

G.C.E. (A/L) EXAMINATION – 2022

TECHNICAL INSTRUCTIONS FOR CANDIDATES TO COMPLETE APPLICATION FORM

1. Login-in to the system

1.1. Following paths of the Department of Examinations, Sri Lanka can use to fill the application

- Visit the official website <https://doenets.lk> and click “Online Applications (School Exams)” under “Our Services” and click on “G.C.E.(A/L) Examination 2022 – Student Registration (Private)” or,
- Visit the official mobile app, “DoE” and click “Online Applications (School Exams)” and click on “G.C.E.(A/L) Examination 2022 – Student Registration (Private)” or,
- Visit <https://onlineexams.gov.lk/eic> .

1.2. If you already have an account log in to the system by entering your Nation Identity Card number in “Personal Account Login”. If not, create a new account to log-in by clicking on “Register” and filling the application in “Create Your Account”.

****You are currently used correct mobile number should be entered, since all future notices will be delivered to you via this mobile number.**

1.3. If you want to change personal contact number (mobile) in the existing account should be addressed to doeonlineexams@gmail.com by a mail as soon as possible.

1.4. If you don't have a National Identity Card, please contact 011-2784537 / 011-2784208 / 011-2786616 and obtain a temporary number.

1.5. When the National Identity Card number is entered, you will receive a code number (OTP) via SMS. Use the code number to log-in to the system.

1.6. Read the instructions in G.C.E. AL- 2022 Students Registration (Private) and click “Instruction” button for further details. Watch and read technical instructions, general instructions and the instruction video, then select “Next” button to initiate completing the application.

1.7. Upon entering and selecting the personal information (sub-number 02), district, town and medium of the examination (sub-number 03), you may enter subjects of the examination (sub-number 04).

2. Personal Information

2.1. Full name in English

Full name in English block capitals as per the Birth Certificate. Do not enter the name with initials.

Eg. KULASOORIYAGE MAHESH SUJITH DE SILVA

Candidates who have more than 90 letters in their names should contact above numbers for instructions before filling the application.

2.2. NIC : When you registered your NIC will be indicated. Please check the same and confirm.

2.3. Date of Birth

Enter or select the date of birth as stated in the birth certificate

2.4. Gender

Select the gender “Male” or “Female” as applicable

2.5. E-mail address

Private contact number (Mobile Number)

Private contact number (Fixed/ Home Telephone No.)

} Enter these details

2.6. Private Address

Address: permanent address in English block capitals

Do not enter a temporary address or the address of the private/ international school

2.7. Postal town should be separately mentioned when entering the private address. Do not enter the postal town twice.

Eg. Address: No.25, Temple Road
Postal Town: Homagama.

Select “Next” icon to proceed

3. Exam Request

3.1. District and Town you expect to sit for the examination

You will receive list of towns after selecting the district you wish to sit for the examination. Select the town accordingly. **Selecting an incorrect town would cause to receive a distanced examination center.** The schedule of Towns and Town Numbers is attached herewith. You will not be permitted to change requested examination center later.

3.2. Number of Attempts

Select which attempt you are applying for the examination.

3.3. Special education needs applicants (Vision/ hearing/ other)

3.3.1. Select “No” if not applicable

3.3.2. Select “Yes” if you are an applicant with special education needs. Complete followings accordingly.

- Type of disability
 - Braille – braille applicant
 - Hearing – hearing impaired applicant
 - Vision – visually impaired applicant
 - Body functions/structure – applicants with physical difficulties
 - Other – applicants with other difficulties
- If a special center is required, select it
- More details about the disability

Select “Next” icon to proceed

4. Subject information

Subjects and language medium of the examination 2021

4.1. Preferred language medium

Select the language medium appearing for the examination. If you are appearing for the examination in two language mediums, you should enter the other language in addition to English as the main language medium.

4.2. In terms of the Ministry of Education Circular No.2016/13 dated 26.04.2016 you may select maximum three core subjects and (13) General English, (12) Common General Test.

4.3. Language medium of each subject should be selected accurately. You can appear in two language mediums if required.

- Sinhala and English
- Tamil and English

No candidate can appear in Sinhala and Tamil languages at the same time.

4.4. **Very important:**

- i. Subject no. (07) Mathematics could not be applied under Physical Science subject stream.
- ii. Only one subject could be applied out of the subject nos.14, 15, 16, 17, 18 and 19.
- iii. Only one subject out of (65) Engineering Technology and (66) Bio System Technology could be applied.

- iv. The subject (67) Science for Technology could be applied only if Engineering Technology or Bio System Technology is selected.
- v. Out of Religion and Civilization subjects, if a certain Religion subject is selected, the respective Civilization subject cannot be selected. Accordingly, if a certain Civilization subject is selected, the respective Religion subject cannot be selected.
- vi. When applying for subject no. (52) Dancing, clearly select the category of dancing you have followed. This categorization is only applicable for the practical test.
- vii. Subject no. (54) Oriental Music could be applied in Sinhala medium only.
- viii. Subject no.(55) Carnatic Music could be applied in Tamil medium only.
- ix. Subject no. (56) Western Music could be applied in English medium only.
- x. No applicant is permitted to change subjects mentioned in the application or to change subjects at the examination hall or to sit for an additional subject. Results of candidates who disregard this condition will be invalidated.

4.5. Common General Test

If applying for the Common General Test, select “Yes” and the language medium.

4.6. General English

If applying for General English, select “Yes”.

Use “submit” icon to go to next step

4.7. After selecting the subjects you may observe the subject stream of your subjects. **Pay attention to it.**

Check the “**Examination application summary**” after clicking “**Submit**” button. If you want to make any changes, select “Reset the Exam Application” and change. Any changes cannot be made after selecting “Payment Methods”.

05. Payment Methods

Payment of examination fees may be made via post offices or via bank cards (Credit/ Debit Cards).

5.1 If you are paying via post offices, select “Pay by Postal Department” coming under “Payment Method”. **The Reference Number you received at that moment should provide to the post office to pay the examination fee. Keep the receipt you receive in your possession.**

Upon payment of the examination fee, you should log-in to the official website of the Department of Examinations to download the application.

You can download the application by selecting the link you received along with the SMS after making payment successfully.

5.2 You should select the option “Pay by Credit/ Debit Card” given under “Payment Methods” for payments via bank credit / debit cards. After making payment you may download the application.

No. of subjects	1	2	3	4	5
Examination Fee (Rs.)	150/-	200/-	250/-	350/-	400/-

The candidates appearing for Home Economics, Engineering Technology and Bio System Technology should pay an additional Rs.300/- should be paid for practical tests. This payment should be made only when the candidates are called for practical tests and it is not required to pay with the above.

06. You may download your application by clicking the item “Download A/L Exam 2022 Application”. Please keep a printed copy of the same with you.

07. Rejection of applications

1. Persons who have received school leaving certificate from a government school or the applicants of private schools can only apply as private candidates. Applying as a private candidate by being a student in a government school is entirely prohibited. Appearing as a private candidate by being a student as such is an offence and such candidates shall subject to debarring from sitting any future examinations.
2. Applications in which the address of the private/ international school has been mentioned as candidate’s private address will be rejected.