

## User Guide for Scholarship Examination for Grade 5 Students - 2023 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.

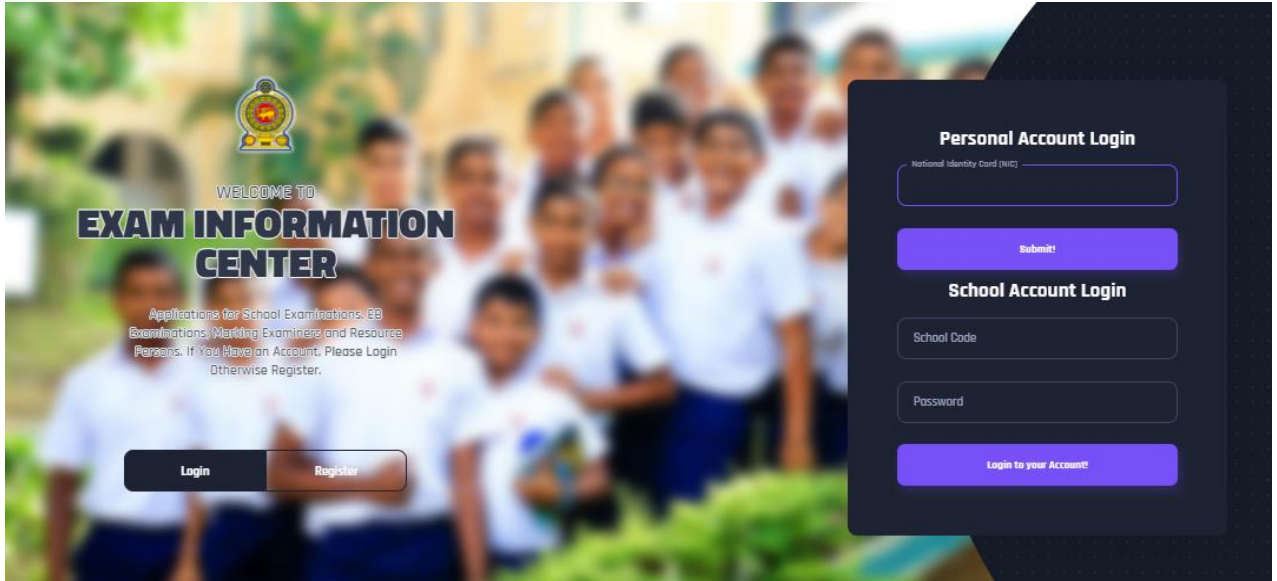


Figure 1

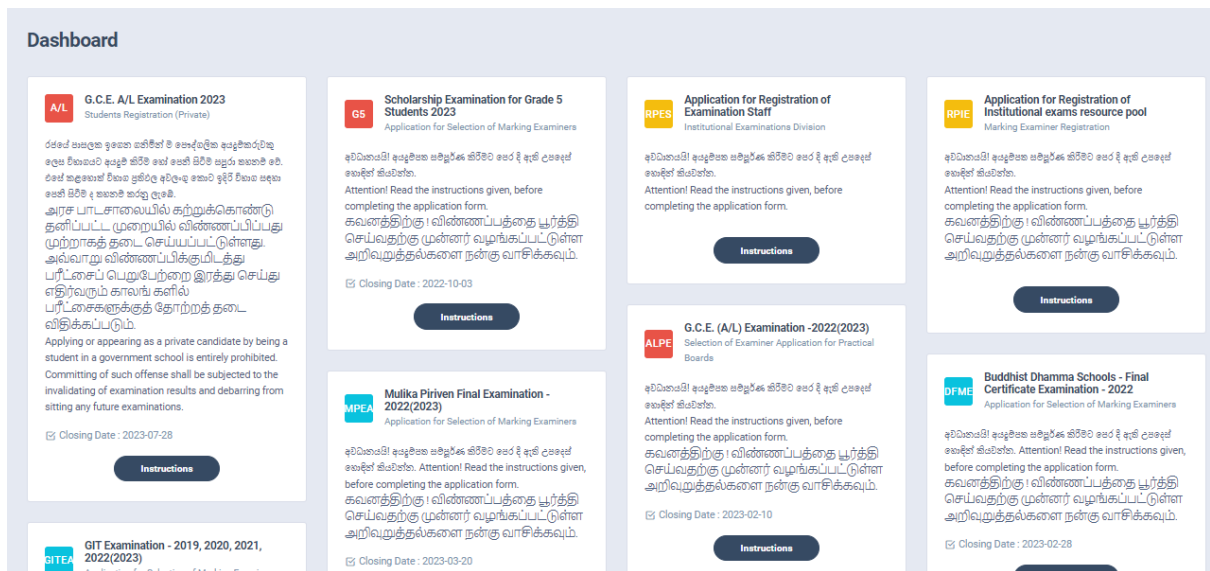


Figure 2

2. Click on the “Instructions” button under tile “Scholarship Examination for Grade 5 Students 2023 –Application for Selection of Marking Examiners” on Dashboard

**G5** **Scholarship Examination for Grade 5 Students 2023**  
Application for Selection of Marking Examiners

අවධානයයි! අයදුම්පත සම්පූර්ණ කිරීමට පෙර දී ඇති උපදෙස්  
සෙසින් කියවන්න.

Attention! Read the instructions given, before  
completing the application form.

கவனத்திற்கு ! விண்ணப்பத்தை பூர்த்தி  
செய்வதற்கு முன்னர் வழங்கப்பட்டுள்ள  
அறிவுறுத்தல்களை நன்கு வாசிக்கவும்.

✉ Closing Date: [REDACTED]

**Instructions**

Figure 3

Click This

You can read the instructions and watch the instructional video

The screenshot shows a window titled "Instructions" with a close button (X) in the top right corner. On the left side, there is a button labeled "Technical Instructions". The main content area features a video player with a play button icon. The video player displays a screenshot of the application form titled "Marking Examiners' Application - Schol...". Below the video player, there is a "Next" button. At the bottom of the window, the contact information "Tell: 0112785231/0112785681" is visible. A red arrow points from the text "Click this" to the "Next" button.

Figure 4

Click this

3. Follow the below steps to fill the application

3.1 *Fill STEP 1-PERSONAL INFORMATION*

3.2 *Fill STEP 2-EXAM REQUEST*

3.3 *Fill STEP 3-WORKING EXPERIENCE*

3.4 *Fill STEP 4-EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS*

**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.

Scholarship Examination for Grade 5 Students - 2023 ~ Application for Selection of Marking Examiners

NAME - Sachira | NIC - 198658403674

Activity log

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: WORKING EXPERIENCE 4. STEP 4: EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

Title \* Ms. Name with Initials in English \* Kariyawasam Serasinghe Pathirana Duralage

NIC \* 198658403674 Date Of Birth \* 01/1989 Gender \* Male Email Address sara@gmail.com

Mobile Number \* 0719417759 Private Address \* No. 336, 3rd Lane, Thalagama North, Koswatta

Postal Town \* Battaramulla

Next

Figure 5

Click this

Click this or enter

### 3.2 Fill STEP 2 – EXAM REQUEST

- Select the “Preferred medium for marking” by click on the radio button
- Select the “Preferred Paper” by click on the radio button
- Select the “Preferred Districts and Towns” by dropdown list

Figure 6

#### a) Experience Regarding Grade Five Evaluation

- fill the years of experience as an “Assistant Examiner”.
- fill the years of experience as a “Chief Examiner”.
- If you were an “Assistant Examiner” for previous years and accept “Chief Examiner” for this year, select “YES” or “NO”
- If you were a “Chief Examiner” for previous years and accept “Assistant Examiner” for this year, select “YES” or “NO”
- Select “YES” or “NO” whether any of your family member or resident of your house expect to sit this examination
- Select the Year of marking which you last attended
- Select the “Town” in which you last attended marking
- Enter the “Code Number”

#### Experience Regarding Evaluation (Grade 5 Scholarship Examination)

Figure 7

b) *Disciplinary Actions/ Investigations*

- Select “YES” or “NO” whether “any disciplinary action against you in progress”
- Select “YES” or “NO” whether “you are debarred from examination duties”  
If “YES” enter the details in the text area

**Disciplinary Actions/ Investigations**

Is any disciplinary inquiry against you in progress?\*

Select ▼

Are you debarred from examination duties?\*

Select ▼

If yes give Details:

Click this

Click this

Figure 8

**3.3 Fill STEP 3 – WORKING EXPERIENCE**

- 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
- Fill the “Office Address”, “Postal Town” of office, and “Office Telephone Number”
- Select the “First Appointment Date as a Teacher” from the calendar or enter
- Select “Present District you work in”, “Education Zone “and “Permanent Residential District from drop down list
- Fill the “Present Designation” and select “Service” and “Grade” from the dropdown list
- Select the “Date of Appointment” from the calendar or enter
- Select the designation which you were “Appointed as” from the dropdown list
- Select the “Grade you are teaching at school in 2021” from the dropdown list
- Select the “Appointment date as a “Trainee/Graduate/N.C.O.E.Diploma holder” from the calendar or enter

**Work Related Details**

Are you currently working at a School:\*  School ID : (Not the census id)  School Name :

Office Address:\*

Postal Town (Office):\*  Telephone No. (office):  First Appointment Date as a Teacher: \*

Present District you work in : \*  Education Zone: \*

Present Designation : \*  Service : \*  Grade : \*

Appointed as : \*  Grade you are teaching at present : \*  Appointment date as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification : \*

Period of service after the above appointment : \*  Period of service as a holder of Diploma/ Post Graduate Diploma in Education or similar qualification : \*

Figure 9

Click this

Click this or enter

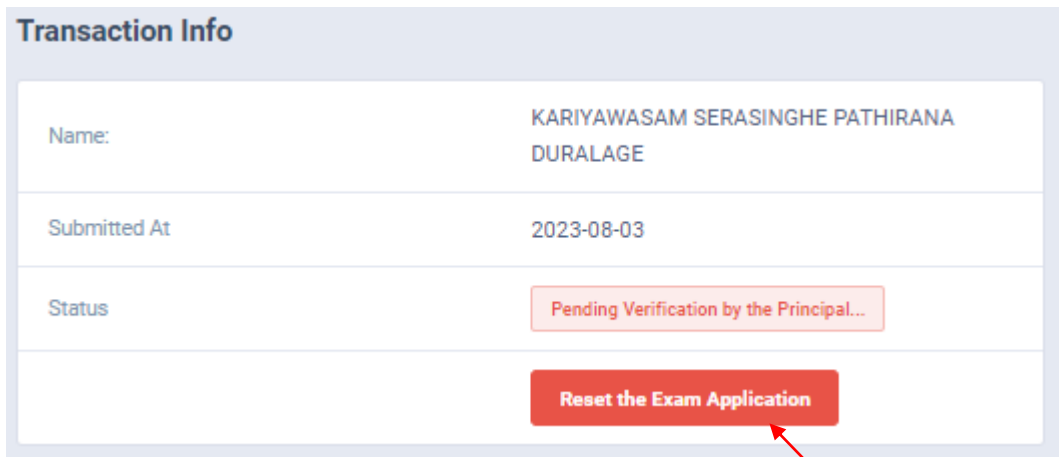
### 3.4 FILL STEP 4 – EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

**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”
- If you have followed any **Other Courses**;  
Fill the relevant “Other Course Details”



- If you want to do some changes of your submitted application, click on “Reset the Examiner’s Application” button



**Transaction Info**

Name:	KARIYAWASAM SERASINGHE PATHIRANA DURALAGE
Submitted At	2023-08-03
Status	Pending Verification by the Principal...

[Reset the Exam Application](#)

Figure 12

Click this

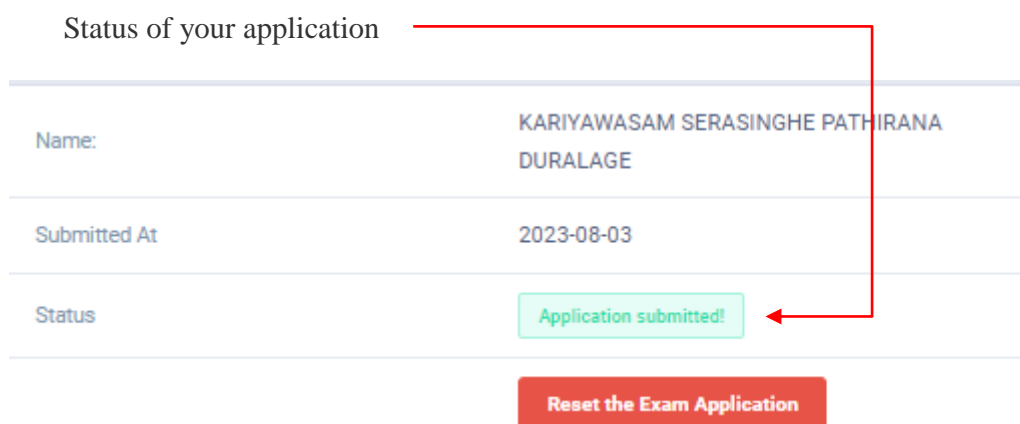
- When the application is successfully submitted (if you are not currently working at a school)

### Work Related Details

Are you currently working at a School:\*

Figure 13

Status of your application



Name:	KARIYAWASAM SERASINGHE PATHIRANA DURALAGE
Submitted At	2023-08-03
Status	Application submitted!

[Reset the Exam Application](#)

Figure 14



- 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”

**Work Related Details**

Are you currently working at a School:\*

School ID:

School Name:

Figure 15

Status of your application

Transaction Info	
Name:	KARIYAWASAM SERASINGHE PATHIRANA DURALAGE
Submitted At	2023-08-03
Status	Pending Verification by the Principal...
<a href="#">Reset the Exam Application</a>	

Figure 16

- When the application is successfully submitted and verified by principal (If you are currently working at a school) the status will be changed

Status of your application

Name:	KARIYAWASAM SERASINGHE PATHIRANA DURALAGE
Submitted At	2023-08-03
Status	Application Verified by the Principal!

Figure 17

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

**Scholarship Examination for Grade 5 Students - 2022 ~ Application for Selection of Marking Examiners**

NAME - Sachira | NIC - 198658403674

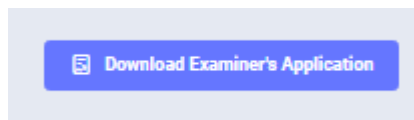
Activity log

**Download Examiner's Application**


Exam Application Summary	
Name:	KARIYAWASAM SERASINGHE PATHIRANA DURALAGE
NIC	198658403674
Address	NO. 336, 3RD LANE, THALANGAMA NORTH, KOSWATTA, BATTARAMULLA
Gender	F
Date of Birth	1989-02-01
Telephone	0719417759
Preferred medium for marking	Sinhala
Preferred Paper	Paper I
Preferred town 1	Maharagama
Preferred town 2	Negombo
Working at a school	Yes A /ALIWANGUWA MAHA VIDYALAYA, 14, Yaya 7, Anuradapura PADAVI SRIPURA.

Figure 18

Click this



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. 02/11/2009 before completing.  
Date: 2023-08-12

**GRADE -5  
2023**

The closing date of Application is 03<sup>rd</sup> October 2023.

FOR OFFICE USE

Marks	Code No.
<b>TO BE FILLED BY THE APPLICANT</b>	
Last Service Year	Town
2011	Homagama
Code No.	Teaching Experience
4235	

**Grade 5 Scholarship Examination 2023**  
**Application for Selection of Marking Examiners**

Preferred medium of marking: Sinhala  Tamil  Preferred Paper: Paper I  Paper II

**01** 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 last page)

(a) First choice:  (b) Second choice:

**02** (a) Name with initials : Ms. KARIYANASAN SERASINDHE PATHIRANA DURALAGE  
 (b) Permanent Address : NO. 336, 3RD LANE, THALANGAMA NORTH, KOSWATTA, BATTARAMULLA  
 (c) E-mail address : sarad@gmail.com  
 (d) Gender : Male (e) NIC No. : 198658483674

**03** Present working (a) District : C/D/DMBO (b) Education zone : Kiliinchchi  
 (c) Permanent residential district :  
 (d) Official address : 14, PUSHPARAMA PLACE, MATARA  
 (e) Telephone No. : Office: +94719417759 Home: 0719417759 Mobile: 0719417759

**04** (a) Date of birth: 1989-02-01 (b) Age as at 2023-12-31: 34-10-30

**05** Date of appointment as a teacher: 2023-08-22

**06** (a) Present Designation, Service & Grade : Teacher - None Grade III  
 (b) Date of appointment to the above post: 2023-08-22

**07** (a) Date of appointment as a Trainee/ NCOE graduate teacher: (Strike off words inapplicable) 2023-08-14  
 (b) Period of service after the above appointment: Years:

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

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

Academic/ Professional/ Other Qualifications	Course Followed	Year Completed	Subjects Passed (Compulsory)	Class obtained/If any/ Special Passes/If any/	Name of the University/ Institution
Training		1999-2001			Nayamba University
Degree		-			
Post graduate diploma		-			
Other courses followed		-			

Please attach a descriptive certified copy of the Degree/Diploma certificate (Compulsory for new applicants and Examiners those who have not produced them last year).

Figure 19

- Complete the downloaded application (You have to fill some fields by manually).
- 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 teachers** 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 Unit - 0113671568, 0113661122**  
**Email Address – onlineexams@gmail.com**