



Department of Examinations, Sri Lanka

Annual Performance Report

2012



**Research & Development Branch
National Evaluation & Testing Service
Department of Examinations
Sri Lanka**

Annual Performance Report - 2012

Functions of DOE

In the past, examinations in Sri Lanka were conducted by a distinguished examinations board appointed by the director of education. In the year 1949, this task had been assigned to the branch of examinations established in the Ministry of education and exams were conducted through this. On 1st October 1951, this branch had become a department under the Ministry of Education and called "Department of Exams, Sri Lanka" thereafter.

DOE, Sri Lanka became the only institution of Sri Lanka, having legal Powers to hold public exams by the act No 25 of 1968. Since then the functions of DOE have been widened. Presently DOE is conducting approximately 300 exams annually. At the moment, DOE, Sri Lanka is functioning under 2 major dimensions.

1. National Evaluation & testing Services (NETS) Connected with school examinations and
2. Agency Function

Functions with regard to above 2, are operated under 3 major aspects.

1. School exams related Services
2. Services of Agency Function
3. Common Functions

01. Branches in connection with School exams related Services.

- 1.1 School exams Organization and results branch.
- 1.2 Confidential Branch
- 1.3 Evaluation Branch
- 1.4 Investigation Branch
- 1.5 Certificate Branch
- 1.6 Research & Development Branch

02. Branches in connection with Services of Agency functions exams.

- 2.1 Organization and Foreign Exams Branch
- 2.2 Confidential Branch
- 2.3 Evaluation Branch
- 2.4 Results Branch

03. Branches in connection with common functions.

- 3.1 Establishments Branch
- 3.2 Postal Branch
- 3.3 Accounts Branch
- 3.4 Press
- 3.5 Computer Branch
- 3.6 Data Entry Branch
- 3.7 Plan Implementation & Monitoring

01. Services related with School Exams

1.1 School Exams Organization & Results Branch

Given below are the data of school exams & other exams of the School system organized and conducted from 01.01.2012 - 31.12.2012 in accordance with the annual schedule of this branch which is reserved for School exams.

Exam	No of Centres	No of Candidates	Time frame of the exams conducted	Date of Results issue	No of officers participated in the process of administration of exams
G.C.E. (A/L) Exam New syllabus - 2012	1,746	235,774	2012.08.06 2012.08.30	2013.01.31	4,070
G.C.E. (A/L) Old Syllabus - 2012	347	41,323	2012.08.06 2012.08.30	2013.01.31	902
G.C.E. (O/L) - 2012	4048	542,260	2012.12.11 2012.12.20	-	9170
General Information Technology - 2012	1,153	148,376	2012.10.21	-	2,796
Grade 5 Scholarship exam - 2012	2803	318,416	2012.08.26	2012.09.24	6,618
Exam for non-graduate teachers - 2011 (2012)	51	6,436	2012.09.20 2012.09.24	-	663
Final exam, College of Education - 2012	10	945	2012.09.20 2012.09.24	-	130
Final External exam of National Diploma in Teaching (2011) (2012)	25	3449	2012.02.27 2012.03.05	2012.08.09	295
Selection test for the course of English and Information Technology of National Collages of Education 2011 (2012)	-	-	-	-	-
Piriven Guru Final Examination	-	-	-	-	-
Recruitment exam of full time (internal) post Graduate Diploma in Education - 2012	07	902	2012.01.21	2012.06.06	76
Total	10,190	1,297,881			24,720

Source: Evaluation Branch (School Exams)

1.2 Confidential Branch (School Exams)

During the year 2012, this branch had discharged its duties (from appointment of evaluation panels, granting question papers to coordinating officers / centre supervisors, to Receiving answer scripts, & receiving remaining question papers and stationery to the department) with regard to the following exams.

01. G.C.E. (A/L) exam - New Syllabus
02. G.C.E. (A/L) exam - Old Syllabus
03. Grade 5 Scholarship exam
04. G.C.E. (O/L) Exam
05. College of Education Final (New & Old) exam
06. Final exam at the end of the course for Non - Graduate, Non - Trained teachers.
07. General Information Technology exam (GIT)

Source - Confidential Branch (School Exams)

1.3 Evaluation Branch (School Exams)

The main function of this branch is to evaluate answer scripts accurately while safe guarding reliance. Further this branch performs the duty of creating awareness among evaluators to engage in the evaluation process efficiently & accurately in the due period and completion of evaluation process. The details with regard to the evaluation process of the exams conducted during the year 2012 are given below.

Year	Exam	No of evaluation panels			Period during which the evaluation process had been carried out.	No of Evaluators Participated in evaluation
		Sinhala	Tamil	English		
2011	G.C.E. (O/L) Exam				2011.12.29 -2012.01.07	27, 870
	Phase I	1,017	374	287		
2011	G.C.E. (O/L) Exam	105	63	12	2012.01.21 -2012.01.29	
	Phase II	-	-	-		
	Individual Non Individual	-	-	-		
2012	Final exam of National Diploma in Teaching	17	-	20	2012.04.21 -2012.04.29	592
	Recruitment exam of National Diploma in Teaching	06	-	10	2012.11.21 -2012.12.18	256
2012	G.C.E. (A/L) Exam				2012.10.07 -2012.10.18	
	Phase I (Old Syllabus)	22	10	20		780
	Phase I (New Syllabus)	187	44	97		4,920
	G.C.E. (A/L) Exam					
	Phase II (Old Syllabus)	89	22	29	2012.10.25 -2012.11.05	7,260
	Phase II (New Syllabus)	191	90	63		
	G.C.E. (A/L Exam				2012.11.12 -2012.11.21	
	Phase III	93	38	32		2,445
	Individual Non Individual	- -	- -	- -		2012.10.25 -2012.11.30
2012	Grade 5 Scholarship Exam	234	78	-	2012.08.30 -2012.09.09	4,680
2011	G.C.E. (O/L) Exam					
		No of Candidates				
	Recruiting	47,915	11,320	21,790	2012.06.02 -2012.07.10	950
2011	G.C.E. (A/L) Exam					
	Rescrutiny	144,000			2012.02.05 -2012.04.10	1,660
2011/ 2012	Final exam of National Colleges of Educations					
	II Year				Evolution Process is not yet completed in the year 2012	
	Individual					

Source: Evaluation Branch (School Exams)

1.4 Investigations Branch

The ultimate objective and responsibility of DOE is to hold exams reasonably and without discrimination. This branch bears the responsibility of investigation and taking legal measures regarding candidates who violate exam rules, regulations and that are responsible of misconducts including irregularities done by the staff. This division deals with the activities of obtaining reports of exam frauds / irregularities and expediting related affairs of such matters.

Exam	No of Reported Fraudulent acts	No of Penalties	No of cases results were released	No of Continuing investigation cases.
1. Grade 5 Scholar ship exam - 2012	32	-	32	-
2. G.C.E. (O/L) - exam - 2011	7978	112	7824	42
3. G.C.E. (A/L) exam - 2012	3560	48	3471	41
Institutional Exams	4875	420	4391	64

Commissioner of Judicial Administrative Affairs has done the following activities, opening cases for the subjects that have been subject to filing a case by human rights commission, Sri Lanka, forwarding responds, reports and schedules through Attorney General to the court, obtaining written and verbal instructions and appearing of the officers before the court on the prescribed day.

Source - Investigations Branch

1.5 Certificates Branch

Given below are the responsibilities and functions of this branch.

1. Issue of the following exam certificates.
 - i. Trained teacher certificate
 - ii. Prinsett teacher training Certificate
 - iii. Final Certificate of Dhamma School
 - iv. "Buddha Dharmacharya" Certificate
 - v. Al Alim Certificate
 - vi. Various Technical exam Certificates
 - vii. English Speaking Certificates
 - viii. National Dancing / Music Certificates
 - ix. Western Music Certificates
 - x. Commerce Certificates
 - xi. Piriven Final Certificate
2. Confirmation of Various certificates of G.C.E. (O/L) , G.C.E. (A/L) , College of Education final, technical college, National dancing and music of the employees of government, departments, corporations, boards, commissions, societies and private sector.
3. Issue of result sheets of local exams on the necessity of the applicant and issue of second copies of the certificates for institutions including foreign universities.
4. Keeping result sheets safely.
5. Doing recorections of result Sheets.
6. Taking actions against fraudulent acts with regard to certificates or result sheets.

Functions discharged from 01.01.2012 to 31.12.2013 are given below.

	Description of the work	Value of a unit Rs.	No of Units	Revenue Rs.
01.	Issue of foreign certificates through one day services.	500.00	39,366	19,683,000.00
	copy of the same	200.00	12,400	2,480,000.00
	Searching for the Index No	100.00	3,259	325,900.00
02.	Issue of ordinary foreign certificates	250.00	1,567	391,750.00
	copy of the same	150.00	212	31,800.00
	searching for the Index No	100.00	67	6,700.00
03.	Posting	250.00	150	37,500.00
04.	Local Second copy	100.00	522	52,200.00
05.	Confirmation of exam results (Government Ministries, Departments, Public, Administration, Provincial councils, Local bodies, Divisional Secretariats, and all institutions under Police, Army, Health and Education Ministries)		68,263	A fee has not been charged from government institutions.
	Amount received by confirmations and fines from Banks , Corporations, Boards, Authorities & Private Institutions)		7023	702,300.00
06.	Certificate of College of Education - Sinhala Tamil		223 424	A fee has not been charged.
07.	Al Alim Certificate		621	
08.	Prinsett Certificate		407	
09.	Certificate of Technical Colleges		36	
10.	Mulika Piriven Certificates (2 nd Copy)		242	
11.	"Bauddha Dharmacharya"		1736	
12.	National Dancing/ Music Certificates		100	
13.	Western Music Certificates		60	

Source - Certificate Branch

1.6 Research & Development Branch

The major functions of this branch are as follows.

- Collection of data to enhance the quality of school exams and all other related exams conducted by DOE.
- Analysis of question papers & results.
- Creating awareness among question paper setters and evaluators regarding that process.
- Making Schools to submit the last School Based Assessment marks.
- Another important activity is identification of subject areas where candidates show a low level of performance, through the data received by analysis of question papers and creating awareness among the relevant parties regarding this matter.

Functions discharged by Research & Development branch during the year 2012 are listed below.

01. Analysis of results & question papers of G. C.E. (O/L) 2011 and providing that information to the relevant parties and holding a national level seminar in order to create awareness. There, subject areas which students seem to be weak have been identified and informed.

The relevant report regarding this has been forwarded to the Cabinet.

02. After analysis of Grade 5 scholarship question papers, the subject areas which students seem to be relatively weak have been identified and a report has been prepared.

03. Preparation of "School Performance Indexes" with regard to G.C.E. (O/L) - 2011, G.C.E. (A/L) - 2011 & Grade 5 Scholarship was completed and all relevant authorities of education were informed. Performance levels of all schools can be observed through this method.

04. Preparation of Evaluation Reports.

Evaluation Reports of 11 Subjects of G.C.E. (O/L) 2010 have been prepared and distributed among schools and uploaded in the department website. After analyzing the way candidates answered to the question papers of relevant subjects, facilitating indexes were calculated in accordance with marks obtained for each question and question parts / sub parts. Each question has been provided with answers, weaknesses candidate faced in answering and remedial measures. Further Evaluation Reports for relevant 11 subjects with regard to G.C.E. (O/L) 2011 have been prepared and ready for printing while Evaluation Reports for 11 subjects with regard to G.C.E. (A/L) have been prepared.

05. For the first time, question papers of G.C.E. (A/L) 2011 have been analyzed by utilizing "Item Response Theory" and a report has been granted to the chief controlling evaluators and they were informed regarding that.

06. "Question Papers and Answers for G.C.E. (O/L) helping seminars 2012" have been prepared and Submitted to the Ministry of Education to send to schools.

07. Two statistical handbooks for (2005 - 2007 & 2000 - 2010) regarding analysis of results of all the exams conducted by DOE, have been prepared and distributed to all Ministries, Departments, Government Institutions, Colleges of Education and Teachers' colleges.

08. A teledrama called "Akuru Tharaha ne" (Characters are not angry) has been produced and telecasted (to create awareness regarding SBA) on the patronage of Secondary Education Modification Project by "Salacine Institute"

Source - Research & Development Branch

02. Services related with Agency Function

2.1 Organization & foreign exams branch

This branch is responsible of organizing & conducting foreign exams & other local exams except school exams. Work fulfilled by this division from 01.12.2012-31.12.2012 is as follows.

Type of exam conducted	No of exams held	No of candidates	Revenue Rs.	No of officers engaged in administration of exams
Recruitment exams	30	97669	48,509,496.00	5860
Certificate exams	20	142936	10,032,419.00	8576
Efficiency Bar Exams	48	7946	1,525,104.00	529
Promotion Exams	13	12146	2,444,047.00	728
Foreign Exams	17	8186	729,643.00	820
Other Exams	13	27527	2,189,539.00	1101
Total	141	296410	65,430,248.00	17614

Source: Organization & Foreign Exams branch

2.2 Confidential Branch (Institutional Exams)

The functions carried out by this branch according to the annual work plan are as follows;

- Setting of question papers in 3 languages on behalf of government Ministries, Corporations, Banks, Statutory Boards, Law College and for such Institutions.
- Distribution of question papers for such exam centres.
- Distribution of question papers received from various foreign institutions for foreign exams to relevant exam centers.

Type of exam conducted	No of exams conducted	No of candidates	No of question papers according to the medium				No of printed copies of question papers			
			Sinhala	Tamil	English	Total	Sinhala	Tamil	English	Total
Recruitment Exams	34	244,179	77	72	66	215	231,100	22,800	11,700	265,600
Certificate Exams	24	129,863	210	84	91	384	132,200	26,450	9,700	162,350
Efficiency Bar exams	38	11,673	152	116	60	328	14,150	4,215	2,900	21,265
Promotion Exams	14	12,914	84	66	54	204	19,500	7,800	5,950	33,250
Foreign exams	15	42,815	-	-	-	-	-	-	-	-
Exams of university of Kelaniya	02	25,600	-	-	-	-	-	-	-	-
Total	127	467,044	523	338	271	1,132	396,950	61,265	30,250	482,465

Source: Confidential Branch (Institutional Exams)

2.3 Evaluation Branch (Institutional Exams)

This branch fulfills the entire evaluation process of the above other exams. Thus in accordance with the annual work plan, the evaluation process of the exams conducted below in the year 2012 was completed.

Type of exam conducted	No of exams conducted	No of candidates	No of officers engaged in evaluation process
Recruitment exams	31	179,994	6000
Promotion exams	11	21,050	900
Certificate exams	20	97,278	2750
Efficiency bar exams	48	13,842	210
Other exams (Including Foreign Exams)	16	35,881	125
Total	126	348,045	9985

Source: Evaluation Branch (Institutional Exams)

2.4 Results Branch

This branch deals with issues of results of all the Institutional Exams conducted by the department. Statistical records of the issue of results during the year 01.01.2012-31.12.2012 are as follows.

Type of Exams	No of exams	No of candidates	No of exams in which results are issued
Recruitment exams	33	210,468	34
Promotion exams	18	7,956	13
Certificate exams	18	153,877	34
Efficiency Bar exams	46	14,561	39
Other exams	04	31,860	09
Total	118	418,722	129

Source: Results Branch (not school)

03. Common Services

3.1 Establishments Branch

This branch deals with the general administration, establishments & disciplinary affairs of the department. Recruitment of officers, employees, assign work to employees, transfers, & retirement are instances. Apart from the functions above, maintaining departmental security affairs, maintenance & service supervision & administration are other functions discharged by this division.

The department staff consists;

Designation	Approved cadre	Existing No	No of Vacancies
Sri Lanka Education Administrative Service I,II,III	73	57	16
Sri Lanka Accountancy Service	04	03	01
Administrative Officer	02	01	01
Information & Communication Technology Service I,II,III	25	44	-
Superintendent of Press	01	-	01
Translator	02	01	01
Budget Assistant	01	01	-
Warden	01	-	01
Assistant Warden	01	01	-
Building Administrator	01	01	-
Officers of Public Management Assistant Service	248	196	52
Press	49	45	18
Office Work Assistant	125	87	12
Drivers	16	20	-
Data Entry Operators	*37	15	-
Exam Data Assistants	**49	45	04
Departmental Junior Employees(Plumber, Lorry Assistant, Chef etc)	25	25	-
Total	660	542	107

* approved individually to the bearer of the post.

** Not yet recruited

Source: Establishments Branch

3.2 Postal Branch

The functions of this branch are as follows;

- Receiving the letters addressed to Commissioner General of Exams and other officers of the department.
- Sorting and directing those letters to the relevant branches & relevant officers.
- Submitting the letters going out by the name of Commissioner General of Exams to the Department of Post Sri Lanka.
- Safeguarding the confidentiality of all the letters pertaining to department.

Functions	Number
No of ordinary letters received by the branch	132,805
No of registered letters received by the branch	645,859
No of ordinary letters submitted to the department of post by this branch	600,320
Cost to post ordinary letters	Rs. 7,480,019.00
No of registered letters	16,720
Cost to post registered letters	Rs. 901,935.00

Source: Postal Branch

3.3.1 Finance Branch

The functions of this branch are as follows;

- Revenue & Cost management with regard to organization of exams conducted by DOE, administration, evaluation, direction of issue of results, confirmation of results & issue of certificates.
- In addition to that financial activities in relation with all constructions, developments & achieving of capital reserves are carried out by this branch.
- The sources of revenue of the department are, charges to issue certificates, sitting for exam more than twice, rescrutinys , & exam fee charged for some exams conducted by Organization & Foreign Exams branch.

Financial Summary of the year 2012, can be epitomized as follows;

Report on Financial Performance Achievements -2012

Voted Expenditure	Annual Financial Provision Rs	Expenditure upto 31.12.2012 Rs
Individual salaries	166,725,000.00	183,546,546.43
Other recurrent expenditure	1,580,315,000.00	1,560,123,003.55
Additional Provisions	20,000,000.00	
	1,767,040,000.00	1,743,669,549.98
Total recurrent expenditure		
Capital expenditure		
Rehabilitation & Upgrading		
Buildings & Constructions	1,350,000.00	1,328,859.28
Machines & Instruments	3,800,000.00	1,914,033.09
Vehicles	3,100,000.00	2,627,327.53
Total	8,250,000.00	5,870,219.90
Achievement of Capital reserves		
Furniture & Office Instruments	1,100,000.00	1,074,816.76
Machines and Tools	1,600,000.00	1,594,730.96
Total	2,700,000.00	2,669,547.72
Other Capitals		
Knowledge based economy (Government of Sri Lanka –World bank)	10,000,000.00	
Total	10,000,000.00	
Final total of capital	20,950,000.00	8,539,767.62
Annual Revenue	Estimate (Rs)	Actual Revenue(Rs)
Sales & Costs-Exam Revenue	150,000,000.00	263,015,515.87
Advance accounts for public officers	Limit(Rs)	Actual Revenue(Rs)for 31.12.2012
Maximum debit limit	18,000,000.00	12,499,194.72
Minimum Credit limit	13,000,000.00	17,659,185.94
Maximum balance –debit limit	115,000,000.00	70,954,075.74

Source: Finance Division

3.3.2 Supply Branch

- This branch deals with purchasing & distributing recurrent goods and purchasing & maintaining capital reserves.
- In the year 2012, all stationery were distributed without delay mainly for the exams conducted during that year, i.e G.C.E. (O/L), G.C.E. (A/L), Grade 5 scholarship with other institutional exams & recruitment exams. To supply answering books, papers, O.M.R. Papers, envelops, strings, glue & all other stationery, quotations were called from registered institutions and goods were obtained in accordance with the recommendations made by the board of Technology Evaluations.
- Answer scripts, question papers and other confidential papers of the past years had been submitted to “Valachchena” paper factory to recycle.
- Maintenance of vehicles of the department, granting vehicles for office duties were done accordingly.
- The expulsion of goods with the approval of the board of expulsion were submitted to the stores through "boards of annual goods survey". Quotations were called for those goods & were sold to the purchaser who offered the highest value and the revenue was credited to the state revenue.

All work related to repair & maintenance of photocopiers & computers in each branch of the department has been completed.

Source – Supply Branch

3.4 press (Confidential & Non – Confidential)

The Press is responsible of significant task of conducting exams, evaluating & issue of certificates by NETS during this period. A summerized report is given below.

Printed question papers & other exam related documents from 01.01.2012 – 31.12.2012.

	Amount
Question papers printed for G.C.E. (A/L) exam in 3 medium of languages (New / Old)	3,124,850
Question papers Printed as books. (for 4 subjects)	1,874,550
Coloured & black & white maps printed Separately for the subject 'Geography' of G.C.E. (A/L) 2012 (New/ Old)	101,900
Question papers printed in 2 medium of languages for Grade 5 Scholarship exam - 2012	674,000
Question papers printed in 3 medium of languages for G.C.E. (O/L) 2012	7,204,400
Coloured maps printed for 'Geography' of G.C.E. (O/L) 2012	127,000
Number of question papers with coloured pictures on behalf of this exam	283,200
Question papers with coloured pictures for the subject 'art'.	156,200

Other documents Printed (Non – Confidential)

	Amount
1. Journals & Guide books required for exams	165,023
2. Certificate for various exams	92,972
3. Various Labels	3,393,850
4. Various Forms	3,608,500
5. Various Letter Heads	250
6. Printing of Envelops	639,160
7. Printing of File Covers	8,250
8. Certificates printed for “Certificates Branch”	51,850
9. Printing of results sheets	302,130
10. Other various printing materials	2,175,320

Other Various Printing Materials

- Cover pages
- Visiting cards
- Sinhala / Tamil hand bills
- Identity Cards
- Graph Papers
- M.C.Q of G.C.E. (O/L) & G.C.E. (A/L)
- 2 sides of the art paper
- Examination Centre notices
- Exam time tables (G.C.E (O/L), G.C.E. (A/L) & Grade 05 Scholar ship
- One Day Service & Ordinary Service Cards
- Entry Permits
- Visitors Pass
- OMR Evaluation Sheets
- Car Pass

Source – Press

3.5. Computer Branch

The main functions of this branch are as follows.

- Data entry of all the exams conducted by DOE, editing & management of such data up to the level of practical use & Printing of admission cards, attendance registries, result sheets & certificates.
- Storing & Safeguarding exam related data.
- Submitting of data in connection with School, Zonal, District and national performance levels, required for the development of education process, to the Research & Development branch.
- Granting informative and analytic reports for the productive requests made by other Governmental and Non-Governmental Institutions.
- Creation of computer programs, directing and preservation of them.

Source: Computer Branch

3.6. Data Entry Branch

The main functions of this branch are as follows.

- Computation of all the data in connection with all computerized exams conducted by DOE, entry of amendments, & marks of the candidates.
- Here all the relevant data is forwarded by the branches of School Exams Organization & Result, (school exams) Evaluation, Organization & foreign exams and Results (Institutional Exams)
- All computerized exams conducted in the year 2012 by the above stated branches were successfully completed.

Source: Data Entry branch

3.7. Plan Implementation & Monitoring Branch

01. Preparation of a report considering the requirements of physical resources of DOE.

- Identification of required physical resources in consultation with chief Clerks.
- Prioritization of those requirements as phases I, phase II & so forth.
- Preparation of specifications and forwarding it the supply division to obtain Laptops, Multimedia projectors, Printers etc.

02. Implementation of new multi - purposed building

- Doing needful with "State Engineering Corporation" to obtain consultancy service to implement the new building.
- Fulfilling the land surveying part in the proposed land, in which the building will be constructed, by ascribing duties to the "survey engineering company Ltd".

03. Implementing & Upgrading new computer programmes.

- Doing needful to obtain consultancy service of computer expertise of universities of Colombo & Moratuwa.

04. Produce Training modules to train exam staff and implement computer programmes.

- Doing needful to initiate a pool of trained exam administrative staff. (Preparation of paper advertisement/applications)
- Doing needful to implement a software to direct the pool of trained staff.
- Facilitating to produce training modules.
- Organization of resident work shop for this purpose.

05. Implementing an action plan for the year 2013

- Obtaining action plans for the year 2013 from all branches.
- Forwarding the “overall action plan” of the department to the Ministry of Education after considering all the actions plans of each branch of the department respectively.
- Establishment of the new branch & obtaining the required Instruments.

Source: Plan Implementation & monitoring Branch