01. Instructions to complete the application:

1.1 This application is sent directly to the marking examiners of the National Diploma in Teaching - Final Examinations. In addition, ten copies each will be sent to the presidents of Colleges of Education. Those who fulfill the qualifications mentioned here, can prepare an application accordingly and apply.

1.2 NCOE lecturers and officers working under the Ministry of Education who fulfill the following requirements can apply:
   (a) Having studied the subject applied for the Degree/Diploma and have received a proper appointment based on degree.
   (b) Teaching the relevant subject at a college of education.

1.3 Pay special attention to section Nos 14 & 15 when filling in the application. The application in which these sections have not been filled will have to be rejected.

1.4 Use this application to apply for 04 selected subjects. Indicate the medium in the relevant cage.

1.5 It is expected to establish Evaluation Centers in the following towns:

01. Galle 02. Peradeniya 03. Kalutara
04. Mirigama 05. Colombo

N.B. Evaluation Centers will not be established in towns if sufficient number of applications are not received. Therefore your second choice also should be mentioned.

1.6 Fill this form (except Section 17) and handover to the Head of your institution.

02. Certifying officer:

Certification should be done by the President of College of Education / Head of Institution.

03. Instructions to certifying officer:

3.1 Examine whether the information provided by the applicant is correct.

3.2 Certifying that the information is correct at the relevant place on page 03 is compulsory.

3.3 State your assessment of the applicant related to the details from 17 (a) (i) to (iv) above by indicating the relevant letter in the cage.

A - Excellence   B - Good   C - Satisfactory   W - Weak

N.B. - W is considered as an ineligibility to get an appointment as a marking examiner.

3.4 Certify whether this applicant is suitable for selecting as a marking examiner, Under No.17 (b) and the accuracy of the details mentioned by the candidate, under No 17 (c)

3.5 This is a confidential report. Keep copies of applications after certification and send along with a schedule to reach the following address before January 30, 2018. Indicate "Application for Marking Examiners - NDTF 2017 (2018)" on top left corner of the envelope.

Commissioner General of Examinations
Evaluation (School Exams) Branch
Department of Examinations, Sri Lanka
P. O.Box. 1503
Colombo

This application form is published in the Department’s website too. (www.doenets.lk)