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

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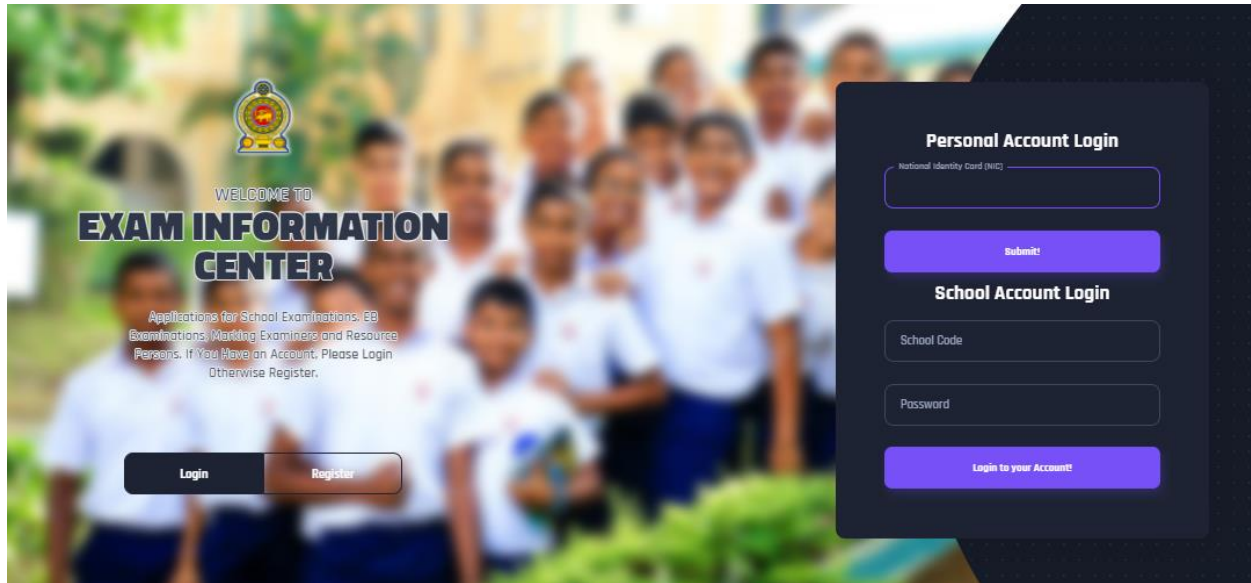   **url: https://onlineexams.gov.lk/eic/index.php**

Figure 1

❖ In Mobile View

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

Click this

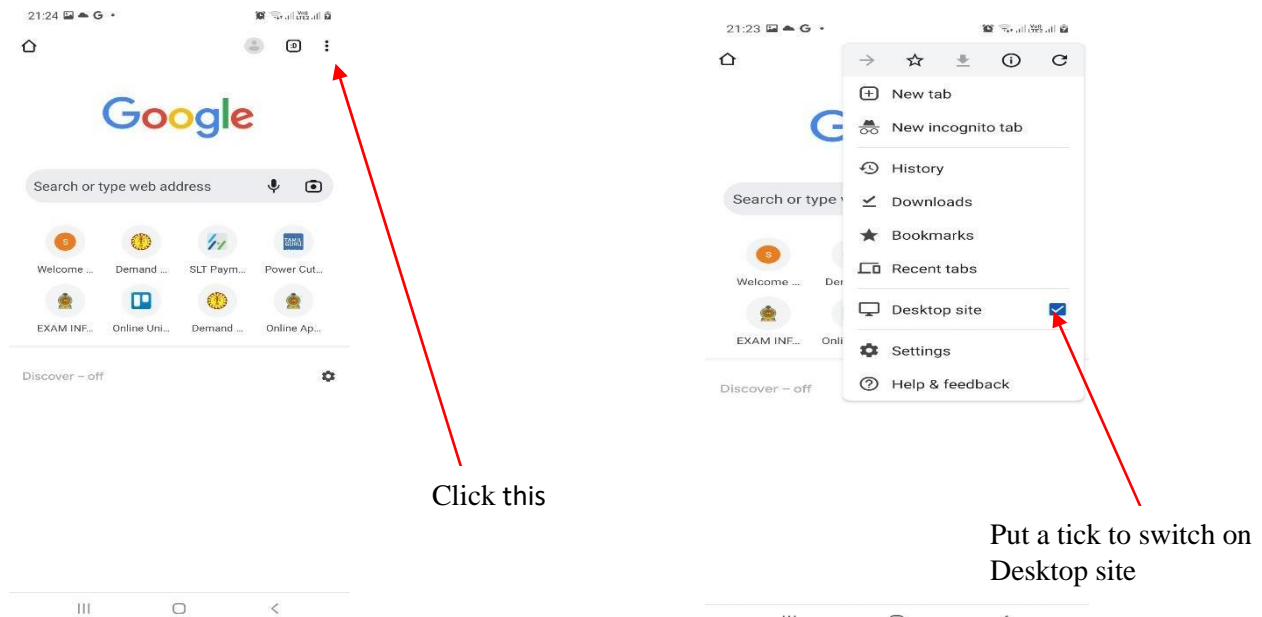Put a tick to switch on Desktop site
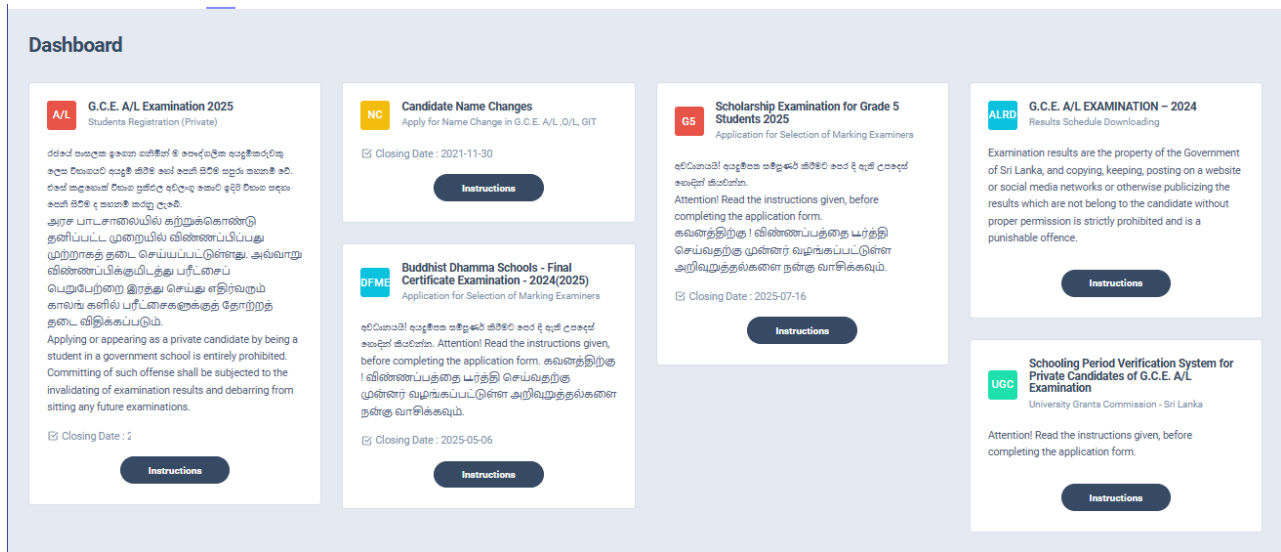
Figure 2

2. View the dashboard

Figure 3

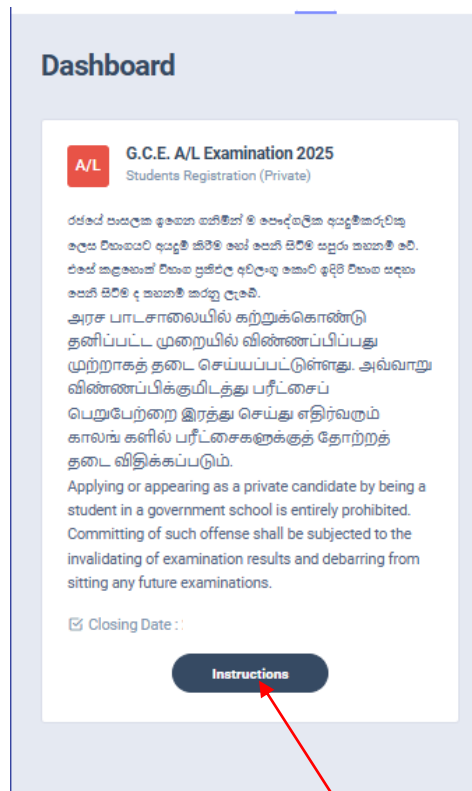Select G.C.E A/L Examination 2025

Figure 4

Click this

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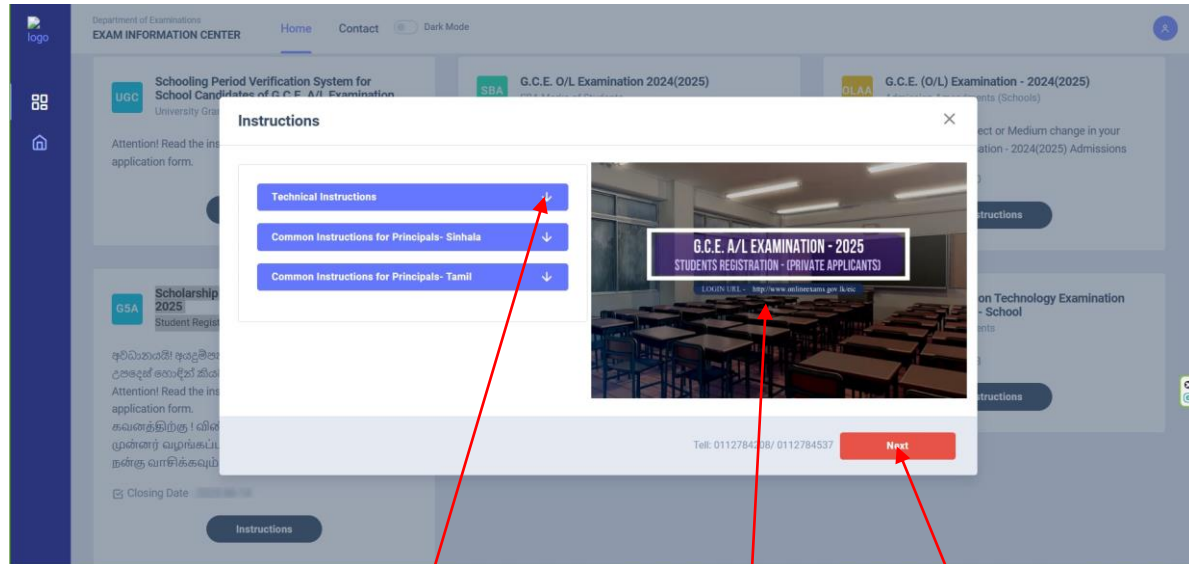
   Then click next

Figure 5

Read Common Instructions

Watch the Video

Click this

4. Complete Step 1 - PERSONAL INFORMATION

Type the Date of Birth or Select from the calendar

Figure 6

5. Complete Step 2 - EXAM REQUEST

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"

Figure 8

Select the Disability type

Complete Step 3 - SUBJECT INFORMATION

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"

Figure 10

Due Amount for subjects you applied

Reset the Exam Application

Subject Information

Personal Information

7. 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

Figure 11

Credit/Debit Card Payment

Guidance Video for Postal Payment

Pay by Post Office

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.

Reference Number

AQH2Y7

Provide this reference number when paying to a post office

1.Go to a post office

2.Provide the details which we sent to your mobile and make the payment

3.Login to the system again or click the link in the end of the SMS

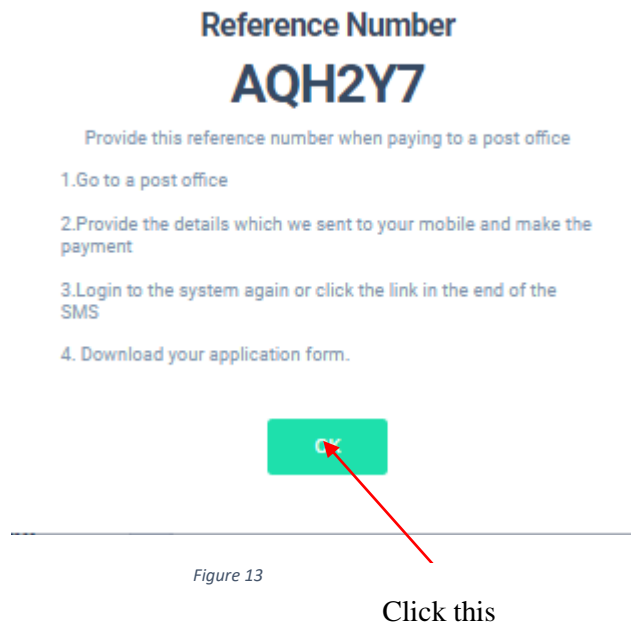4. Download your application form.

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

Figure 14

Status of your payment

9. Print the application and follow the **"common instructions"**

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- doeonlineexams@gmail.com