

## G.C.E (Ordinary Level), G.C.E (Advance Level) and Year 5 scholarship Examination

### Obtaining of Examination Results / Sending results by post.

- Step 1 : Preparation of results and posting them to candidates concerned.
- Step 2 : However, results may be obtained instantly through SMS or by Website. For this purpose, candidate concerned should possess the correct Index Number.

#### Note

If the examination is not conducted during the current year candidates should obtain such results from the Department of Examinations This process is known as the Process of Supplying Duplicates.

#### Results Through Short Message Service (SMS)

- Step 1 : Feeding examination data by the applicant.
- Step 2 : Applicant receives results according to the index number he furnishes.

#### Note

Wherever a candidate has not received his results.

- A letter to the effect that he has not received his results should be sent to the Department of Examinations together with relevant particulars such as the year of examinations, index number, name, address and examination centre.
- The Department of Examinations will then send a duplicate results sheet.

If the index number furnished by the applicant is incorrect it will not be possible to obtain the results.

#### Results Through the Examination Website

- Step 1 : Applicant furnishes examination data.
- Step 2 : Results will appear under the index number furnished by the applicant.
- Step 3 : If the index number is not the valid number, he / she cannot receive the results required.

#### Admission Card for the Examination

When a candidate registers for an examination, admission card for the examination together with the time table will be sent to the candidate by post. Admission Card will be posted two weeks before the date of

commencement of the examination. It is a compulsory requirement that a candidate who is present at an examination hall should have the prescribed admission card with him.

The admission card shows the index number of the candidate, number of the examination centre, name of the examination centre, name of the candidate, name of the examination, year, language medium, subject numbers and the subjects.

Before sitting the examination, candidate should get his signature in the admission card attested by an officer authorized to do so. At the examination hall, candidate should submit his admission card to the supervisor/ invigilator. He should sign the admission card in his presence as a proof of his sitting the examination and hand over the form to the supervisor.

Every examination centre shall be assigned an identification number.

#### Index Number

This is an identification code number assigned to each candidate for him to sit the examination. This number is given in the admission card of the candidate. Results of the examination will be issued under the index number. Even the particulars of candidate in the departmental data base will appear under this number.

Every candidate should note down the index number assigned to him/ her. If any investigation is to be carried out with regard to the examination or its results, this number is considered as the identification number.