

User Guide for Scholarship Examination for Grade 5 Students 2021 Application - Student Registration (Schools)

1. Log into the system and update your School Information.

Department of Examinations
EXAM INFORMATION CENTER Home Contact Dark Mode

Dashboard

Please check whether your school information is up-to-date [click here](#)

A/L **G.C.E. A/L Examination 2021**
Student Registration (Schools)

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

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

கவனத்திற்கு ! விண்ணப்பத்தை பூர்த்தி செய்வதற்கு முன்னர் வழங்கப்பட்டுள்ள அறிவுறுத்தல்களை நன்கு வாசிக்கவும்.

G5 **Grade Five Scholarship 2021**
Student Registration (Schools)

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

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Figure 1

Select School information and update.
Then click “Save Information.”

School Information

Keep your School details up-to-date.

School ID:

Census No:

School Name	Principal's Name:	
Address:	Postal Town:	Principal's Mobile Number:
Phone Number:	Email:	District:
		Edu. Zone:

Overview School Information Log

Total Candidates		G.C.E. A/L		Grade Five Scholarship	
9		5		4	
MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
5	4	3	2	2	2

Figure 2

Select Grade Five Scholarship 2021

Dashboard

Please check whether your school information is up-to-date [click here](#)

A/L G.C.E. A/L Examination 2021
Student Registration (Schools)

අවධානයයි! අයදුම්පත සම්පූර්ණ කිරීමට පෙර දී ඇති උපදෙස් කෙරෙහි කියවන්න.
Attention! Read the instructions given, before completing the application form.
කவனத்திற்கு ! விண்ணப்பத்தை பூர்த்தி செய்வதற்கு முன்னர் வழங்கப்பட்டுள்ள அறிவுறுத்தல்களை நன்கு வாசிக்கவும்.
Closing Date : 2021-07-30

Instructions

G5 Grade Five Scholarship 2021
Student Registration (Schools)

අවධානයයි! අයදුම්පත සම්පූර්ණ කිරීමට පෙර දී ඇති උපදෙස් කෙරෙහි කියවන්න.
Attention! Read the instructions given, before completing the application form.
කவனத்திற்கு ! விண்ணப்பத்தை பூர்த்தி செய்வதற்கு முன்னர் வழங்கப்பட்டுள்ள அறிவுறுத்தல்களை நன்கு வாசிக்கவும்.
Closing Date : 2021-03-31

Instructions

Figure 3

Click this

2. Read the instructions and watch instructions video before filling the application

Then click next

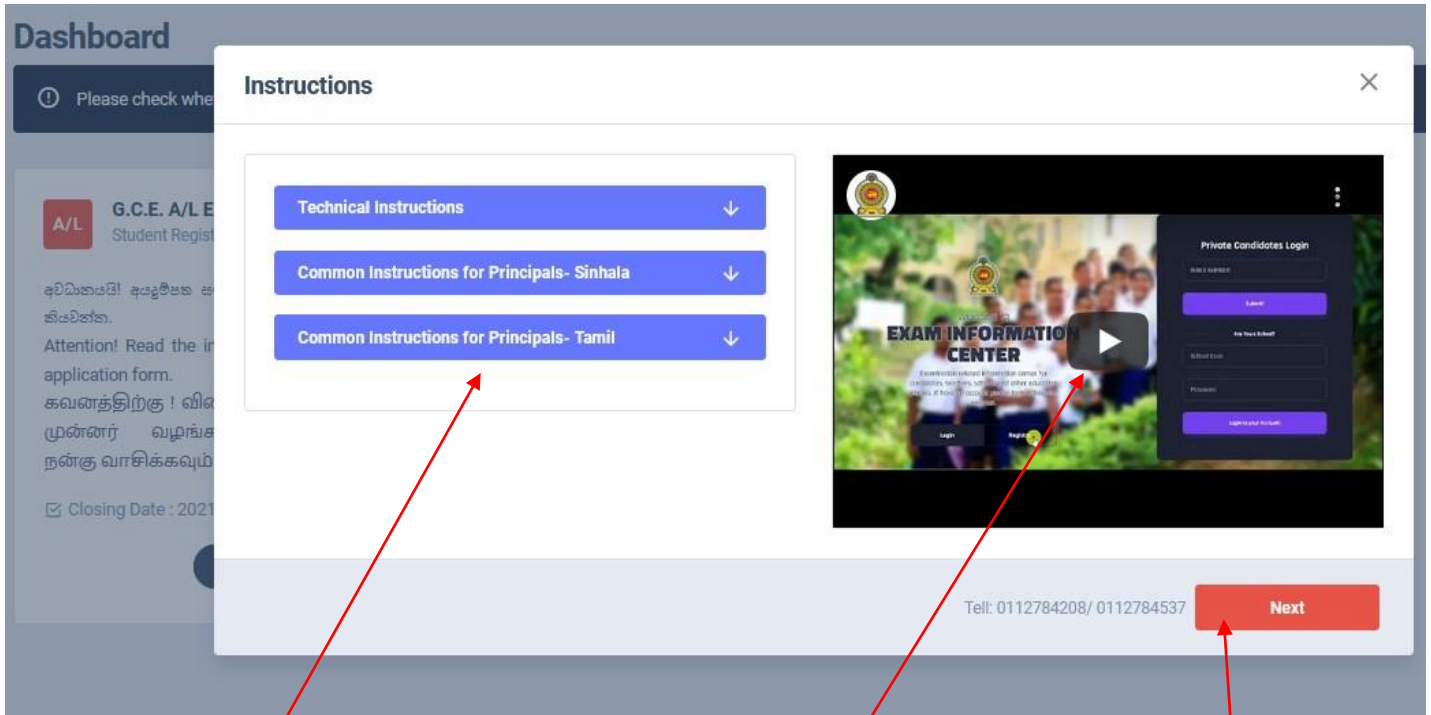


Figure 4

Read Common Instructions

Watch the Video

Click this

Data Summary

9 Male	4 Female	=13 Total
7 Sinhala	1 Tamil	1 English
4 Low Income Students	4 Special Education Needs Students	

Action Center

- Candidates Bulk Upload [Bulk Upload](#)
- Print Applications [Print Data Form](#)
- Special Education Needs Students Additional Data [Go to Data Form](#)

Students Information

[Add Candidate](#)

Show 10 entries

No.	Candidate's Full Name	Medium	Gender	Date of Birth	Is Annual Income lower than LKR 180000. රුපිය 180000 ඉවුර?	Is Candidate has any Special Needs/ Visual Impairments	Actions
1	Amali Silva	Tamil	Female	2001-05-21	No	Yes	Edit Delete
1	Kapila Kumara	Sinhala	Male	2016-02-25	No	Yes	Edit Delete
1	Testtt1	Sinhala	Male	2021-07-06	Yes	Yes	Edit Delete
2	Nihal Sugathapata	0	Male		No	No	Edit Delete
2	Shamal Nishantha	Sinhala	Male	2021-07-14	No	No	Edit Delete
2	Testtt2	4	Female	2001-01-03	No	No	Edit Delete
3	Sannasgamage Nimali Surangika	0	Male		No	No	Edit Delete
4	Nushan Rangana	0	Male		No	No	Edit Delete
5	prasad	Sinhala	Male	2021-07-13	Yes	No	Edit Delete
5	Manel Shashikala	0	Male		No	No	Edit Delete

Search:

Search No |
 Search Candidate's Full Name |
 Search Medium |
 Search Gender |
 Search Date |
 Search Is Annual Income lower than LKR |
 Search Is Candidate has any Special |
 [Clear filtering](#)

Displaying 1 to 10 of 13 items

Figure 5

3. Adding Information of candidates

I) Method 1- Bulk upload

II) Method 2 –Add candidate One by One

I) Method 1 -Bulk upload

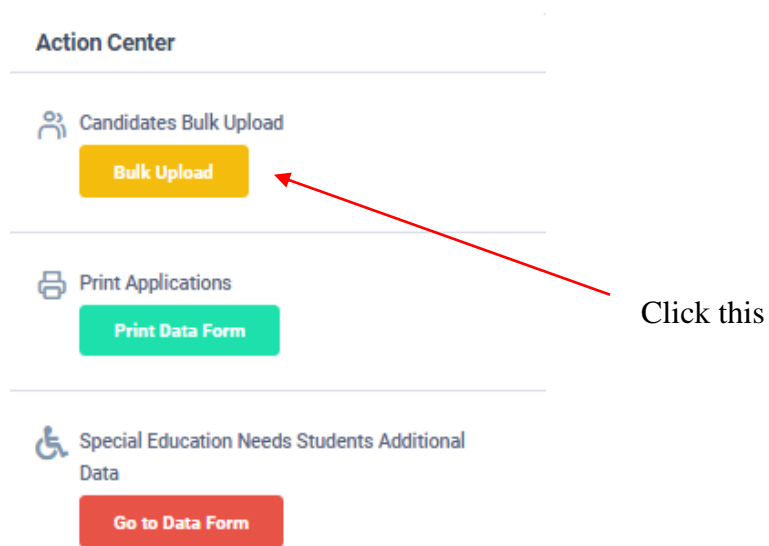


Figure 6

Read the Instructions.

Click on "Download the Excel Template".

Department of Examinations
EXAM INFORMATION CENTER Home Contact Dark Mode

Grade Five Scholarship 2021 - Students Registration (Schools)

School : A / ALIWANGUWA MAHA VIDYALAYA, PADAVI SRIPURA.

[Back to Main Page](#) [Activity Log](#)

Candidates Bulk Upload

Read the Instructions

- Click on the **Download Excel Template** button to download data_templateg5.xlsx
- data_templateg5.xlsx has 7 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)
 - DATE_OF_BIRTH - Date Of Birth (Format must be YYYY-mm-dd)
 - GENDER - Gender (Format: M = male , F= female) (use given dropdown)
 - LANGUAGE_MEDIUM - Preferred Language Medium (Format: S = Sinhala , T= Tamil) (use given dropdown)
 - ANNUAL_INCOME_LOWER_THAN_180000LKR - Annual Income of the Student's Family (Format: YES or NO) (use given dropdown)
 - HAS_ANY_SPECIAL_NEEDS/VISUAL_IMPAIRMENTS - Is Candidate has any Special Education Needs/ Visual Impairments (Format: YES or NO) (use given dropdown)
- Save the file as data_template.xlsx. (No need to convert to .csv) Then upload.

Upload the .xlsx file

Choose File No file chosen

UPLOAD

Download the Excel Template

data_templateg5.xlsx Show all X

Download the Excel Template

Figure 7

Fill all the students' information of the downloaded excel template and save it.

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

	A	B	C	D	E	F	G	H
1	ID	FULL_NAME	DATE_OF_BIRTH	GENDER	LANGUAGE_MEDIUM	ANNUAL_INCOME_LOWER_THAN_180000LKR	HAS_ANY_SPECIAL_NEEDS/VISUAL_IMPAIRMENTS	
2	1	Amal Perera	2001-01-02	M	S	YES	YES	
3	2	Rani Raja	2001-01-03	F	T	NO	NO	
4	3	Kumari Gomas	2001-01-04	F	S	NO	YES	
5	4	Mohomad Lathif	2001-01-05	M	T	YES	YES	
6	5	Induja Srimathi	2001-01-06	F	T	YES	NO	

Figure 8

Attach the excel file and click on “UPLOAD”

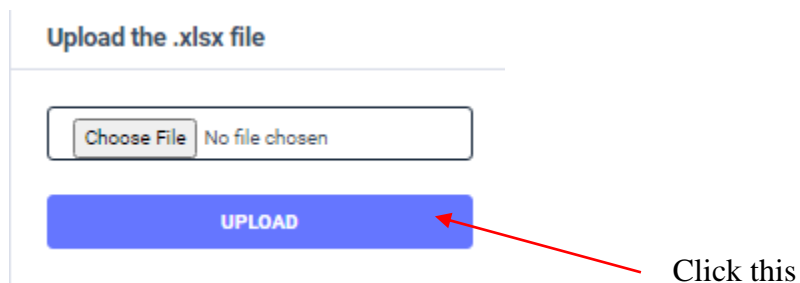


Figure 9

When Bulk Upload is success you can see this message

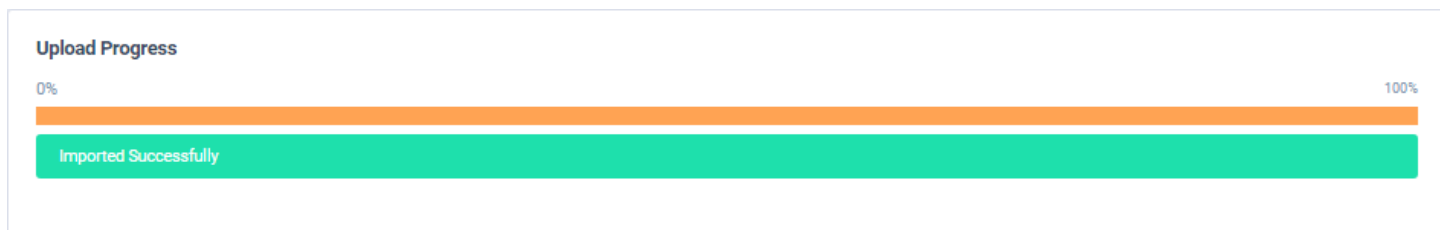


Figure 10

II) Method 2- Add Candidate One by One

Click This

Students Information

Show entries Search:

No. ▾	Candidate's Full Name ▾	Medium ▾	Gender ▾	Date of Birth ▾	Is Annual Income lower than LKR ▾ 180000. වාර්ෂික අදායම රු. 180000 අඩුද?	Is Candidate has any Special Education Needs/ Visual Impairments ▾

Figure 11

Enter Student Information

Then Save.

Students Information

Add Candidate

No.* :

Candidate's Full Name* :

Medium* : x ▾

Gender* : Male Female

Date of Birth* : (yyyy-mm-dd)

Is Annual Income lower than LKR 180000. වාර්ෂික ආදායම රු. 180000 අඩුද?* : Yes (Low Income) No (Higher Income)

Is Candidate has any Special Education Needs/ Visual Impairments* : Yes No

Figure 12

Click this

Students Information

Add Candidate

No.* :

Candidate's Full Name* :

Medium* :

Gender* : Male Female

Date of Birth* : (yyyy-mm-dd)

Is Annual Income lower than LKR 180000. වාර්ෂික ආදායම රු. 180000 අඩුද? : Yes (Low Income) No (Higher Income)

Is Candidate has any Special Needs/ Visual Impairments* : Yes No

✔ Your data has been successfully stored into the database. [Edit Candidate](#) or [Go back to list](#)

Message of Confirmation

Figure 13

you can see the added candidate's details.

8	Vibodha	Sinhala	Male	2002-05-07	No	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
9	Vibodha	Sinhala	Male	2002-05-08	No	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
9	Madushanka Jayamanna	Sinhala	Male	2001-10-24	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
9	Samanmali Kumari	Sinhala	Female	2021-07-14	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
10	Vibodha	Sinhala	Male	2002-05-09	No	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
12	Vibodha	Sinhala	Male	2002-05-11	No	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
22	lakruwan saman silva	Sinhala	Male	2011-07-12	No	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

New candidate is added to the system

Figure 14

4. Use Edit Button to change Information of Students.


No.	Candidate's Full Name	Medium	Gender	Date of Birth	Is Annual Income lower than LKR 180000. වාර්ෂික ආදායම රු. 180000 අඩුද?	Is Candidate has any Special Education Needs/ Visual Impairments	Actions
1	Saman anura kumara	Sinhala	Male	2011-05-05	Yes	No	 

Figure 15

Click this

Students Information

Edit Candidate

No.* :

Candidate's Full Name* :


Medium* :

Gender* : Male Female

Date of Birth* : (yyyy-mm-dd)





















Is Annual Income lower than LKR 180000. වාර්ෂික ආදායම රු. 180000 අඩුද?* : Yes No

Is Candidate has any Special Education Needs/ Visual Impairments* : Yes No

 Your data has been successfully updated. [Go back to list](#)

Message of Confirmation

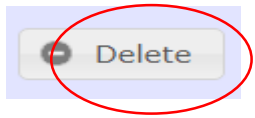
Figure 16

6	Test6 Test6	Sinhala	Male	2021-07-01	No	No	 Edit	 Delete
7	Vibodha	Sinhala	Male	2002-05-06	No	No	 Edit	 Delete
8	Avishka Nirman	Sinhala	Male	2001-05-21	Yes	No	 Edit	 Delete
8	Vibodha	Sinhala	Male	2002-05-07	No	No	 Edit	 Delete
9	Vibodha	Sinhala	Male	2002-05-08	No	No	 Edit	 Delete
9	Madushanka Jayamanna	Sinhala	Male	2001-10-24	Yes	No	 Edit	 Delete
9	Samanmali Kumarihami	Sinhala	Female	2021-07-14	Yes	No	 Edit	 Delete
10	Vibodha	Sinhala	Male	2002-05-09	No	No	 Edit	 Delete
12	Vibodha	Sinhala	Male	2002-05-11	No	No	 Edit	 Delete
22	lakuwan saman silva	Sinhala	Male	2011-07-12	No	Yes	 Edit	 Delete

Edited part of the candidate

Figure 17

5. Click on Delete button to remove the Candidate.



Click this to confirm

onlineexams.gov.lk says
Are you sure that you want to delete this record?

OK Cancel

7 Sinhala

4 Special Education Needs Students

Students Information

[Add Candidate](#)

Show 25 entries Search:

No.	Candidate's Full Name	Medium	Gender	Date of Birth	Is Annual Income lower than LKR 180000. වර්ෂා ආදායම 180000 ඊළඳි?	Is Candidate has any Special Needs/ Visual Impairments	Actions
1	Amali Silva	Tamil	Female	2001-05-21	No	Yes	Edit Delete
1	Kapila Kumara	Sinhala	Male	2016-02-25	No	Yes	Edit Delete
1	Testtt1	Sinhala	Male	2021-07-06	Yes	Yes	Edit Delete
2	Nihal Sugathapala	0	Male		No	No	Edit Delete
2	Shamal Nishantha	Sinhala	Male	2021-07-14	No	No	Edit Delete
2	Testtt2	4	Female	2001-01-03	No	No	Edit Delete
3	Sannasgamage Nimali Surangika	0	Male		No	No	Edit Delete
4	Nushan Rangana	0	Male		No	No	Edit Delete
5	prasad	Sinhala	Male	2021-07-13	Yes	No	Edit Delete
5	Manel Shashikala	0	Male		No	No	Edit Delete
6	Samanmali Kumarihami	Sinhala	Female	2021-07-14	Yes	No	Edit Delete
15	Baddegamage Punya Dilshani Gallage	Sinhala	Female	2017-12-12	Yes	Yes	Edit Delete
16	Nishan Rangana Sampath	Sinhala	Male	2021-07-12	No	No	Edit Delete

Search filters: [Search No.] [Search Candidate's Full Name] [Search Medium] [Search Gender] [Search Date] [Search Is Annual Income lower than LKR] [Search Is Candidate has any Special Needs/ Visual Impairments] [Clear filtering](#)

Figure 18

6. Special Education Needs Student Additional Data

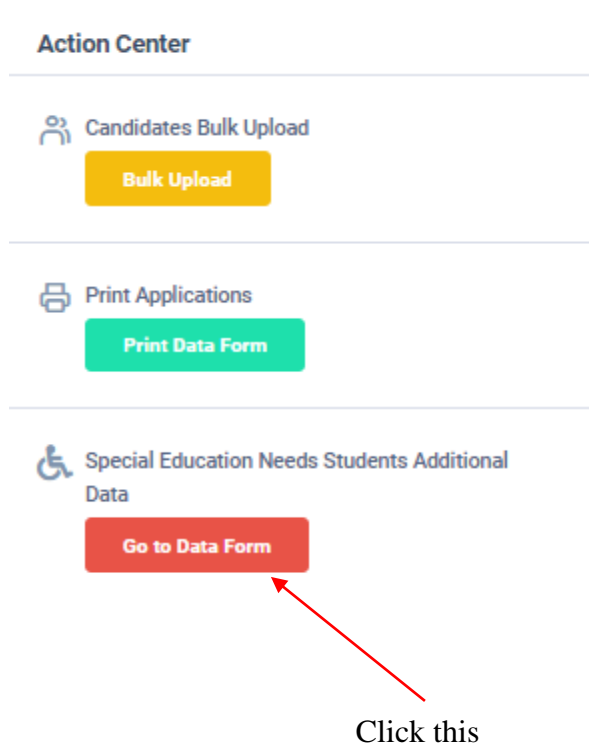


Figure 19

Edit Details of Special Education Needs Student Details

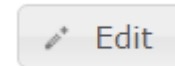
Special Education Needs Students

Show 10 entries Search: Export

No.	Candidate's Full Name	Private address	Postal town	Candidate's contact No.	Disability type	Disability Details	if require a Special center name it	Actions
2	Saman anura bandara	maharagama	maharagama	0112456789	Hearing	hering not clear	HO/The Ceylon School for the Deaf & Blind,Ratmalana	Edit
4	Laksitha Silva	Battramulla Jjkjsa dksa sdk	Battaramulla	0712345679	Braille	Braille	NO	Edit
22	lakruwan saman silva	battramulla	battramulla	0712345679	Other	other	NO	Edit

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

Figure 20



Click on “Edit”

Special Education Needs Students

Edit Candidate

No. : 2

Candidate's Full Name : Saman anura bandara

Private address* :

Postal town* :

Candidate's contact No.* :

Disability type* :

Disability Details* :

if require a Special center name it* :

Your data has been successfully updated. [Go back to list](#)

Message of Confirmation

Figure 21

7. Search a Special Education Needs student

Show 100 entries

Search: saman anura kum

No.	Candidate's Full Name	Medium	Gender	Date of Birth	Is Annual Income lower than LKR 180000. වාර්ෂික ආදායම රු. 180000 ආදි?	Is Candidate has any Special Education Needs/ Visual Impairments	Actions
1	Saman anura kumara	Sinhala	Male	2011-05-05	Yes	Yes	Edit Delete


Search | Search Candidate's | Search Mediu | Search Gend | Search Date | Search Is Annua | Search Is Candidate's | Clear filtering

Type the name that you want to search


Figure 22

8. Get printed copy using “Print Data Form”


Action Center

 Candidates Bulk Upload

[Bulk Upload](#)

 Print Applications

[Print Data Form](#)

 Special Education Needs Students Additional Data

[Go to Data Form](#)

Click this

Figure 23

Check PDF.

Confirm all information of the students are correct.

Then print PDF.

DP/5A
 අනුච්ඡේදන/අධ්‍යයන කළමනාකරණ දෙපාර්තමේන්තුව

සිංහල බසින් පිරවීමට සූදානම් කර ඇත. ප්‍රධාන විද්‍යාලීය/ප්‍රාදේශීය/ජාතික පාලන කාර්යාලයකට යැවීමට සූදානම් කර ඇත.

සාමූහිකව සිසුන් තෝරා ගැනීමට හා විභාගයට පැමිණීමට 5 ක්වේණිකව සිසුන් සඳහා පවත්වන විභාගය 2021

1. (i) School Name and Address [Redacted] (ii) Zonal Education Office [Redacted]
 (iii) School Telephone No. [Redacted] (iv) Divisional Education Office [Redacted]
 (v) Principal Phone No. [Redacted] (vi) No of applicants from your school (i) No of applicants based on annual income
 (i) School Province (ii) Sinhala Low Income 3
 (ii) School Education District Tamil 6 High Income 9
 (iii) School Administrative District Total 12 Total 12

No.	ස. Full Name of the Student	ක. ජාතික හැඳුනුම්පත් අංකය	ක. දිනය	ඉ. වර්ගය	ක. අවුරුදු ආදායම	ක. අත්සන	ක. නිවැරදි බව පිළිබඳව ප්‍රකාශනය
1.	ANALI SILVA	T	2003-05-21	High			
1.	KAPILA KIMMA	S	2018-02-25	High			
1.	RESHTYI	S	2011-07-06	Low			

Figure 24

Send the certified printed PDF copy to the Department of Examinations by POST.

9. For further details, contact;

School Examinations Organization and Results Branch – 0112784537, 0112784208

10. For more technical support contact **Online Unit - 0113671568, 0113661122**