town For Exam * Battaramulla |
|--|--|

Save Information

Figure 5

Drag the map and locate your school

Click this to check the location of your school

Update the School Information and click "Save Information"

Select G.C.E. A/L Examination 2024

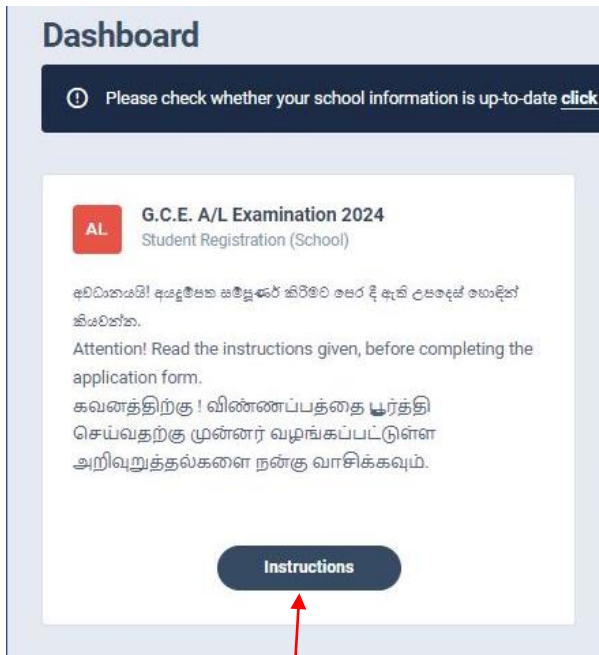


Figure 6

Click this

3. Read the instructions and watch instructional video before filling the application

Then click next

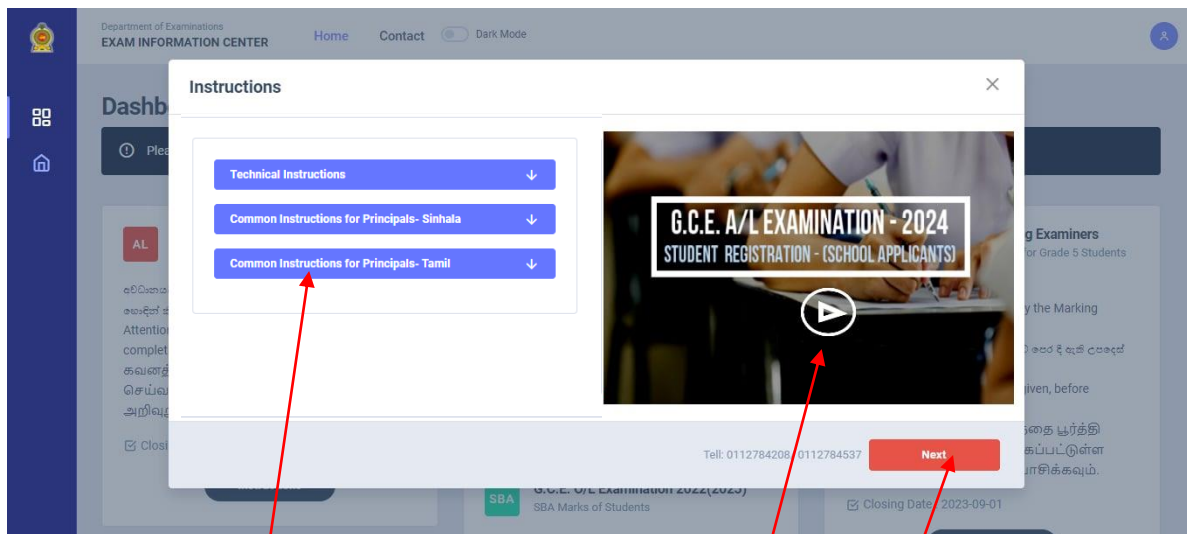


Figure 7

Click this

Read Common
Instructions

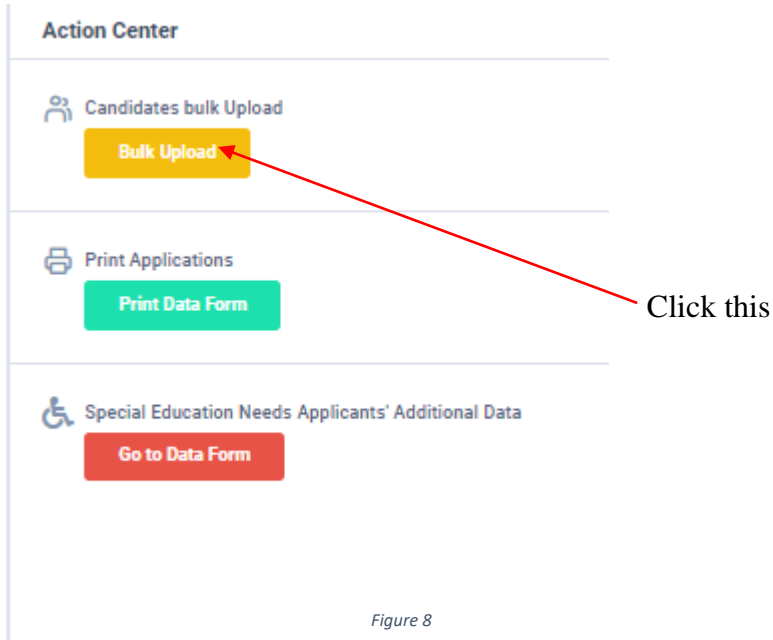
Watch the Video

4. Adding Information of applicants

I) Method 1- Bulk upload

II) Method 2 –Add candidate One by One

I) Method 1 -Bulk upload



Read the Instructions.

Click on "Download the Excel Template".

Candidates bulk Upload

Read the instructions

Make sure that upload file does not contain any duplicate or empty NIC. If do entire bulk will not upload

- Click on the **Download Excel Template** button to download data_template.xlsx
- data_template.xlsx has 19 data fields, **do not delete, change or add new fields**
 - ID - Candidate's list order
 - FULL_NAME - Candidate's Full Name (in English) (according to the birth certificate)
 - NIC - National identity card Number
 - DATE_OF_BIRTH - Date Of Birth (Format must be YYYY-mm-dd)
 - GENDER - Gender (Format: M = male , F= female) (use given dropdown)
 - ATTEMPT - Exam Attempt Number
 - LANGUAGE_MEDIUM - Preferred Language Medium (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)
 - 1ST_SUBJECT_NO - Add Subject number (refer the subject list in given instructions)
 - 1ST_SUBJECT_LANG - Language Medium for this subject (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)
 - 2ND_SUBJECT_NO - Add Subject number (refer the subject list in given instructions)
 - 2ND_SUBJECT_LANG - Language Medium for this subject (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)
 - 3RD_SUBJECT_NO - Add Subject number (refer the subject list in given instructions)
 - 3RD_SUBJECT_LANG - Language Medium for this subject (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)
 - COMMON_GENERAL_TEST - whether take Common General Test (Format: YES or NO) (use given dropdown)
 - COMMON_GENERAL_TEST_LANG - Language Medium for this subject (Format: S = Sinhala , T= Tamil , E= English) (use given dropdown)
 - GENERAL_ENGLISH - whether take General English Test (Format: YES or NO) (use given dropdown)
 - NO_OF_SUBJECTS - Number of subjects wish to take
 - HAS_ANY_SPECIAL_NEEDS/VISUAL_IMPAIRMENTS - Is Candidate has any Special Needs/ Visual Impairments (Format: YES or NO) (use given dropdown)
 - DATE_JOINED_TO_YOUR_SCHOOL - Date candidate has joined to your school (Format must be YYYY-mm-dd)**

Upload the .xlsx file

Choose File No file chosen

UPLOAD

Download the Excel Template

Figure 9

Downloaded template

Download the Excel Template

*** This newly added field is compulsory

Fill all the information of applicants in the downloaded excel template and save it.

Do not **ADD, CHANGE** or **DELETE** fields

| ID | FULL_NAME | NIC | DATE_OF_BIRTH | GEND | ATTEN | LANGUAGI | 1ST_1ST_SUBJECT | 2ND_2ND | 3RD_3RD | SL_3RD | COMMON_GENERAL_TEST | COMMON_GENERAL_TEST_LAI | GENERAL_ENGLI | NO_OF_SUB | HAS_ANY_SPECIAL_NEEDS/VISUAL_IMPAIRMENTS |
|----|----------------|--------------|---------------|------|-------|----------|-----------------|---------|---------|--------|---------------------|-------------------------|---------------|-----------|--|
| 1 | Kumari Perera | 200452634785 | 2004-01-01 | F | 1 | S | 10 | S | | | YES | | YES | 5 | NO |
| 2 | Mohomed Shahir | 200489403674 | 2004-01-02 | M | 1 | E | 8 | E | | | NO | | NO | 3 | YES |
| 3 | Amali Dias | 200482604215 | 2004-01-03 | F | 2 | S | 9 | S | | | YES | | YES | 5 | YES |
| 4 | Rani Selvaraja | 200485363124 | 2004-01-04 | F | 1 | T | 2 | T | | | NO | | NO | 1 | NO |
| 5 | Suman Kumara | 200485409758 | 2004-01-05 | M | 1 | S | 1 | S | | | YES | | YES | 5 | YES |

Figure 10

Attach the excel file and click on “UPLOAD”

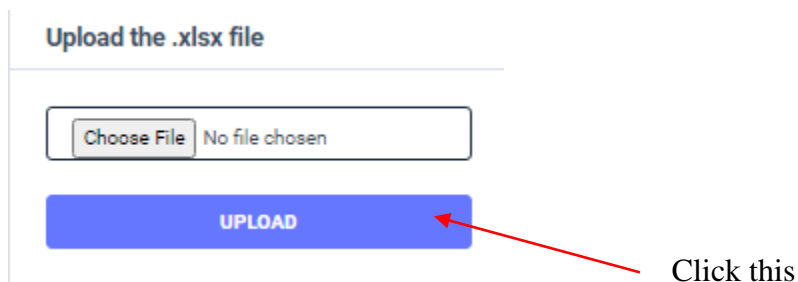


Figure 11

When Bulk Upload is success you can see this message

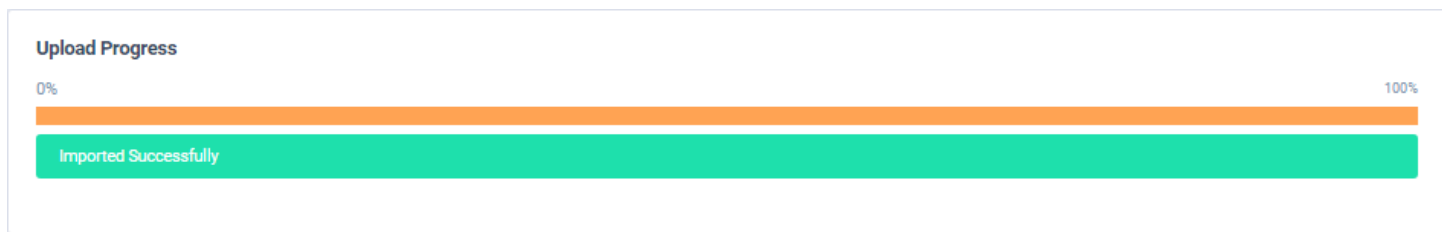


Figure 12

II) Method 2- Add Applicant One by One

Click this

Details of Applicants

[Add Candidate](#)

Type in to Search Show 10 ▾

| No. | Full Name | NIC Number | Birthday | Gender | # |
|-----|---|--------------|------------|--------|---|
| 1 | PUNYA SEMINI BANDARA | 877400182V | 1987-10-07 | Female | Edit Delete |
| 2 | W M D V A RANASINGHE | 931811160V | 2023-01-20 | Male | Edit Delete |
| 2 | JEVON DAMSUTHA | 200488956452 | 2004-06-05 | Male | Edit Delete |
| 6 | DISSANAYAKA MUDIYANSELAGE SAMEERA DISSANAYAKA | fdffs | 2010-06-15 | Female | Edit Delete |
| 6 | SENANAYAKA MUDIYANSELAGE AMALI SENANAYAKA | dsdsfasf | 2013-01-08 | Female | Edit Delete |
| 6 | SARALA WIJESIRI | 201058403685 | 2010-01-03 | Female | Edit Delete |
| 7 | KAMAL JAYaweera ALFRED | 201068954745 | 2010-01-25 | Male | Edit Delete |

Figure 13

Add New Candidate



No.*

Full Name in English * (according to the birth certificate) Max length 90 characters.

20

Aruni Nileeka Alwis

NIC *

200489547451

Gender *

Female

Date Of Birth *

07/17/2004

Attempt number for this examination *

1

Date joined to your school.*

06/26/1995

Preferred Language Medium

 Sinhala
 English
 Tamil

Subject 1 *

(1) Physics

Subject 1 Medium *

Sinhala

Subject Stream

Bio Science

Subject 2 *

(2) Chemistry

Subject 2 Medium *

Sinhala

Subject 3 *

(9) Biology

Subject 3 Medium *

Sinhala

whether apply Common General Test *

Yes

Medium *

Sinhala

whether apply General English *

Yes

Are you a student with special education needs?

 Yes
 No

Save Information

Click this

Figure 14

Candidate 200489547451 ARUNI NILEEKA ALWIS is inserted by a school.



Click this

Figure 15

Student Information

[Add Candidate](#)

Type in to Search Show 10

| No. | Full Name | NIC Number | Birthday | Gender | # |
|-----|--|--------------|------------|--------|---|
| 1 | NIRMAN SRI CHATHURANGA ARIYARATHNA | 890590115V | 2023-06-07 | Male | Edit Delete |
| 1 | MALITH PERERA | 890000000V | 2001-01-01 | Male | Edit Delete |
| 5 | WEERAKKODY MOHOTTIGE DON VIBODHA AKALANKA RANASINGHE WEERAKKODY MOHOTTIGE DON VIBODHA AKAL | 921811165V | 1992-06-30 | Female | Edit Delete |
| 5 | SARALA WIJESIRI | 198458463875 | 2000-06-13 | Female | Edit Delete |
| 5 | SAMMANI GOMAS | 875612345v | 2000-10-20 | Female | Edit Delete |
| 7 | KAMAL JAYAWEERA | 200689547451 | 2006-07-24 | Male | Edit Delete |
| 8 | GAMINI WEERASENA SAMARAWEERA | 865243874V | 2023-05-30 | Male | Edit Delete |
| 20 | ARUNI NILEEKA ALWIS | 200489547451 | 2004-07-17 | Female | Edit Delete |

Prev 1 Next 1-8 of 8

Figure 16



New candidate is added to the system

5. Use Edit button to change Information of Applicants.

Student Information

Add Candidate

Type in to Search Show 10

| No. | Full Name | NIC Number | Birthday | Gender | # |
|-----|--|--------------|------------|--------|--|
| 1 | NIRMAN SRI CHATHURANGA ARIYARATHNA | 890590115V | 2023-06-07 | Male | Edit Delete |
| 1 | MALITH PERERA | 890000000V | 2001-01-01 | Male | Edit Delete |
| 5 | WEERAKKODY MOHOTTIGE DON VIBODHA AKALANKA RANASINGHE WEERAKKODY MOHOTTIGE DON VIBODHA AKAL | 921811165V | 1992-06-30 | Female | Edit Delete |
| 5 | SARALA WIJESIRI | 198458463875 | 2000-06-13 | Female | Edit Delete |
| 5 | SAMMANI GOMAS | 875612345v | 2000-10-20 | Female | Edit Delete |

Figure 17

Click this

Student Information

No.* Full Name in English * (according to the birth certificate) Max length 90 characters.

NIC * Gender * Date Of Birth *

Attempt number for this examination* Date joined to your school.*

Preferred Language Medium
 Sinhala English Tamil

Subject 1 * Subject 1 Medium *
 Subject 2 * Subject 2 Medium *
 Subject 3 * Subject 3 Medium *

whether apply Common General Test * Medium *

whether apply General English *

Are you a student with special education needs?
 Yes No

Save Information

Click this

Figure 18

Message of updation

Candidate 200152634122 MALITH PERERA data is updated by school.

OK

Figure 19

Student Information

Add Candidate

Type in to Search Show 10

| No. | Full Name | NIC Number | Birthday | Gender | # |
|-----|---|--------------|------------|--------|---|
| 1 | NIRMAN SRI CHATHURANGA ARIYARATHNA | 890590115V | 2023-06-07 | Male | Edit Delete |
| 1 | MALITH PERERA | 200152634122 | 2001-01-01 | Male | Edit Delete |
| 5 | WEERAKKODY MOHOTTIGE DON VIBODHA AKALANKA RANASINGHE WEERAKKODY MOHOTTIGE DON VIBODHA AKA | 921811165V | 1992-06-30 | Female | Edit Delete |
| 5 | SARALA WIJESIRI | 198458463875 | 2000-06-13 | Female | Edit Delete |
| 5 | SAMMANI GOMAS | 875612345v | 2000-10-20 | Female | Edit Delete |
| 7 | KAMAL JAYAWEERA | 200689547451 | 2006-07-24 | Male | Edit Delete |
| 8 | GAMINI WEERASENA SAMARAWEERA | 85243874V | 2023-05-30 | Male | Edit Delete |
| 20 | ARUNI NILEEKA ALWIS | 200439547451 | 2004-07-17 | Female | Edit Delete |

Prev 1 Next 1-8 of 8

Figure 20

Edited part of the candidate

6. Click on Delete button to remove the data of Applicant

The screenshot shows the 'Student Information' interface. At the top left is an 'Add Candidate' button. Below it is a search bar labeled 'Type in to Search' and a 'Show' dropdown set to '10'. A table lists 8 applicants with columns for No., Full Name, NIC Number, Birthday, Gender, and #. Each row has 'Edit' and 'Delete' buttons. The 'Delete' button for the last applicant, ARUNI NILEEKA ALWIS, is circled in red. A red arrow points from the text 'Click this' to this button.

| No. | Full Name | NIC Number | Birthday | Gender | # |
|-----|--|--------------|------------|--------|---|
| 1 | NIRMAN SRI CHATHURANGA ARIYARATHNA | 890590115V | 2023-06-07 | Male | |
| 1 | MALITH PERERA | 200152634122 | 2001-01-01 | Male | |
| 5 | WEERAKKODY MOHOTTIGE DON VIBODHA AKALANKA RANASINGHE WEERAKKODY MOHOTTIGE DON VIBODHA AKAL | 921811165V | 1992-06-30 | Female | |
| 5 | SARALA WIJESIRI | 198458463875 | 2000-06-13 | Female | |
| 5 | SAMMANI GOMAS | 875612345v | 2000-10-20 | Female | |
| 7 | KAMAL JAYAWEERA | 200689547451 | 2006-07-24 | Male | |
| 8 | GAMINI WEERASENA SAMARAWEERA | 865243874V | 2023-05-30 | Male | |
| 20 | ARUNI NILEEKA ALWIS | 200489547451 | 2004-07-17 | Female | |

Figure 21

Click this

The screenshot shows the same 'Student Information' page as Figure 21, but with a confirmation dialog box overlaid. The dialog box contains the text 'onlineexams.gov.lk says' and 'Are you Sure? This incident will be recorded..'. It has two buttons: 'OK' and 'Cancel'. A red arrow points from the text 'Click this to confirm' to the 'OK' button. Below the dialog box, there are three dark blue bars with icons and text: '6 Sinhala 0 Tamil 2 English', '0 Non Stream Students', and '2 Special Education Needs Students'. The 'Student Information' table is visible below these bars.

Figure 22

Delete message

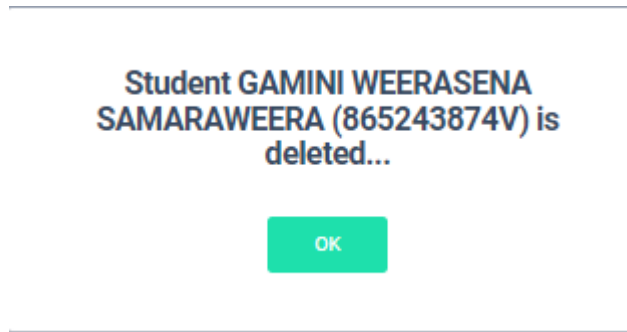
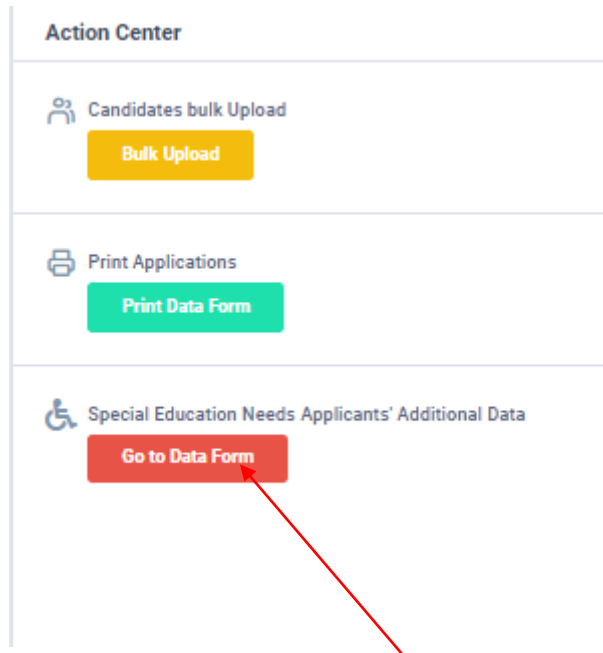


Figure 23

7. Special Education Needs Applicants' Additional Data



Click this

Figure 24

Edit Details of Special Education Needs Applicants

Special Education Needs Students

Export

Show 10 entries Search:

| No. | Candidate's Full Name | NIC Number | Private Address | Phone | Disability Type | Disability Details | If required a Special center name it | Actions |
|-----|-------------------------------------|--------------|--------------------------|-----------|-----------------|--------------------|---|---------|
| 5 | WEERAKKODY MOHOTTIGE DON VIBODHA... | 921811165V | No 405, Bollatha (North) | 762185596 | Vision | asasasa | NO | Edit |
| 5 | SAMMANI GOMAS | 875612345v | aa | 711385284 | Hearing | left ear | NO | Edit |
| 7 | KAMAL JAYAWERA | 200689547451 | 11, Temple Road | 718415226 | Vision | Far sight | HO/The Ceylon School for the Deaf & Blind,Ratmalana | Edit |

Search No. Search Candidate's Full Name Search NIC Number Search Private Addr Search Phone Search Disability Typ Search Disability Det Search If required a Special center name Clear filtering

Displaying 1 to 3 of 3 items First Previous 1 Next Last

Figure 25

Click this

Special Education Needs Students

Edit Record

No. : 5

Candidate's Full Name : SAMMANI GOMAS

NIC Number : 875612345v

Private Address* : 17, 4th Cross Road

Postal Town* : Negombo

Phone* : 711385284

Home telephone : 112780382

Disability Type* : Hearing

Disability Details* : left ear

if required a Special center name it* : NO

School joined date : 1900-01-18 (yyyy-mm-dd)

Click this

Figure 26

✔ Your data has been successfully stored into the database. [Edit Record](#)

Export

Show 10 entries Search:

| No. | Candidate's Full Name | NIC Number | Private Address | Phone | Disability Type | Disability Details | if required a Special center name it | Actions |
|-----|-------------------------------------|--------------|---------------------------|-----------|-----------------|--------------------|--|---------|
| 5 | WEERAKKODY MOHOTTIGE DON VIBODHA... | 921811165V | No 405, Bollaatha (North) | 762185596 | Vision | asasasa | NO | Edit |
| 5 | SAMMANI GOMAS | 875612345v | 17, 4th Cross Road, | 711385284 | Hearing | left ear | NO | Edit |
| 7 | KAMAL JAYAWEERA | 200689547451 | 11, Temple Road | 718415226 | Vision | Far sight | HO/The Ceylon School for the Deaf & Blind, Ratmalana | Edit |

Search No. Search Candidate's Full Name Search NIC Number Search Private Address Search Phone Search Disability Type Search Disability Details Search if required a Special center name it Clear filtering

Figure 27

Special education needs applicants details are updated

8. Search a Special Education Needs Applicant

Special Education Needs Applicants

Export

Show 25 entries Search:

| No. | Candidate's Full Name | NIC Number | Private Address | Mobile No. | Type of Disability | Disability Details | if required a Special center select it | Actions |
|-----|-----------------------|--------------|----------------------|------------|--------------------|--------------------|--|---------|
| 20 | KAMAL JAYAWEERA | 200767703620 | 14, Pushparama Place | 0719417757 | Hearing | both ears | NO | Edit |

Search No. Search Candidate's Full Name Search NIC Number Search Private Address Search Mobile No. Search Type of Disability Search Disability Details Search if required a Special center select it Clear filtering

Displaying 1 to 1 of 1 items (filtered from 4 total entries) First Previous 1 Next Last

Type the name that you want to search

Figure 28

9. Get printed copy using “Print Data Form”

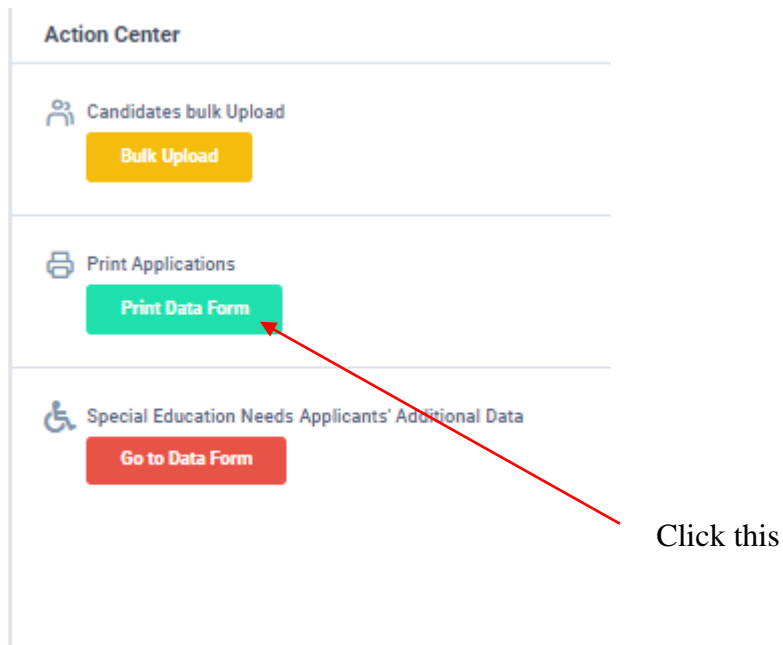


Figure 29

Check PDF.

Confirm information of all applicants are correct.

Then print PDF.

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව / இலங்கை பரீட்சைத் திணைக்களம் / DEPARTMENT OF EXAMINATIONS, SRI LANKA

DP/AL/2024 **අ.පො.ස.(උසස් පෙළ) විභාගය** **2024** මෙම විභාගයට ප්‍රවේශවීමේ නීති ගන්න. / க.பொ.த. (உயர் தர)ப் பரீட்சை } **2024** இப் பரீட்சையுள் பங்கேற்கும் பரந்தரப்புகள் கவனிக்கவும்.

සටහන දීමකින් 2016/13 ප්‍රවේශයට අදාළ විභාගයට පත් වීමට සිදු වූ අදාළවීම්වලින් කොටසක් මෙම අංකයට යටත්. / கனம் தேர்வுகள் 2016/13 கட்டுப்பாட்டுப்பேரவை பரීட்சைக்கு இயற்றும் கனம் பரීட்சைக்களங்கள் බෙහෙවින් ඉවත් වූ බවට දැනුම් දෙයි.

School Name and Address : A /ALIWANGUWA MAHA VIDYALAYA, 14, YAYA 7, ANURADAPURA PADAVI SRIPURA.

| | | | |
|---|---|---|--|
| (01) School No : <input type="text" value="1007"/> | (06) No. of Applicants <input type="text" value="7"/> | (08) I School Address : 14, YAYA 7, ANURADAPURA PADAVI SRIPURA. | (09) Divisional Education Office: KEBITHIGOLLEWA |
| (02) Total Exam Fees Paid(Rs.) : <input type="text"/> | Male : <input type="text" value="3"/> Sinhala : <input type="text" value="6"/> | II Telephone No.: 0252255015 | Zonal Education Office: KEBITHIGOLLEWA |
| (03) Paid Post Office : <input type="text"/> | Female : <input type="text" value="4"/> Tamil : <input type="text" value="0"/> | III Principal Mobile No.: 0711619807 | (10) Education Office: CINAMON GARDEN |
| (04) Receipt No. : <input type="text"/> | Total : <input type="text" value="7"/> English : <input type="text" value="1"/> | IV Principal Email ID : madhushaman@gmail.com | (11) Exam Town No.: <input type="text" value="6"/> |
| (05) Date : <input type="text"/> | Total : <input type="text" value="7"/> | | |

(07) District: ANURADHAPURA

| (12) | (13) | (14) | | | (15) | (16) | (17) | (18) | (19) | (20) | (21) | (22) | (23) | (24) | (25) |
|------|--|-------------------|-----|-----|-------------------|-----------------|-------------------|--------|--------|---------------|--------------|---------|---------------|------------------|----------------------------|
| SN | Write full Name in English Block Capital According to the Birth Certificate | Selected Subjects | | | Com. General Test | General English | Number of Subject | Gender | Medium | Date of Birth | NIC Number | Attempt | Special Needs | Stream | Signature of the Applicant |
| 1 | NIRMAN SRI CHATHURANGA ARIYARATHNA | 9S | 2S | 24S | 12S | 13 | 5 | M | S | 2023-06-07 | 890590115V | 2 | N | NON-STREAM | |
| 1 | MALITH PERERA | 1S | 2S | 9S | - | - | 3 | M | S | 2001-01-01 | 200152634122 | 1 | N | BIO SCIENCE | |
| 5 | WEERAKKODY MOHOTTIGE DON VIBODHA AKALANKA RANASINGHE WEERAKKODY MOHOTTIGE DON VIBODHA AKAL | 1S | 2S | 10S | 12S | 13 | 5 | F | S | 1992-06-30 | 921811165V | 1 | Y | PHYSICAL SCIENCE | |
| 5 | SARALA WIJESIRI | 1S | 2S | 10S | 12S | 13 | 5 | F | S | 2000-06-13 | 198458463875 | 1 | N | PHYSICAL SCIENCE | |
| 5 | SAMMANI GOMAS | 9T | 10E | 20E | 12S | 13 | 5 | F | S | 2000-10-20 | 875612345v | 2 | Y | NON-STREAM | |
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Figure 30

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