

User Guide for G.C.E (A/L) Examination -2025 Registration of Private Applicants

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

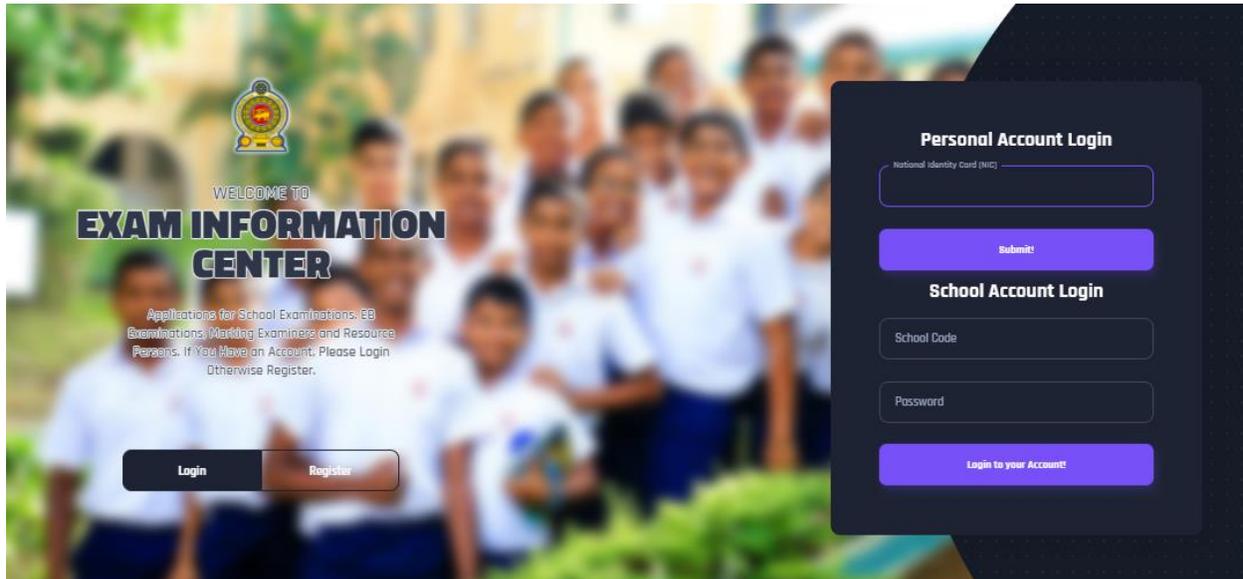


Figure 1

❖ In Mobile View

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

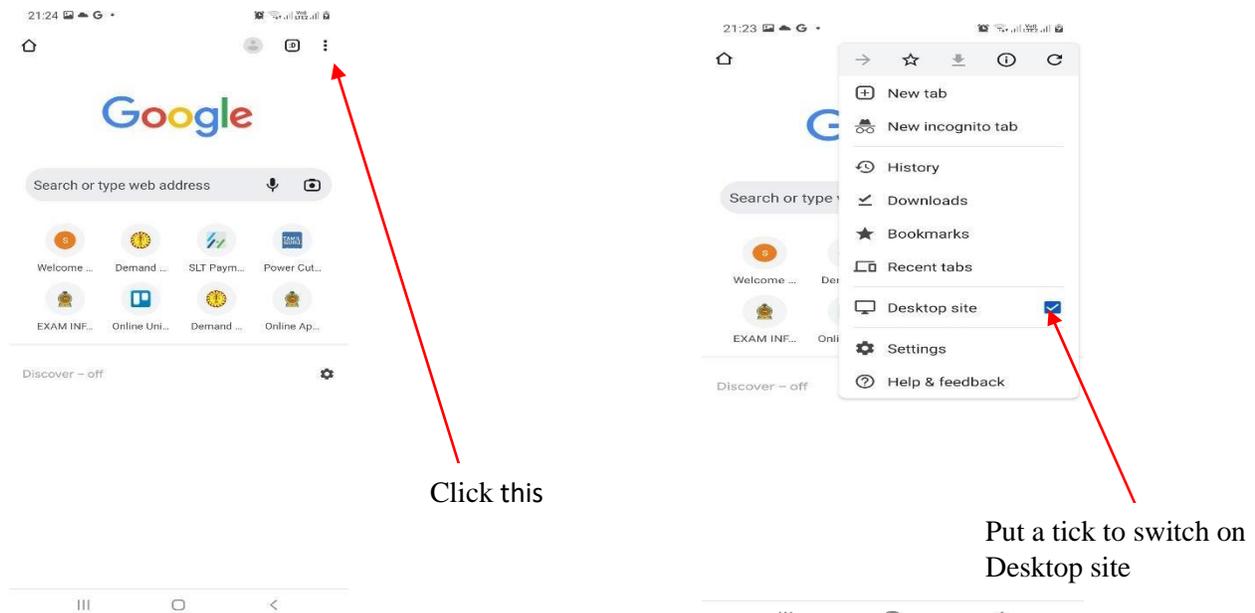


Figure 2

2. View the dashboard

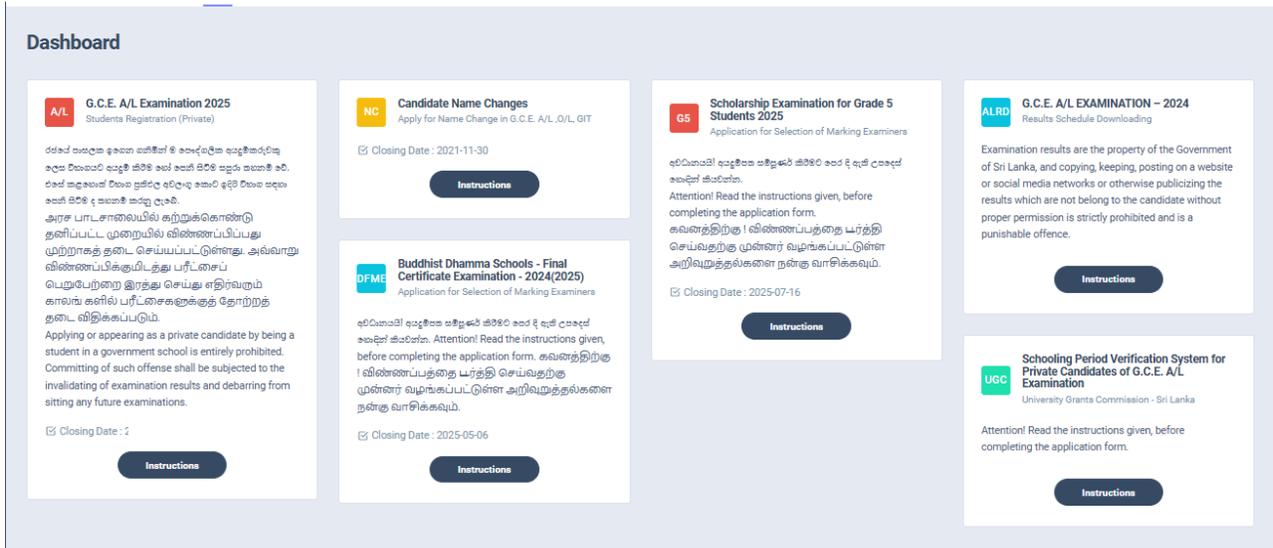


Figure 3

Select G.C.E A/L Examination 2025



Figure 4

Click this

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

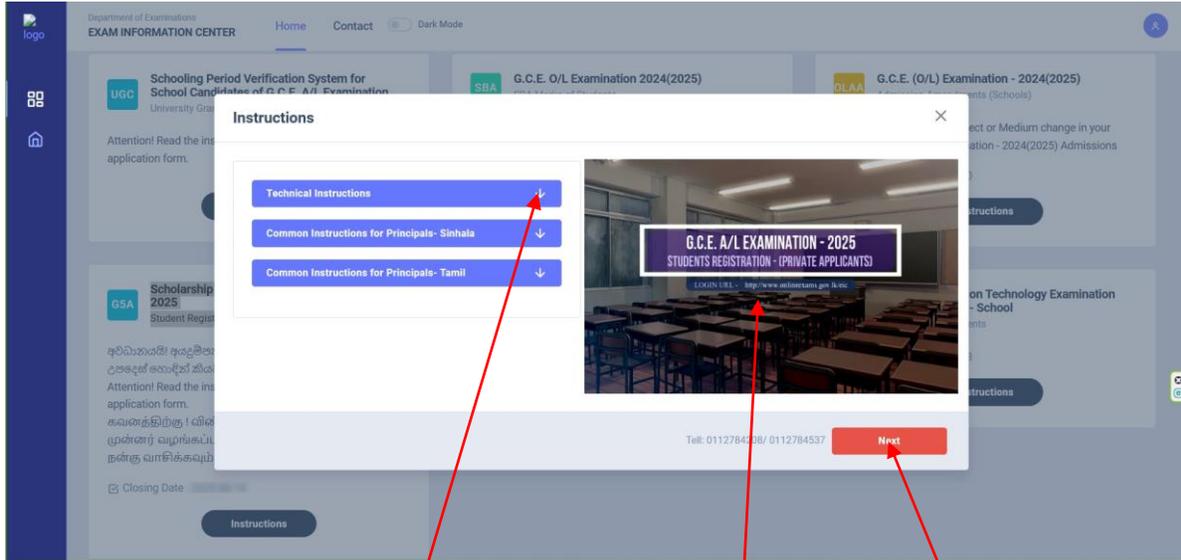


Figure 5

Read Common Instructions

Watch the Video

Click this

4. Complete Step 1 - PERSONAL INFORMATION

G.C.E. A/L Examination 2025 - Students Registration (Private) Activity log

NAME - Sachira | NIC - 198658403674

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

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: SUBJECT INFORMATION

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

Ms. Sammani Gomas

NIC * Date Of Birth * Gender * Email Address

198658403674 12/14/2006 Female sara@gmail.com

Mobile Number * Private Address * Postal Town *

0719417759 No. 336, 3rd Lane, Thalagama North, Koswatta Matara

Next

December 2006

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Clear Today

Type the Date of Birth or Select from the calendar

Figure 6

5. Complete Step 2 - EXAM REQUEST

G.C.E. A/L Examination 2025 Students Registration (Private)
 NAME - Sachira | NIC - 198658403674

☰ Activity log

ⓘ අවධානයට! යෙදුම්පත සම්පූර්ණ කිරීමට පෙර දී ඇති උපදෙස් කෙරෙහි කියවන්න.
 கவனத்திற்கு! விண்ணப்பத்தை பூர்த்தி செய்வதற்கு முன்னர் வழங்கப்பட்டுள்ள அறிவுறுத்தல்களை நன்கு வாசிக்கவும்.
 Attention! Read the instructions given, before completing the application form

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: SUBJECT INFORMATION

Town you expect to sit for the examination

District: GAMPAHA

Attempt Number: 3

Are you a special education needs student?
 Yes No

Prev Next

Town dropdown menu:
 Negambo
 Select a Town
 Negambo
 Seeduwa
 Kochchikade
 Minuwangoda
 Divulapitiya
 Veyangoda
 Mirigama
 Gampaha
 Ganemulla
 Nittambuwa
 Ja-Ela
 Wattala
 Ragama
 Kelaniya
 Mahara
 Dompe
 Kirindiwela

Figure 7

Select the Attempt Number

Select the District and Town you need

If you have any Special Education Needs select “Yes” and complete information, otherwise select “No”

1. STEP 1: PERSONAL INFORMATION 2. STEP 2: EXAM REQUEST 3. STEP 3: SUBJECT INFORMATION

Town you expect to sit for the examination

District: GAMPAHA Town: Negambo

Attempt Number: 3

Are you a special education needs student?
 Yes No

What kind of Disability *
 Hearing
 Select
 Braille
 Hearing
 Vision
 Body Functions/Structures
 Other

if require a Special Center *
 NO

Please specify the disability.(Applicable only for the candidates who have selected "Other" as the type of disability). *
 Left hear

Prev Next

Figure 8

Select the Disability type

Complete Step 3 - SUBJECT INFORMATION

The screenshot shows the 'Add Subject/Medium Information' form. At the top, there are three steps: 1. STEP 1: PERSONAL INFORMATION, 2. STEP 2: EXAM REQUEST, and 3. STEP 3: SUBJECT INFORMATION. The form is titled 'Add Subject/Medium Information'. Under 'Preferred Language Medium', 'Sinhala' is selected. There are three subject selection fields: 'Subject 1 *' (Economics), 'Subject 2 *' (Electrical, Electronic & Information Technology), and 'Subject 3 *' (Information and Communication Technology). Each subject has a corresponding 'Medium' dropdown menu. 'Subject 1 Medium *' and 'Subject 2 Medium *' are set to 'Sinhala', while 'Subject 3 Medium *' is set to 'English'. There are also dropdowns for 'Whether apply Common General Test *' and 'Whether apply General English *', both set to 'Yes'. A 'Common General Test Medium *' dropdown is set to 'Sinhala'. On the right, the 'Subject Stream' is set to 'Arts' and the 'Payment' is 400 LKR. A declaration box is at the bottom, and there are 'Prev' and 'Submit' buttons.

Figure 9

Select the language medium of the exam

Select the subjects you need to apply

Select the Medium

Due Amount

Subject stream

6. Check here
- Transaction Information
 - Exam Application Summary.

Any change can be done by clicking “Reset the Exam Application”

Select a Payment option to continue. Unpaid applications will be rejected.

Read the exam application summary and if you want to change any subject applied by you, click on the "Reset the exam application" button. After selecting payment mode you can't do any changes.

Transaction Info

Submitted By	SAMMANI GOMAS
Submitted At	2025-01-14 14:33:59
Status	Payment Pending
Due Amount	400.00 LKR

[Reset the Exam Application](#)

Payment Method

Select a Payment option to continue.

[Pay By Credit/Debit Card](#)

[Pay By Postal Department](#)

[See How Postal Payment Works](#)

Exam Application Summary

Name	Ms. SAMMANI GOMAS
NIC	198658403674
Address	NO 336, 3RD LANE, THALANGAMA N, MATARA
Gender	F
Mobile	0719417759
Telephone (Home)	0719417759
Date of Birth	2006-12-14
Attempt	3
Special needs, visual impairment or any disability	YES (Hearing) Left hear
Town	Negambo
Exam Medium	Sinhala
Stream	Arts

#	Subject	Medium
1	(21) Economics	Sinhala
2	(16) Electrical, Electronic & Information Technology	Sinhala
3	(20) Information and Communication Technology	English

Figure 10

Due Amount for subjects you applied

Subject Information

Personal Information

Reset the Exam Application

- If above application summary is correct now you can select a payment mode. After payment mode is selected, any change cannot be done to your application.

There are **two** types of payment methods

Select **only one** payment method to pay your Application fee.

Before select the postal payment method watch the video “See how postal payment works” video

The screenshot displays the application payment interface. At the top, there are two informational banners: a yellow one stating "Select a Payment option to continue. Unpaid applications will be rejected." and a blue one stating "Read the exam application summary and if you want to change any subject applied by you, click on the 'Reset the exam application' button. After selecting payment mode you can't do any changes." Below these are two main sections: "Transaction Info" and "Exam Application Summary".

Transaction Info:

Submitted By	SAMMANI GOMAS
Submitted At	2024 7
Status	Payment Pending
Due Amount	400.00 LKR

Below the Transaction Info is a red button labeled "Reset the Exam Application".

Exam Application Summary:

Name	Ms. SAMMANI GOMAS
NIC	198658403674
Address	NO 336, 3RD LANE, THALANGAMA N, MATARA
Gender	F
Mobile	0719417759
Telephone (Home)	0719417759
Date of Birth	2006-12-14
Attempt	3
Special needs, visual Impairment or any disability	YES (Hearing) Left hear
Town	Negambo
Exam Medium	Sinhala
Stream	Arts

Below the Exam Application Summary is a table of subjects:

#	Subject	Medium
1	(21) Economics	Sinhala
2	(16) Electrical, Electronic & Information Technology	Sinhala
3	(20) Information and Communication Technology	English

Payment Method:

Select a Payment option to continue.

There are two payment method options:

- Pay By Credit/Debit Card:** Represented by a card icon.
- Pay By Postal Department:** Represented by an envelope icon. Below this option is a red button labeled "See How Postal Payment Works".

Figure 11

Guidance Video for Postal Payment

Pay by Post Office

Credit/Debit Card Payment

I) Pay by Credit/Debit card

Enter your Credit/Debit card details and pay application fee.

AL Examination 2025 Registration
Fee : 400.00 LKR

Card number *


Expiry month * Expiry year *
MM ▼ YY ▼
Cardholder name *

Security code *
  3 digits on back of your card

The next screen you see may be payment card
verification through your card issuer.

[Cancel](#)

Pay now



Click this

Figure 12

II) Pay by Post Office

When you click the Postal payment you will receive a SMS (with the reference number) to your mobile and pop-up message will be displayed as below.

Read it and click ok.

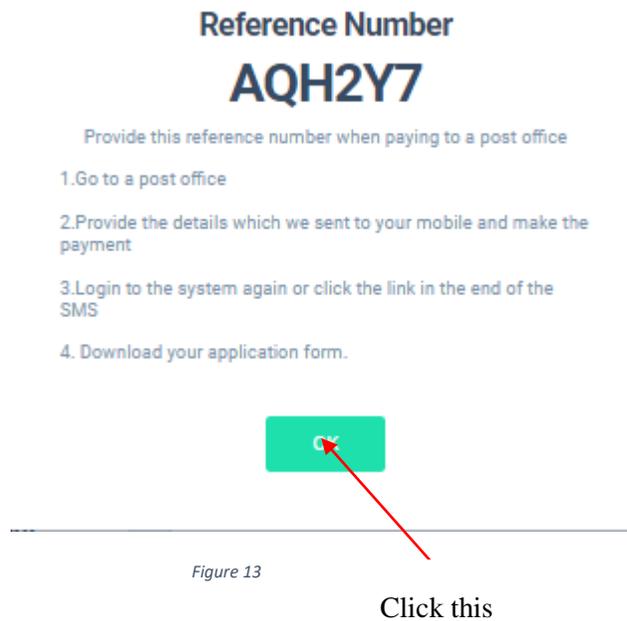


Figure 13

Click this

- Provide the reference number to the post office and pay the exam fees.
- You will receive a SMS mentioning that your postal payment is **successful**.
- After completing the postal payment, download the Application by Log in to your account. For this, simply you can use the link which was sent to your mobile.

8. After completing the payment, you can download your A/L exam 2025 Application

Click here to download the application

AL Examination 2025 - Registration Fee

NAME - Sachira | NIC - 198658403674

[Activity log](#)

[Download A/L exam 2024 Application](#)

Transaction Info

Transaction ID:	ALP498574
Submitted At	2023-17
Status	Postal Payment Successful
Order ID	AQH2Y7
Order Reference	
Paid Amount	400.00 LKR

Exam Application Summary

[Edit the Exam Application](#)

Name	SAMMANI GOMAS	
NIC	198658403674	
Address	NO 336, 3RD LANE, THALANGAMA N, MATARA	
Gender	F	
Mobile	0719417759	
Telephone (Home)	0719417759	
Date of Birth	2006-12-14	
Attempt	3	
Special needs, visual impairment or any disability	YES (Hearing) Left hear	
Town	Negambo	
Exam Medium	Sinhala	
Stream	Arts	

#	Subject	Medium
1	(21) Economics	Sinhala
2	(16) Electrical, Electronic & Information Technology	Sinhala
3	(20) Information and Communication Technology	English
4	General English	English

Status of your payment

Figure 14

9. Print the application and follow the “**common instructions**”



Department of Examinations - Sri Lanka
GENERAL CERTIFICATE OF EDUCATION (ADVANCED LEVEL)
EXAMINATION - 2025
Application Form for Private Applicants

01. Town Selected to appear for the examination

Town Selected	Battaramulla
Town No:	11


 000949

02. Full Name: (Full name according to the birth certificate)

03. Permanent address: Telephone No:

04. Date of birth

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05. Medium of language:

English	
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06. Subjects applied for the examination in the year 2025, Medium and Subject Numbers.:

Subject	Medium	Subject No	
(i) (71) SINHALA		71	
(ii) (29) COMMUNICATION & MEDIA STUDIES	ENGLISH	29	
(iii) (45) BUDDHIST CIVILIZATION	ENGLISH	45	Stream : Arts
(iv) Common General Test	ENGLISH	YES	
(v) General English		YES	
Total number of subjects applied		5	

07. National Identity Card No:

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08. Examination fees (LKR): 400.00 Payment Method: POST

Postal Payment Successful
Order ID :AU25GT

09. Gender: F

10. Attempt no: 2

Have any special education needs? NO Special Center: _____

Disability: _____ More Information: _____

Figure 15

- For further details, contact;
School Examinations Organization and Results Branch – 0112784537, 0112784208, 0112786616
Fax No- 0112784422
Email Address- gcealexam@gmail.com
- For more technical support contact;
Online Branch - 0113671568, 0113661122
Email Address- doonlineexams@gmail.com