



Annual Performance Report - 2018

Department of Examinations, Sri Lanka

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Department of Examinations, Sri Lanka
Pelawatta, Battaramulla.

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INTRODUCTION

Education provides the major foundation to materialize the development goals of a country and to win its future challenges. Evaluation and assessment processes ideally facilitate to materialize the goals , objectives and competencies of education.

The Department of Examinations, Sri Lanka as the National Evaluation and Testing Service carries out the great task of filtering human resources required for the future development of the country through evaluation and assessment processes. This department can be cited as an institution that controls the luster of national brainpower which is empowered to conduct all examinations with highest reliability and validity while obtaining the public reliance.

It is a challenge to conduct examinations qualitatively in a reasonable manner for all while preserving the reliability in a rapidly changing world with the technological advancement. The examination certificate in Sri Lanka has achieved a good reputation as a result of overcoming those challenges and conducting examinations in accordance with international standards.

The Department of Examinations, Sri Lanka could be cited as an excellent government institution recognized nationally as well as internationally which renders an efficient service while absorbing the technology suitable for the modern world and which reached towards the standards of evaluation and assessment.

MESSAGE OF THE COMMISSIONER GENERAL OF EXAMINATIONS

Education is the primary foundation in the development process of a country. The service rendered by the Department of Examinations Sri Lanka is excellent in generating a generation of children filled with competencies who are equipped with balanced personalities and technology, capable of winning future challenges. Our major responsibilities are assessing the student performance at the end of the learning – teaching process as well as conducting the recruitment, promotional, and efficiency bar examinations of the government service accurately and with high credibility and then carrying out the certification of results.

We have acquired so many victories during the years 2018. This Annual Report clearly portrays our progresses and failures.

The Department of Examinations, Sri Lanka has implemented lots of new programmes to grant general public a more effective service through the utilization of new technology and digitization and benefits of that are received by the public even by now.

The Department of Examinations, Sri Lanka has fulfilled the targeted objectives productively within a definite time frame. The significant feature of this department is its collective accountability filled with dedication, achievement of objectives and professional competencies.

I am delighted to provide leadership to guide the Department of Examinations, Sri Lanka towards the excellence while winning the challenges in the year 2018. I would like to thank everyone who supported me for this task. It is my belief that the processes of evaluation and assessment should be further revamped in materializing the millennium educational targets of the 21st century. Our future expectation is to carry out an effective and qualitative development through all required strategies.

B. Sanath Pujitha

Commissioner General of Examinations

VISION

PROVIDE LEADERSHIP IN IMPROVING TEACHING AND LEARNING THROUGH EXCELLENCE IN EVALUATION METHODOLOGIES AND PRACTICES AND IN CONDUCTING OTHER EXAMINATION FUNCTIONS.

MISSION

PROVIDE GUIDANCE TOWARDS EXCELLENCE IN EDUCATIONAL ACHIEVEMENT AND CERTIFICATION ACTIVITIES USING EVALUATION INSTRUMENTS AND METHODOLOGIES, ENSURING RELIABILITY AND VALIDITY TO SUIT NATIONAL NEEDS.

JOURNEY OF THE DEPARTMENT OF EXAMINATIONS, SRI LANKA

Sri Lanka has a long history regarding the conduct of examinations. In the year 1869, “Department of Public Instruction” was established and the entire control of the education was assigned to it. At the beginning, the conducting authority of the examinations was the Director of the Department of Public Instruction, and later a separate branch for examinations was established in the “Department of Education” under an appointed “Superintendent of Examinations”. The said examinations branch existed at that time had confronted with several difficulties in carrying out the huge role of conducting examinations since examinations as well as candidates were increased yearly. Therefore on 01st October 1951, a separate department called “Department of Examinations, Sri Lanka” was established under a Commissioner of Examinations.

The first public examination held in the history of Sri Lanka was in 1862 to fill the vacancies of minor employee posts in the public service. All the administrative activities with respect to this examination were assigned to the Central School Commission which had been established in 1834.

A popular local examination for which only the students of leading schools in Sri Lanka appeared was conducted in the year 1862 and the applicants were increased from the year 1862 to the year 1868 gradually, however later the number of applicants seemed to decreased rapidly. As a remedy for this, the director of the “Government Education Board” had taken actions to conduct Cambridge Examinations of “Local Governing Board” and examinations of London University in Sri Lanka.

The first Cambridge Examination was held in the year 1880. Later “Cambridge Senior” examination was commenced at first in 1916 and the “London Matriculation Examination” was held at first in the months January and June in the year 1882. Further in November of 1952, London (G.C.E.) A/L Examination was conducted at first in Sri Lanka.

Certificate Examination for Native Language Teachers in order to recruit government teachers was held in the year 1878 at first. Government Teachers’ Training College was first established in 1910 for English teachers and Certificate for English Training Level II was awarded for the teachers who had passed year-end examinations. In the year 1929, “(Prarambha) Preliminary Teachers’ Examination” was conducted at first.

As per the Administrative Report issued in the year 1952 by the Department of Examinations, Sri Lanka, 08 local examinations and 27 foreign examinations were conducted during that year.

The Department of Examinations, Sri Lanka is empowered to conduct all Public examinations including General Educational Examinations (School Examinations), Examinations of Technical Educational Institutions, Examinations conducted on behalf of government or government subsidized institutions through the Public Examinations Act No: 25 of 1968.

During the late period of the decade 1960, a new branch called, “Data Processing Branch” was commenced and the computer division of the “Government Engineering Cooperation”, later the computer division of the “Central Bank” respectively performed the tasks of this branch as the Department of Examinations, Sri Lanka lacked a computer branch for itself at that time. By the year 1969, the Department of Examinations, Sri Lanka was able to establish a computer branch so as to fulfill all the work with respect to data processing including programming in the department itself.

It is a victorious step to commence the execution of all the computer related tasks in the department itself by establishing a computer system there in order to grant an effective service while linking with the modern technology. Moreover, the Department of Examinations, Sri Lanka had its own press from the beginning and at present that press has been upgraded in such a way that it utilizes digital technology in order to provide more effective and high quality printing work. Lakhs of students everywhere are immensely benefitted due to our capacity to link with technology through which we were able to release results of the school examinations via Internet.

“Malay street” comes right back to one’s mind when he or she hears the name the Department of Examinations, Sri Lanka. The fact that this journey had started at that point and was ended up with the large building complex at Pelawatta, Battaramulla is a huge triumph.

A big revolution in the evaluation field is the commencement of the “Conference Marking ” method for evaluation activities of all answer scripts and thereby transforming it towards a more organized and accurate system. The Department of Examinations, Sri Lanka went beyond its typical role of merely conducting examinations by acting as a close institution with the school system through innovative ways such as forming School Based Assessment method via considering the international methods of evaluation, then preparing methods to make it popular, introducing new evaluation instruments, supplying exemplars, and training trainers & evaluators. School Based Assessments became stronger when actions were taken to insert the competency levels of such assessments to the certificate.

Regulating the certification process can be cited as another landmark in our journey. In this context, printing high quality educational certificates, and issuing them under one-day service or normal service can be considered as a milestone. A large crowd are being

benefitted under this service daily and applicants are immensely facilitated for education-abroad and foreign employment.

Without limiting to the mere role of conducting examinations, the Department of Examinations, Sri Lanka has taken many steps towards student-development in the school system. After analyzing results at zonal and provincial levels, Analysis Reports are prepared with respect to each and every subject and through this, it is possible to determine student-development in a more meaningful way.

Actions were taken to establish an Item Bank with pre-tested questions in order to improve the quality of school examinations and at present this has been developed to such a level that these questions could be utilized for G.C.E. (O/L) and G.C.E. (A/L) Examinations.

The fact that most schools in the school system could be used only in weekends to conduct examinations and for evaluation activities has affected negatively in uplifting the efficiency of releasing results. Construction activities of a multi-purposed building complex in the premises of the Department of Examinations, Sri Lanka has been started in order to conduct examinations and evaluate answer scripts during weekdays and it is expected to complete the construction work of this building within several months. Through this, it is expected to provide a qualitative service for the public by making the role of the department more efficient.

Reflecting the excellence in using Information Technology, the Department of Examinations, Sri Lanka won “*E-Swabhimani* 2014” award of the “National Best E-Content Award”, assessed by the “Information and Communication Technology Agency of Sri Lanka” under the “Ministry of Telecommunication and Information Technology” as an excellent organization among public and private sector organizations in Sri Lanka. As another advancing step, accepting applications via internet, and conducting examinations online, and through these, use of modern technological methodologies of evaluation that are required for international standards are planned to carry out.

A special victory achieved by the Department of Examinations, Sri Lanka during the year 2017 is that this department has been named as the excellent institution that provides efficient service to the public while utilizing modern-day technology without any corruption or fraud in accordance with a survey pertaining to 38 state institutions conducted by the Committee on Public Accounts.

A great victory achieved by this department during the year 2017 is that directing to establish the largest solar panel system sponsored by the Ministry of Power and Renewable Energy on behalf of the solar power project of a capacity of 250 kilowatts in the premises of the Department of Examinations, Sri Lanka by contributing to the state sustainable development programme.

Automatically operated “Turn Key Web” printing machine has been installed to improve the quality and the efficiency of the question paper printing activities. Capability to print question papers utilizing this machine during the year 2018 could be cited as an advanced step in the printing related activities.

Confirmation of results of the employees recruited to government as well as semi-government and private institutions are performed by the Department of Examinations, Sri Lanka and annually a large number of certificates are forwarded for confirmation by various institutions. The method of online results confirmation was granted to Zonal Educational Officers and to the Ministry of Education to prevent delays in results confirmation due to increased number of requests and this results in improving the efficiency in this procedure. Since these tasks were subject to audit by the Department of Examinations, Sri Lanka, the secrecy was well preserved and as a result this methodology brought successful results. It is expected to expand these services to government sector in future.

With the development of the communication technology, conducting examinations of international level online has become a more effective way and as a result, for the first time of the history in Sri Lankan examinations, steps were taken to conduct examinations online during the year 2018. Thus, a system of infrastructure facilities were prepared to conduct the General Information Technology Examination online which is held on behalf of the Grade 12 students and we were able to conduct pilot tests to train students successfully. Accordingly, we expect to concentrate on examinations that could be conducted online in future.

The methodology existed at the department was to conduct practical tests of the aesthetic subjects of the G.C.E. (O/L) Examination subsequent to the written examination. However, steps have been taken to conduct practical tests of the aesthetic subjects prior to the written examination i.e., in the month October during the year 2018 as it is observed that a large member of students who appear for the practical tests after the written examination were decreased. As a result of this a significant increase in the students’ participation was observed.

Granting an additional time of ten minutes for 3-hour essay type question papers to read the question paper and select questions was commenced with the G.C.E. (A/L) Examination – 2018 so as to provide exam candidates a chance to appear for examinations while preserving their inner peace. This was a great support to lighten the stress confronted by the students while they appear for examinations.

The Department of Examinations, Sri Lanka which has a long history of conducting variety of examinations had Mr.L.L.K.Gunathunge, the Commissioner of Examinations as its initial head. Since then 11 Commissioners of Examinations and 08 Commissioner Generals of Examinations contributed with immense dedication for the betterment of this department

while introducing reliable and valid evaluation methodologies in order to bring the process of evaluation and assessment to an international level.

A distinctive feature which is clearly visible from the very beginning with respect to the Department of Examinations, Sri Lanka is the department has a special system of ethics identical to it and the administrative structure which is formed in a visionary way. According to the Administrative Reports since 1952, it is clearly visible that their honesty, trustworthiness, dedication, effective management capabilities, visionary knowledge, cleverness, and principled nature had contributed to make this department to be in the present stage with public credibility.

The Department of Examinations, Sri Lanka became legally empowered institution to conduct public examinations through the Act No 25 of 1968. Since then the role of the Department of Examinations, Sri Lanka has been widened up to now. By now the Department of Examinations, Sri Lanka organizes and conducts more than 300 examinations annually.

The Department of Examinations, Sri Lanka as the National Evaluation and Testing Service operates in two dimensions, namely examinations with respect to school system and agency functions.

ROLE OF THE DEPARTMENT OF EXAMINATIONS, SRI LANKA

The Department of Examinations, Sri Lanka became legally empowered institution to conduct public examinations through the Act No. 25 of 1968. Since then the role of the Department of Examinations, Sri Lanka has been widened up to now. By now the Department of Examinations, Sri Lanka organizes and conducts more than 300 examinations annually.

The Department of Examinations, Sri Lanka as the National Evaluation and Testing Service operates in two dimensions, namely examinations with respect to school system and agency functions.

The main responsibility of the Department of Examinations, Sri Lanka is to conduct variety of examinations impartially. The examinations conducted by the Department can be categorized as follows.

- ❖ School Examinations
- ❖ Institutional and Professional Examinations
- ❖ Certificate Examinations
- ❖ Promotional and Efficiency Bar Examinations
- ❖ Local/Foreign Institutional Examinations

In the year 2018, 1,526,156 candidates appeared only for school examinations and 51,584 trilingual examiners in Sinhala, Tamil, and English languages, participated in first, second, and third marking and scrutiny processes.

During the year 2018, 445,913 applicants applied for other recruitment exams, certificate examinations, efficiency bar examinations, promotional examinations and foreign examinations and approximately 51,634 officers were engaged in the administration process of school examinations and other examinations.

The main responsibility of this Department is to conduct examinations more accurately and impartially while preserving the secrecy and more than two lakhs of officers who are equipped with excellent training with respect to examination procedures are linked with the examination process.

The Department of Examinations, Sri Lanka has organized a special project in order to grant a systematic training for suitable personnel who were qualified to be included into the established pool of examination administration staff, so as to make the examination administration process more dynamic and efficient.

The training has been completed in several districts by now and it is expected to appoint such officers from the pool for the process of examination administration in near future.

With the development of modern technology, examination anomalies are increasing and penalties will be imposed as per the nature of the offence after investigating the anomalies committed by examination candidates and supervisors. During the year 2018 lots of cases have been investigated. Through this it is expected to create a more reasonable and reliable examination atmosphere.

Issuing certificates for foreign and local uses is another main function of this department. Certificates will be issued under one-day service and normal service and more than thousands of people obtain this service daily.

The certificates requested under normal service will be issued after a short period of time i.e., 04 days. Issuing certificates through online method has been promoted by now.

The Department of Examinations, Sri Lanka without restricting to the mere role of conducting examinations is engaged in several activities to uplift the learning- teaching process in the school system. The Department determines the question paper structure as well as prepares and sends prototype question papers to schools when new educational reforms take place or new subjects are introduced, or syllabi revisions take place.

By distributing Analysis Reports with respect to the results of national level examinations like G.C.E. (O/L), G.C.E. (A/L), and Grade 5 Scholarship which had been prepared at provincial, zonal, and school levels to the school system, strengths and weaknesses of students are identified and development programmes could be planned accordingly.

Another important task performed by our department is preparing the Evaluation Reports for subjects of G.C.E. (O/L), G.C.E. (A/L) and granting them to schools.

Our main objective even in the future is to render a more productive service to students, public officers, and general public by conducting examinations while successfully confronting with challenges, preserving reliability and secrecy and modernizing examination procedures in a highly accurate manner.

At present, the Department of Examinations, Sri Lanka has become an institution that won public reliance due to its capacity to hold institutional examinations for more than 04 lakhs of candidates during the year 2018 with no challenge and to release results without any complaint made by such candidates.

Further, the Department is engaged in a national duty in implementing a reasonable as well as valid evaluation and assessment processes while preserving the reliability and validity by uniting with all the branches of the department.

2.1 SCHOOL EXAMINATIONS ORGANIZATION AND RESULTS BRANCH

As a branch existed even at the very beginning of the Department of Examinations, Sri Lanka, School Examinations Organization and Results branch organizes, conducts, and issues results of all the national level examinations with respect to the school system and examinations with respect to teachers' education.

G.C.E. (A/L) Examination, G.C.E. (O/L) Examination, Grade 5 Scholarship Examination and General Information Technology Examination are the main school examinations conducted by this branch.

Apart from the above, this branch handles main functions from accepting applications to issue results after conducting the examinations such as Final Examination of the National Diploma in Teaching, Final Examination of Teachers' Training Colleges, and Training Course Examination for Non-graduate, Untrained Teachers, etc.

Practical tests commenced during the year 2015 for the subjects Engineering Technology and Bio-systems Technology for 8459 and 5042 applicants respectively, has displayed an increase up to 17,892 and 11,546 applicants respectively during the year 2018 and we were able to conduct practical tests for that systematically.

General Information Technology (GIT) Examination - 2018 was conducted online for the first time in Sri Lanka. Effective utilization of school computer labs and appropriate zonal computer resource centres in order to train provincial directors of education and officers through computer technological committees in connection with this examination and to conduct examinations online.

Capacity to conduct G.C.E. (A/L) Examination – 2018 successfully at an examination centre established in Jakarta, Indonesia with the participation of the officers of the Department of Examinations, Sri Lanka for a candidate who took part in Asian Games. This implies the fact that the Department of Examinations, Sri Lanka has acquired the potentiality to organize and conduct an examination not only in Sri Lanka but also abroad in accordance with the situation.

Data with respect to the school examinations, and other examinations in the school system organized and conducted by this branch from 01.01.2018 to 31.12.2018, which is specially designed to carry out school examinations as per the Annual Action Plan are given below.

Examination	No. of centres	No. of candidates	Period of examination	Release date of the results	No. of participants in examination administration process
G.C.E.(A/L) Examination - 2018	2,268	321,469	06.08.2018 01.09.2018	29.12.2018	24,260
G.C.E.(O/L) Examination - 2018	4,664	656,641	03.12.2018 12.12.2018	28.03.2019	49,321
General Information Technology Examination - 2018	656	186,262	14.10.2019 21.10.2019	-	-
Grade 5 Scholarship Examination-2018	3,050	355,326	05.08.2018	05.10.2018	28,950
Final Examination of Teachers' Training Colleges - 2018	19	2,135	18.06.2018 01.07.2018	01.02.2019	320
Final External Repeat Examination of National Diploma in Teaching - 2018	35	4,489	05.03.2018 16.03.2018	30.01.2019	361

2.2 CONFIDENTIAL (SCHOOL EXAMINATIONS) BRANCH

This branch carries out all the duties with respect to setting of question papers to issuance of question papers to coordinating centers in connection with all examinations conducted by the School Examinations Organization & Results branch while working with the said branch intimately.

The main activities of this branch are selection of qualified examiners for the subjects in each examination and creation of question papers with high quality so as to preserve the reliability and validity at a maximum level. Here, translating question papers in accordance with the medium, moderating and proper coordination are taken place. Printing question papers while preserving the full confidentiality is taken place in the Confidential press and in the digital unit established in the packing room. A special group approved by the Commissioner General of Examinations is assigned in the process of printing and supervision with respect to the aforesaid and question paper packing.

Moreover, this branch handles the complex processes of setting question papers to distributing the packed question papers to coordinating centres. Details with respect to the

question papers and other documents printed in the digital unit of the Confidential branch in connection with the year 2018 are given below.

Consecutive No	Documents printed	Amount printed
01.	Practical Test of the G.C.E(O/L) Examination -2017	130,000
02	Final Examination of National Diploma in Teaching	40,000
03.	G.C.E. (A/L) Examination -2018	460,000
04.	Final Examinations of Teachers' Training Colleges	15,000
05.	Practical Test of the G.C.E.(A/L) Examination -2018	325,000
06.	G.C.E. (O/L) Examination -2018	663,000
07.	Practical Test of the G.C.E.(O/L) Examination -2018	160,000
08.	Other documents of Confidential (School Examinations) branch	40,000
09.	Question papers of Confidential (Institutional Examinations) branch	60,000
10.	Documents of Results (Institutional Examinations) branch	2,000
11.	Documents of the Ministry of Education	18,000

2.3 EVALUATION (SCHOOL EXAMINATIONS) BRANCH

Approximately ten lakhs of candidates appear for G.C.E. (O/L), G.C.E. (A/L), General Information Technology and Grade 5 Scholarship Examinations annually in Sri Lanka. In addition to that evaluation activities of the Final Examination of National Diploma in Teaching, Teachers' Training Colleges, *Seethvakapura Piriven* Teachers, and the Recruitment Examination of Post Graduate Diploma in Education are conducted by this branch. The main role of this branch is to evaluate the answer scripts of such examinations accurately and efficiently.

While connecting with the examiners, this branch performs a mammoth task in order to issue results on the targeted date. This branch can be cited as a special branch which protects the reliability of the Department of Examinations, Sri Lanka and engages in the process of selecting intellectuals on behalf of the future advancement of the country.

The evaluation of answerscripts of the G.C.E. (O/L) Examination and G.C.E. (A/L) Examination are performed in due time frame under 2 phases and 3 phases respectively. A huge attempt is taken to preserve the validity and consistency of evaluation process by

preparing marking schemes for each subject when marking is going on, carrying out Control Marking and Orientation Marking. After releasing the results, rescrutiny will begin based on the applications of the candidates who are not satisfied with their results. Also a large number of students apply for this and the answer scripts will be checked to determine whether the first marking consists errors in consultation with the chief examiners.

Trilingual evaluation processes will be conducted in Sinhala, Tamil and English language mediums and the main responsibility of this branch is to conduct a high quality assessment process while preserving reliability and validity.

Details with respect to the evaluation activities done in the year 2018 are given below.

Examination	No. of evaluation boards			Period of evaluation	No. of examiners participated in the evaluation process
	Sinhala	Tamil	English		
G.C.E.(O/L)Examination - 2018	1,200	511	328	23.12.2018 to 01.01.2019 2019.01.08 to 2019.01.17 08-01-2019 to 17.01.2019	24,756
G.C.E.(A/L)Examination - 2018	695	178	163	23.08.2018 to 05.09.2018 11.09.2018 to 24.09.2018	14,504
Grade 5 Scholarship Examination - 2018	322	98	-	15.08.2018 to 21.08.2018	5,775
General Information Technology Examination - 2018	60	16	07	07.03.2018 to 18.03.2018	1,400
Final Examination of the National Diploma in Teaching - 2016 (2017)	30	25	20	21.04.2018 to 20.06.2018	525 1,000
Final Examination of the Teachers' Training Colleges - 2018	19	15	21	17.07.2018 to 24.07.2018 Individual 06.07.2018 to 30.08.2018	300

Re-scrutiny	No. of candidates	Period of evaluation	No. of examiners participated in the evaluation process
G.C.E. (O/L) Examination - 2017	91,062	30.05.2018 22.06.2018	1,194
G.C.E. (A/L) Examination - 2018	67,836	11.02.2019 03.03.2019	750
Grade 5 Scholarship Examination- 2018 Appeals	20,744	19.11.2018 25.11.2018	380

2.4 INVESTIGATIONS BRANCH

This branch deals with investigation of fraudulent acts committed by candidates and anomalies committed by staff violating examination rules & regulations with respect to all examinations conducted by the Department of Examinations, Sri Lanka. Moreover, another main function of this branch is investigating and taking respective legal measures for fraudulent acts and anomalies committed by the officers engaged in examinations duties. Concerning the rapid increase of examination frauds day by day with the development of technology, creation of a law-abiding atmosphere for examinations is the main function expected through this branch. Subsequent to the process of investigation, actions will be taken to prevent examination anomalies by imposing various penalties including taking legal measures, as per the nature of the offence made by the candidates and in case of officers in duty who are guilty of an offence will be debarred from examination duties and will be subjected to disciplinary actions.

All legal activities such as opening files for the subjects that are being investigated by the Ombudsman and Human Rights Commission, preparing reply-reports together with the relevant branches, obtaining written or verbal instructions from the Attorney General as per the necessity, and the appearance of the relevant officer before the court on the dates prescribed by the court will be coordinated by this branch.

Examination	No. of reported fraudulent acts	No. of cases in which results were suspended or penalties were imposed	No. of cases in which results were released	No. of still investigating or unfinished cases due to legal procedures
Grade 5 Scholarship Examination – 2018	-	-	-	-
G.C.E.(O/L) Examination - 2017	2,798	956	1,842	-
G.C.E.(A/L) Examination - 2018	255	119	136	-
Institutional Examinations (Examinations conducted by the Institutional Examinations branch throughout the year)	1,268	175	836	257
Replying to the complaints that were forwarded to the Human Rights Commission during the year 2018.				13

No. of officers debarred from examination duties, due to various offences & anomalies committed at examination & evaluation centres.	122
No. of candidates whose results of Institutional Examinations were suspended & invalidated due to offences committed at the examination centres.	175

2.5 CERTIFICATES BRANCH

This branch provides a huge service daily while having a very intimate relationship with the general public. This branch performs numerous tasks such as issuing certificates for both local and foreign uses, confirming results for government and private institutions, etc. The certificates for G.C.E.(O/L) and G.C.E.(A/L) Examinations are issued jointly with the Ministry of Foreign Affairs, so as to use them in national as well as international contexts. Approximately thousands of persons visit this department daily in order to obtain this service & these certificates are issued under one-day service and normal service. The main objective of this is to act diligently in order to provide an effective service for the general public who come with various problems. Also, this branch provides an effective service in order to confirm thousands of examination results received from government institutions including government ministries, departments, provincial councils, local government institutions, etc. Confirmation of results have been commenced, not only of government institutions, but also of banks, corporations, boards, authorities, as well as private institutions and the requests for confirmation of results made by such institutions have been increased rapidly.

In addition to that the online results confirmation facility is granted to the zonal education offices island wide and to the Ministry of Education since April 2018.

Details with respect to the certificates issued in the year 2018

Work description	Value of a unit in Rs.	No. of units	Revenue in Rs.
Issuing certificates for foreign & local requirements through one-day service. I. Certificates of G.C.E.(O/L), G.C.E.(A/L), Buddhist Dhramacharya, <i>Mulika Piriven</i> , Al Alim, Islamic Deeniyyath, Hindu Dharmaciriyar, National Dancing / Music, Western Music (Theory / Practical), Technical Colleges, General Information Technology and Teachers' Training Colleges and Catholic Dhramacharya Examinations are issued.	Rs. 600.00	131,432	78,859,200.00

II. Issuing additional copies of the above certificates under one-day service.	Rs. 300.00	22,080	6,624,000.00
Searching Index No's through one-day service. only of G.C.E.(O/L) & G.C.E.(A/L) Examinations.	Rs. 150.00	4,379	656,850.00
Issuing certificates for foreign & local requirements through normal service.			
I. Issuing certificates of G.C.E.(O/L) & G.C.E.(A/L) Examinations	Rs. 350.00	5,665	1,982,750.00
II. Issuing additional copies of the above mentioned certificates through normal service.	Rs. 200.00	603	120,600.00
Posting one-day service certificates for requirements of foreign universities. The facility of handing over the certificates to the courier service after forwarding the card obtained subsequent to applying certificates under one-day service to such courier service is also provided.	Rs. 300.00	847	254,100
Issuing the second copy of examination results only on behalf of external applicants for local requirements. G.C.E.(O/L) and G.C.E.(A/L) Examinations			
Applying certificates through Internet for foreign and local uses.			
Confirming examination results of all government employees, officers and staff. All Government Institutions including, Ministries, Departments, Public Administration, Provincial Councils, Local Government Bodies, Divisional Secretariats, Police, Army, etc.	Free of charge	102,940	-
Results confirmation for semi-governmental institutions. 1. Banks, Corporations, Boards, Authorities, Air - force, Navy, & Semi-governmental institutions. 2. Charging a fine to issue confirmation letters for the second time in place of misplaced confirmation letters. 3. Foreign Embassies/Missions	Rs.700.00 200.00	32,828	22,979,600.00
Issuing Certificates of Teachers' Training Colleges- (Sinhala & Tamil)		70	A fee will not be charged
Issuing a second copy of the certificate for Non - graduate, Untrained Teacher-students. (Sinhala & Tamil)		-	
Issuing Princet Certificates		-	
Issuing Certificates of the Technical Colleges		-	
Issuing National Dancing/Music Certificates		-	

Issuing Mulika Piriven Certificates		-	
Issuing Certificates of Buddhist <i>Dhramacharya</i> Examination		1,000	
Issuing letters of language medium confirmation		-	

In addition to the above services, the projects expected to be carried out by the Certificates branch.

01. Implementing a project of Retrievable Computer Data System in order to get information for certificate printing from e-files created via scanning old results schedules (before 1991) through OCR method.
02. A project to systematically place the books in which pages are separated to scan for the above purpose in a renovated record room (with newly made shelves), subsequent to rebinding them properly as books.
03. A project to create a proper methodology in order to give accurate information over Government Information Centre (1919) as inquiries with respect to the certificates of one day service are also made through this.
04. A programme to apply certificates online.
05. A project to implement a systematic method in order to carry out the task of result confirmation more efficiently while utilizing modern technology in the branch.

2.6 RESEARCH AND DEVELOPMENT BRANCH

Some main functions of this branch are collection of data to uplift the quality of all school related examinations conducted by the Department of Examinations, Sri Lanka, analysis of question papers and results, and creating awareness among question paper setters & examiners regarding the respective processes. Further, other major responsibilities of this branch are determining the structure of question papers as per new educational reforms, or when new subjects are introduced or as per syllabi amendments and preparing & sending prototype question papers to schools.

Moreover, another important task performed by this branch is contributing to the qualitative development of education by creating awareness among policy makers, provincial, zonal & subject directors of education, teachers, and all respective parties about the identified subject streams in which candidates show low level of performance with the information obtained after analyzing question papers.

Functions discharged by the Research and Development branch in the year 2018 are as below.

01. After preparing the books which include the question paper structure and proto type questions on behalf of the G.C.E. (A/L) Examination-2019 & onwards in accordance with the new G.C.E.(A/L) syllabi introduced during the year 2017,the said books were published in the departmental website and necessary actions have been taken to print such books.
02. The question paper structure of the subjects with respect to the Final Examination of *Mulika Piriven* was amended in accordance with the competency based new syllabi introduced in the year 2017 for the said examination. The books which include the question paper structure and the proto type questions for the Final Examination of *Mulika Piriven* – 2018 and onwards were prepared in accordance with the said amended structures and they were published in the departmental website. Also, the printed books were distributed among *pirivenas*.
03. At present, the General Information Technology Examination which is being held at Grade 12 as a written test is planned to be conducted online from the year 2018 in a manner that could measure practical skills. The software required for this is developed and two pilot tests have been prepared online and released to the Internet by now. Further, arrangements have been made to conduct a MOCK TEST which resembles the final examination. The books which include the question paper structure and the prototype questions with respect to this General Information Technology Examination were prepared, uploaded to the departmental website and the printed books were prepared to be distributed among schools.
04. Preparing Evaluation Reports
 - 04.01 Evaluation Reports with respect to the G.C.E.(A/L) Examination – 2016 were prepared analyzing the weaknesses/strengths/defects of candidates which had been identified when responding to the questions of the G.C.E.(A/L) Examination – 2016 and considering the methods to shun such defects and the said reports were distributed among schools.
 - 04.02 Evaluation Reports concerning Engineering Technology, Bio-systems Technology and Science for Technology were prepared, printed, distributed among schools and published in the departmental website.
05. Preparation and distribution of RD forms concerning of Grade 05 Scholarship, G.C.E.(A/L), and G.C.E.(O/L) Examinations in the year 2018 for evaluation boards so as to retrieve data for analysis activities.

06. After analyzing the performance levels of Grade 5 Scholarship Examination - 2017, Analysis Reports were created and the facts therein were presented at the workshop organized for all the directors of primary education in the island, provincial coordinating officers of primary education, and in-service advisors of primary education conducted by the primary education division of the Ministry of Education.
07. Organizing a workshop to train teachers to evaluate answer scripts of (73) English of the G.C.E.(A/L) Examination.
08. A workshop on Second Language and Foreign Language Test Development was conducted by Dr. Rita Green of the Test Development Training and Analysis Limited at the Waters Edge for Resource Persons who prepare language tests and responsible officers who bear the responsibility of language testing in the Department of Examinations, Sri Lanka.
09. A residential workshop to create a guide for a pool of items which include questions of aptitude and IQ was conducted at the Tangerine Beach Hotel, Wadduwa with the participation of university professors/doctors/lecturers and the resource persons in the field of Public Administration who display talents in such subjects.
10. Conducted workshops for initial discussions regarding the way to utilize the method of open book test for institutionalized examinations.
11. Human Resources Development

Two groups of departmental officers were made to participate for a training programme on Measurement and Evaluation including Conducting Examinations Online in Malaysia.

Planned Programmes in the year 2018 for the year 2019

- Organizing and conducting residential workshops on preparation of question papers and the way to use information in Evaluation Reports to uplift the performance level of candidates for the Uva, Sabaragamuwa, Southern, Western, Northern, and Eastern provinces in order to train trainers to train teachers.
- Training of Item Writing and establishment of Item Pools to improve the quality of question papers of institutionalized examinations and school examinations.
- Conducting a test about the relationship between results and marks of the Grade 5 Scholarship Examination, G.C.E. (O/L) Examination, and G.C.E.(A/L) Examination.

- Two officers were made to participate for the Post Graduate Courses abroad on evaluation and assessment.
- Some officers were made to participate for short term training course abroad on assessment of practical skills of Technology subjects.
- Certain officers were made to participate for short term training courses abroad on evaluation and assessment including question paper preparation.
- Since it is a contemporary requirement to have an understanding of global trends and changes in the evaluation & assessment field, obtaining the membership of institutions such as International Association for Education Assessment (IAEA), International Language Testing Association (ILTA), The Network on Education Quality Maintaining in Asia Pacific (NEQMAP) and representing various programmes therein.
- Establishment of an Item Pool which includes questions of Intelligence Test, Aptitude and Comprehension Tests to improve the efficiency and productivity of examinations which are held to recruit officers for various jobs in government and other institutions.
- Preparation of an instruction manual with respect to utilization of Open Book Test method for Efficiency Bar Examinations which are conducted for officers in various positions of the government service.
- Conducting General Information Technology Examination online.

2.7 ORGANIZATION AND FOREIGN EXAMINATIONS BRANCH

This branch manages activities with respect to organization and conduct of all non-school examinations held locally such as recruitment examinations, efficiency bar examinations, promotional examinations, certificate examinations, other examinations and foreign examinations.

Recruitment Examinations

All the recruitment examinations of government / semi-government / government banks, etc., held on behalf of necessities of such institutions.

Efficiency Bar Examinations	Checking the subject knowledge with respect to the positions of the officers / employees at various levels of the public service to improve the efficiency.
Promotional Examinations	All the examinations held on behalf of promotion of officers in the services of government / semi-government / government banks on the merit basis.
Certificate Examinations	All the examinations conducted to select for courses of government and semi-government organizations and to issue licenses and certificates.
Other Examinations	All the examinations conducted for various levels with respect to religions of Buddhism / Hinduism / Islam/ Catholicism and examinations which confer certificates such as Western Music, National Dancing / Music, etc.
Foreign Examinations	Examinations organized on behalf of local candidates with respect to foreign universities and other educational institutions.

When the above examinations are organized, details with respect to the examinations due to be held in the next year are received at the end of every year from the respective organizations and as per that the Annual Examination Programme is prepared.

A main function of this branch is providing observations for drafted gazette notifications to call applications on behalf of examinations included in the Annual Programme with respect to various institutions or internal circulars and as per that assenting to publish amended examination notifications.

Further, some other main responsibilities of this branch are reserving examination centres for the respective examinations, issuing admission papers, appointing officers for examination duties & coordinating, providing statistical reports for printing & packing activities, providing solutions when problems arise at the time when examinations are being conducted & apart from that solving problems with respect to admission papers and

conducting instructional seminars with regard to certain examinations for examination supervisors and coordinating officers as per the necessity.

Tasks performed during the year 2018

Type of the examination conducted	No. of examinations conducted	No. of candidates	Revenue (Rs.)	No. of officers engaged in the examination administration process
Recruitment Examinations	56	189,216	82,682,928.80	25,207
Certificate Examinations	23	170,453	11,656,512.50	15,613
Efficiency Bar Examinations	44	61,305	2,039,4558.20	6,214
Promotional Examinations	14	11,905	4,207,420.75	1,118
Foreign Examinations	13	4,100	391,902.50	299
Other Examinations	04	8,934	4,900,903.50	571
Total	154	445,913	124,234,226.25	49022

2.8 CONFIDENTIAL (INSTITUTIONAL EXAMINATIONS) BRANCH

The main function of this branch is to implement qualitative evaluation- instruments by appointing experts as trilingual examiners in Sinhala, Tamil, and English languages for the examinations organized by the Organization & Foreign Examinations branch. In addition to that, this branch further handles the entire process from printing question papers, packing them as per the examination centres, until dispatching such papers to coordinating centres or examination centres.

Projects expected to be carried out by this branch in future.

- Conducting certain subjects as open book tests for the Efficiency Bar Examinations of the public officers.
- Exploring the possibilities to grant certain marks for portfolios of public officers on behalf of their Efficiency Bar Examinations.
- Experimenting the online method for institutionalized examinations.
- Preparing an Item Pool for Aptitude questions.

Tasks performed during the year 2018

Type of examinations conducted	No. of examinations conducted	No. of candidates	No. of prepared question papers (as per medium)				No. of printed question papers (as per medium)			
			Sinhala	Tamil	English	Total	Sinhala	Tamil	English	Total
Recruitment		201,682		123	102	359	414,781	92,731	48,513	556,025
Certificate Examinations	19	141,776	222	39	888	349	227,264	44,775	21,294	293,333
Efficiency Bar Examinations	48	51,285	122	93	75	290	92,835	23,475	4,025	120,335
Promotional Examinations	9	14,192	22	19	6	47	353,065	7,665	2,520	363,250
Foreign Examinations	10	2,297	8	8	30	46	1,646	386	7,506	9,538
Total	142	411,232	508	282	301	1091	1,089,591	169,032	83,858	1,342,481

2.9 EVALUATION (INSTITUTIONAL EXAMINATIONS) BRANCH

This branch handles the evaluation of answer scripts of all the institutional examinations conducted by the Department, namely; recruitment examinations to recruit officers to government and semi-government institutions, promotional examinations, and efficiency bar examinations, etc. The entire evaluation process from selecting appropriate examiners among experts in different fields, perform control marking, creating awareness among examiners regarding evaluation, perform marking using conference method up to submitting results sheets to Results branch are carried out by this branch.

Tasks performed in the year - 2018

Type of examination	No. of answer scripts	No. of examiners participated in evaluation
Recruitment Examinations	211,686	2,255
Promotional Examinations	21,827	124
Efficiency Bar Examinations	51,173	539

Certificate Examinations	305,952	2,356
Other Examinations	11,686	151
Total	602,324	5,425

2.10 RESULTS (INSTITUTIONAL EXAMINATIONS) BRANCH

The role of this branch while maintaining an intimate relationship with the Evaluation (Institutional Examinations) branch is to issue results of institutional examinations held annually, check attendance registers as per gazette notifications / circulars while utilizing departmental procedures, check admission papers, check deficiency marks, check centre & subject changes, prepare reports of abnormal marks, select applications, and check results registers with applications and then deliver results to the relevant ministries, departments, government banks, semi-governmental institutions, all dhamma schools, all *pirivenas*, and all applicants, subsequent to creating clear and accurate results registers.

Tasks performed during the year – 2018

Type of examination	No. of examinations in which results were released	No. of candidates
Recruitment Examinations	51	137,490
Promotional Examinations	11	3,069
Certificate Examinations	21	168,829
Efficiency Bar Examinations	38	22,794
Other Examinations	05	7,937
Total	126	340,119

Number of examinations conducted during the year 2017 in which results were released in the year 2018 and number of examinations conducted during the year 2018 in which results were released in the same year are added and indicated in the above table.

2.11 ADMINISTRATION BRANCH

All administrative activities of the Department of Examinations, Sri Lanka are carried out by the Administration branch. Further, activities with respect to administration as well as discipline are fulfilled by this branch and recruiting officers and employees, assignments in service, annual transfers, retirements, maintaining personal files, and handling welfare activities of the employees while linking with government & semi-government institutions such as Ministry of Education, Ministry of Public Administration and Management, Department of Pensions, National Insurance Trust Fund are accomplished by this branch.

Postal branch, transport unit, photocopy unit, building unit, cleaning unit, security unit, inquiries desk, electricity unit, maintenance unit, and telephone exchange are subdivisions operated under the supervision of the Administration branch. The proper functioning of all these units have a direct impact for the whole operation of the Department. This branch always acts accurately and efficiently in a methodical manner while always getting in touch and coordinating with the other branches since this branch possesses a large amount of responsibilities.

2.12 POSTAL BRANCH

The postal branch handles all activities with respect to departmental correspondence received and due to be posted to various institutions and individuals. Thousands of letters arrived daily are sorted out as per branches & examinations, and later after opening, the registered numbers are entered, then filed, and finally are referred to the relevant branches. These tasks are performed systematically and effectively with utmost accuracy, as lakhs of applications for school examinations and other examinations are being checked at this branch.

Task	No.of letters	Amount (Rs.)
No of ordinary letters received	137,201	
No of registered letters received	511,821	
No of ordinary letters handed over to the Department of Post by this branch	717,581	9,791,120. 00
Costs incurred to post ordinary letters	21,189	
No of registered letters handed over to the Department of Post by this branch		16,373.00
Cost incurred to post registered letters		1,379,745. 00

2.13 ACCOUNTS BRANCH

Accounts branch handles all the budgeted payments including administration and evaluation activities of the examinations held by the Department of Examinations, Sri Lanka, as well as accounting and reporting annual revenue.

This branch deals with financial management and reporting of more than Rs.3000 millions of estimated provisions that are budgeted and pay for about 250,000 vouchers annually. The responsibility of the Accounts branch is to settle the due payments at the end of a certain examination duty based on a more accurate way of calculations.

Voted expenditure	Annual provisions (Rs.)	Expenditure as on 31 st December 2018 (Rs.)
Individual salaries	328,500,000.00	321,671,956.00
Other recurrent expenditure	2,884,300,000.00	2,839,333,284.00
Additional provisions	-	-
Total recurrent expenditure	3,212,800,000.00	361,005,240.00
Capital expenditure		
Rehabilitation & upgrading		
Building constructions	59,000,000.00	5,781,159.00
Machines & instruments	6,000,000.00	2,952,401.00
Vehicles	6,000,000.00	2,952,401.00
Total	71,000,000.00	10,798,219.00
Achievement of capital reserves		
Furniture & office instruments	4,000,000.00	3,927,531.00
Total	4,000,000.00	3,927,531.00
Human Resources Development		

Staff training	3,000,000.00	1,480,140.00
Total	3,000,000.00	1,480,140.00
Development plan		
Machines & instruments	530,000,000.00	529,038,315.00
Buildings & constructions	136,000,000.00	60,991,006.00
Total	666,000,000.00	590,029,321.00
TSEP	75,000,000.00	56,550,139.00
Total	75,000,000.00	56,550,139.00

Capital expenditure	819,000,000.00	662,785,350.00
Annual revenue	Estimate (Rs.)	Actual income (Rs.)
Examination fees and other	(revised) 300,000,000.00	287,193,870.53
Maximum debit limit	35,000,000.00	33,972,605.00
Minimum credit limit	2,000,000.00	21,411,507.38
Maximum balance of debit limit	100,000,000.00	89,200,641.29

2.14 SUPPLIES BRANCH

This branch deals with purchase and distribution of recurrent goods and purchase and maintenance of capital reserves on behalf of all examinations.

All stationery items were distributed without delay mainly for the G.C.E. (O/L), G.C.E. (A/L) and Grade 5 Scholarship Examinations as well as for the institutional examinations and recruitment examinations conducted during the year 2018. Under this quotations were called from registered institutions and the procurement procedures were

completed as per the recommendations made by the Technical Evaluation Committee, in order to provide answering books, papers, envelopes, strings, glue bottles and all other stationery required for the above examinations.

Answer scripts, question papers and other discarded confidential papers of the recent years which should be destroyed were handed over to the Valaichenai paper factory for recycling.

Maintenance of all vehicles owned by the department and granting vehicles for official purposes were perfected accordingly.

The goods that had been handed over to the stores to be disposed as per the approval of the Disposal Board through the Annual Boards of Survey were sold at the open auction to the purchaser who offered the highest value, and the relevant amounts were credited to the government revenue. All work related to repair and maintenance of equipment in each branch of the department such as photocopiers, computers, duplicators, fax machines, and printers at the press has been duly completed.

Highly efficient printing machines which preserve the confidentiality of the question papers at a maximum level were supplied to the Confidential branches. Turn Key printing machine effectively print question papers and contributed to decrease the amount of total electricity bill. Establishment of the solar power system and solar pharos lights to utilize and generate a capacity of 337,000 kilowatts per year and through that earning a net profit of Rs.335,000.00.

Expanding the existing packing room so as to perform all packing activities easily at a single place. Granting new computers and relevant technological instruments to make the functions of the department more effective.

Providing all the necessary things to conduct General Information Technology Examination online from the year 2018 onwards.

Providing all the necessary things to create an inspiring website free of charge required by the department.

Taking actions to provide 1300 steel cupboards with dual locks to ensure the safety of confidential documents for regional collecting centres established for exam administration and coordinating centres.

Renovation and maintenance activities of the buildings of the department, procurement and other activities with respect to maintenance of the canteen, security unit, and cleaning unit for the welfare, security, and sanitation of the staff were respectively completed.

2.15 PRESS

2.15.1 PRESS (CONFIDENTIAL)

This press prints all the question papers of each and every examination conducted by the Department. This is a very complex process performed in highly confidential way, in which question papers similar to the number of candidates should be prepared on due date without any misprint. Lakhs of school as well as private candidates appear for the G.C.E. (O/L) and G.C.E.(A/L) Examinations and trilingual question papers for variety of subjects in the said examinations are being printed. The officers and employees work here both day and night are performing a very difficult task.

Question papers printed by this branch during the year 2018 are as follows.

Consec. No.	Confidential documents that were printed	Amount
01	Question papers printed in three mediums for G.C.E.(A/L)Examination - 2018	4,114,030
02	Question papers printed as books for G.C.E.(A/L) Examination - 2018	2,586,560
03	Coloured maps printed separately for the subject Geography in G.C.E.(A/L) Examination - 2018 in three mediums	64,250
04	Question papers including coloured pictures printed for G.C.E.(A/L) Examination - 2018 with respect to three mediums	16,000
05	Question papers printed in Tamil medium for Grade 5 Scholarship Examination - 2018	748,700
06	Question papers printed in three mediums as new & old syllabi for G.C.E.(O/L)Examination - 2018	7,898,175
07	Question papers printed as books in three mediums for new & old syllabi for G.C.E.(O/L) Examination - 2018	2,004,175
08	Question papers with coloured pictures printed for the subjects "Art" of G.C.E.(O/L) - Examination 2018 with respect to three mediums	142,500
09	Coloured maps printed separately for the subject Geography in G.C.E.(O/L) Examination – 2018 in three mediums	118,500

10	Question papers printed for other examinations in three mediums during the year - 2018	735,950
Grand Total		18,429,415

2.15.2 PRESS (NON-CONFIDENTIAL)

There are numerous activities that are being carried out by the Non - confidential press of this department. Specially, instruction forms, certificates for various examinations, various labels and other different forms are printed by this press.

Other (non-confidential) documents printed during the year 2018		Amount
01	Journals & Instruction books required for examinations	84,750
02	Certificates for various examinations	124,652
03	Certificates printed for the Certificates branch	335,000
04	Various labels	3,869,900
05	Various forms	4,468,710
06	Various letterheads	16,300
07	Printing file covers	838,300
08	Printing covers	223,440
09	Printing results registers / results sheets	5,827
10	Book binding for branches	1,421,048

2.16 COMPUTER BRANCH

This branch deals with school examinations, examinations of Teachers' Training Colleges, examinations of Dhamma schools & *pirivenas* and institutional examinations (conducted after computerization of data).

Further, this branch carries out activities such as giving observations for gazette notifications with examination applications in connection with the conduct of examinations, system analysis identical with each examination, creating and implementing computer

programmes, printing and issuing the relevant documents including data editing reports and admission papers to the relevant branches.

Preparing computer programmes with respect to processing results, issuing computerized documents that are necessary for evaluation procedure of school examinations and various documents which are necessary for pretesting prior to issuing results to relevant branches, processing results and coordination of supervisory committees can be cited as the role of the Computer branch. Further, preparing and submitting interview reports, priority reports, deficiency reports, and final results, etc., for institutional examinations on the requirements of the respective examinations to the Results branch, prior to the release of results and granting results registers on behalf of school examinations to the School Examinations Organization and Results branch are main steps in this procedure.

This branch renders a special service to the certification process with regard to certificates issuing examinations by printing individual certificates for the examinations for G.C.E.(O/L), G.C.E.(A/L), Dhamma School & Pirivenas, Dhamma Teachers, Teachers' Training Colleges, and by printing individual results schedules for the candidates of institutional examinations and issuing them to the relevant branches.

Further this branch provides data files for different requirements and submits data files and reports with respect to performance at school, zonal, provincial, and national levels to "School Examinations Organization & Results" and "Research & Development" branches when necessary. Also, issuance of relevant reports to the Ministry of Education and providing information with respect to merit reports & analysis reports on behalf of the productive requests made by the governmental and non-governmental organizations are accomplished by this branch.

Another significant task carried out by this branch is revamping and coordination of the Information Systems. There are several other important tasks carried out by this branch.

01. Giving the connection of the system to the "Data Entry" & "Certificates" branches when the necessities occur.
02. Coordination of the services & maintenance jobs provided by the IBM institute with respect to the AS400 system.
03. Coordination of the services and maintenance activities by Blue-chip institute with respect to main printing machines connected to AS400 system.
04. Developing and granting computer programmes with respect to various examinations while coordinating with the 'Data Entry' branch.
05. Update the departmental website, as per the current requirements.

06. Data preservation and storing is another important function of the Computer branch. Therefore, backing up data daily and also storing data at the Data Recovery System of this department established at the National Institute of Education, Maharagama are done accordingly.
07. Updating Data Entry System & the Certificate System according to the data of AS400 main system.
08. Taking care of the safeness of the data in the systems mentioned in above no. 7 and in the Disaster Management System.
09. The operating system (OS) with respect to the existing AS 400 system of the department and Disaster Management System in the National Institute of Education have been updated and upgraded to CTRI from V5R4. Accordingly, development of the relevant system as per the necessity.
10. Further revamping of the departmental website.(regarding accessing the clouds developed by now and necessary activities in future.)

Programmes expected to be carried out in the year -2019

01. Commencing and conducting the programme of giving information promptly through SMS to resource persons, relevant parties and candidates.
02. Establishment of a strong Wi-Fi network in the department under Lanka Government Network (LGN)2.0.
03. Completing the initial steps to establish an online service for selected examinations while connecting with the Department of Post and other governmental organizations.
04. Commencing the implementation work of an Information System on behalf of the department by linking with the national university system.
05. Taking steps to direct officers in the branch who need to be equipped with human resources updating and capacity development to special training programmes.
 - i. Conduct and management of online examinations.
 - ii. Digitization of documents.
 - iii. Data security methodologies and reuses of cloud computing.
 - iv. Management of network systems.
 - v. Data security and management.

2.17 DATA ENTRY BRANCH

The main functions of this branch are entering data, its amendments and the marks of the candidates pertain to computerized examinations conducted by the Department of Examinations, Sri Lanka. Consequently, all the relevant data are forwarded to this branch by School Examinations Organization & Results, Evaluation (School Examinations), Organization & Foreign Examinations and Results (Institutional Examinations) branches accordingly.

2.18 PLAN IMPLEMENTATION & MONITORING BRANCH

Implementing the Annual Reports with respect to the department & preparing and forwarding the Mid-term Educational Sector Plan to the Ministry of Education.

Monitoring activities of this plan are performed by receiving the Monthly Work Plan and Monthly Work Done Report from each branch of the department. These reports are prepared at monthly, quarterly, & annually and forwarded to the Commissioner General of Examinations.

Prepared the Physical Resources Plan annually which is required to prepare the Procurement Plan of the department.

Forwarding the Action Plan prepared as per the report of the Expert Committee formed to implement a Strategic Plan on behalf of the Department of Examinations, Sri Lanka to the Ministry of Education and taking initial steps to implement the activities.

A Strategic Plan has been prepared and necessary actions have been taken to implement the recommendations of the report made by the Expert Committee appointed by the Ministry of Education on behalf of the reformation of this department.

Professional Development Programmes

Necessary actions have been taken to appoint additional examiners for the G.C.E.(A/L) & G.C.E.(O/L) Examinations – 2018.1008 officers were trained and appointed to serve of the examination centres for this purpose.

Actions have been taken to update & maintain the database of officers of Sri Lanka Principals' Service in Grade-III who have been trained to act as exam supervisors. These trained officers are being appointed to conduct school examinations & institutional examinations. Training workshops to create awareness regarding the role of the Department of Examinations, Sri Lanka have been conducted for newly recruited 108 officers of Sri

Lanka Educational Administrative Service (Limited) Examination and 23 officers of Sri Lanka Teacher Educators' Service.

12 staff officers of the department and 07 officers in Sri Lanka Information and Communication Technology Service were participated for the programme "Online Examination Management" at University Putra, Malaysia. Through this, it is expected to gain an understanding of the new methodologies utilized by foreign countries to conduct examinations.

An Outbound Training Programme was conducted on behalf of the staff officers of the department to uplift their leadership skills.

06 modules have been printed and training programmes are being conducted as per them with the intention of providing professional guidance for newly recruited officers in Sri Lanka Educational Administrative Service who assumed duty at this department.

Training Programmes on Office Management was conducted for 108 officers in Public Management Assistants' Service. Actions have been taken to prepare and print a Code of Procedural Rules on behalf of the Department of Examinations, Sri Lanka.

Monitoring the construction work of the new six strayed multi-functional building in the departmental premises. This building consists of modern examination halls, modern evaluation halls, and multi-functional auditorium.

- Commenced date of the construction work - 02.02.2017
- Date on which the completed work should handover - 02.02.2019
- Estimated cost - Rs.615 million
- Constructing organization - State Engineering Corporation (SEC)
- Organization that provide consolation services - Central Engineering Consultancy Bureau (CECB)
- Cost incurred up to now - Rs. 237.5 million

