User manual
For the
Online Exam Registration System

1.1 Login form

First you have to enter the User Name which is your BIT index number

Then you have to enter the Password which is the number of your National Identity card or Passport

Click Login button to log in

1.2 Personal Details Form

This form shows your personal details and you can check whether they are accurate

If you want to correct any information you can do it by contacting External Degree centre using the contact no: 011-4720511.

Click on the Next button

1.3 Selecting semester

Select Semester

Please select a semester

- ● Semester 1
- ○ Semester 2
- ○ Semester 3
- ○ Semester 4
- ○ Semester 5
- ○ Semester 6

* Please note that if you are applying for more than one semester examination (eg. Sem1, Sem3, Sem5), payments must be made with separate bank vouchers for each of those semester examinations. Separate applications must be filled up.

[Back] [Next]

You have to select the semester which includes the subjects that you are going to apply for the exam. The radio buttons are automatically disabled if you are not eligible to apply for that semester.

If you want to select more than one semester you have to fill a separate application for that

Click on the next button to continue

1.4 Selecting Exam center

Exam Center

PLEASE SELECT A DISTRICT/LOCATION FROM THE LIST GIVEN BELOW TO SIT FOR THE EXAMINATIONS

⦿ Colombo   ◯ Kandy   ◯ Galle   ◯ Jaffna   ◯ Dubai

Please note that in the event that the center of your choice is not available, you will be assigned to a Colombo center.

[Back]   [Next]

You have to select the location in which you are going to sit for the exam.

Click on the next button to continue

1.5 Selecting the subjects

SELECT YOUR COURSES (SUBJECTS) FROM THIS LIST

Repeaters: Please note you cannot apply for any courses that you have already passed(Obtained grades A, B or C).Please check with the notice in the web sit to decide whatcourses you need to repeat.This information is given with your year 1-examiniation result too.

Those applying for the first time :You need not apply all four courses.You could have any number of attempts.If you sit for a course examination only it will be counted as an attempts.

	Course Code	Course Name		Self Study	Private Tuition	Attending an Institute
☑	IT1104	Information Systems & Technology	Compulsory	○	●	○
☑	IT1204	Computer Systems I	Compulsory	●	○	○
☑	IT1304	PC Applications	Compulsory	●	○	○
☑	IT1404	Internet & World Wide Web	Compulsory	○	○	●

Back   Next

You have to select the courses in which you are going to register by putting a tick on the check box. You can apply only for those subjects which you are repeated and if you are not eligible to apply for a particular subject the check box is disabled automatically

Then you have to select the method that you have studied for the particular subject from the given choices

Click on the next button to continue

1.6 Institute Details

Institute Details

IF YOU HAVE STUDIED AT AN INSTITUTE FOR THE COURSE EXAMINATION YOU ARE APPLYING FOR, PLEASE FILL THE CAGES BELOW:

Course Code	Course Name		Institute Name	Institute Address	Period Studied	
					From	To
IT1104	Information Systems & Technology	Compulsory	Private Tuition			
IT1204	Computer Systems I	Compulsory	Self Study			
IT1304	PC Applications	Compulsory	Self Study			
IT1404	Internet & World Wide Web	Compulsory	ABC College	Colombo 03	April	October

Back   Next

You have to enter the details of the institutes which you have been attending for particular subjects

These details include the Name and address of the institute and the time period which you attended for that institute

After entering details click on the next button

1.7 Review forms

Personal Details

Registration No.	R055555	Current BIT Year	1
Index No.	0555551	Registred Year	2009
Full Name	KANKANAMALAGE DON PRIYANKARA WICKRAMARACHI		
Name For Making	K.D.P.WICKRAMARACHI		
Title	Mr.		
Sex	Male		
Citizenship	Sri Lankan		
NIC No.	000000001V		
Date of Birth	1985-01-10		
Email	SRI@GMAIL.COM		
Telephone No.	1235566333		
Address	451/1		
	Dobagaha Watta		
	Wallampitiya		
Country	Sri Lanka		

*If there is any discrepancy in your personal details ,please write to External Degree Center.

Exam Center   Edit

PLEASE SELECT A DISTRICT/LOCATION FROM THE LIST GIVEN BELOW TO SIT FOR THE EXAMINATIONS

◉ Colombo   ○ Kandy   ○ Galle   ○ Jaffna   ○ Dubai

Please note that in the event that the center of your choice is not available, you will be assigned to a Colombo center.

Edit Button

SELECT YOUR COURSES (SUBJECTS) FROM THIS LIST

Edit

	Course Code	Course Name		Self Study	Private Tuition	Attending an Institute
✔	IT1104	Information Systems & Technology	Compulsory	○	◉	○
✔	IT1204	Computer Systems I	Compulsory	◉	○	○
✔	IT1304	PC Applications	Compulsory	◉	○	○
✔	IT1404	Internet & World Wide Web	Compulsory	○	○	◉

Institute Details

Edit

Course Name		Institute Name	Institute Address	Period Studied	
				From	To
Information Systems & Technology-IT1104	Compulsory	Private Tuition			
Computer Systems I-IT1204	Compulsory	Self Study			
PC Applications-IT1304	Compulsory	Self Study			
Internet & World Wide Web -IT1404	Compulsory	ABC College	Colombo 3	April	October

This page gives you a preview of the forms completed earlier. If there are any errors in completed data forms you can correct them using the Edit button in the forms.

1.7.1 Declaration

Declaration

*If you need to make any correction for the data you have entered,please click Edit of the top of the Screen.

I do hereby certify that the above particulars furnished by me are true and correct.

[Next]

At the bottom of the page you will find the Declaration statement. By clicking the next button you certify that the data you have entered are true and accurate.
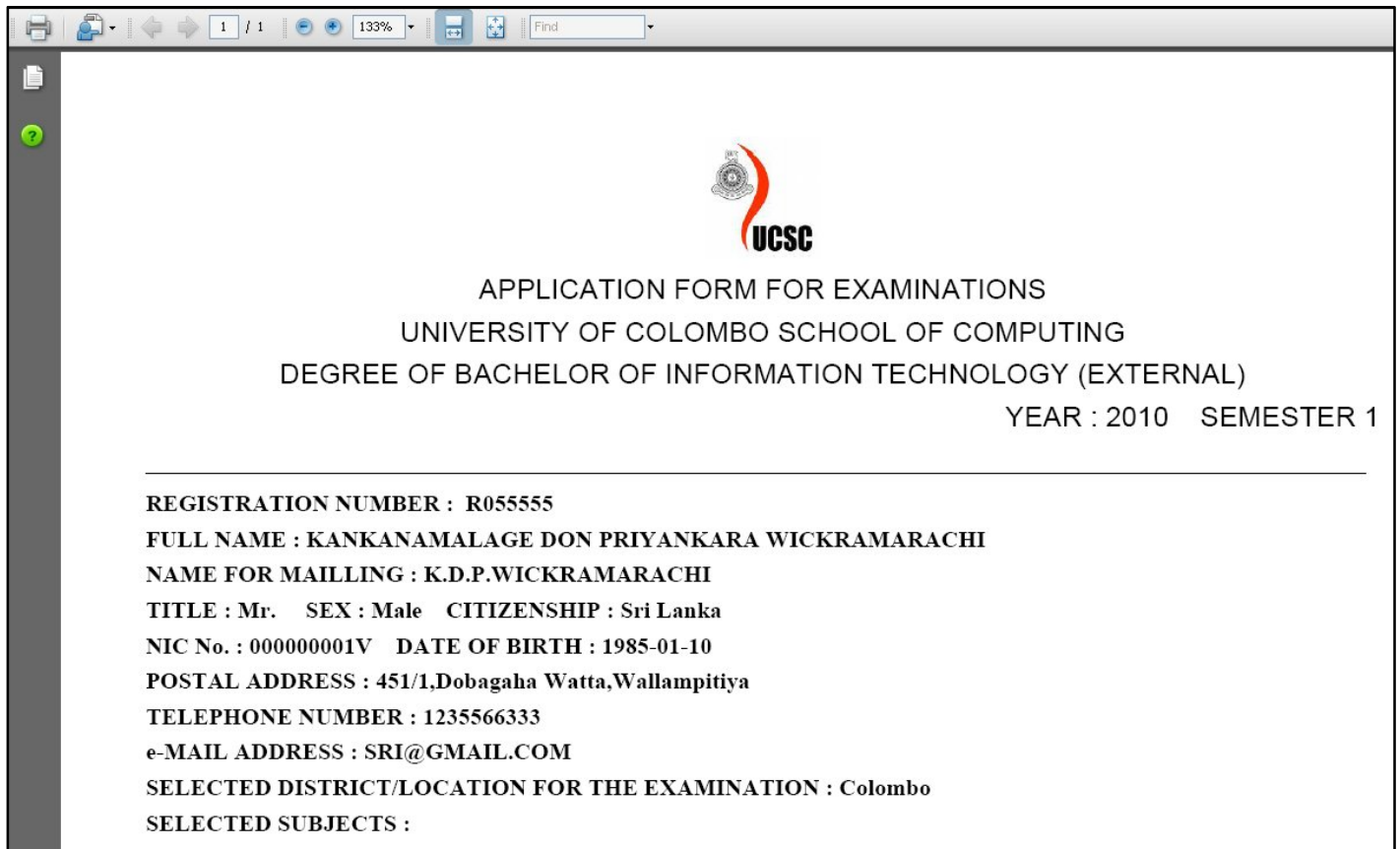
1.8 Print application and payment voucher

Print Application :   [Print]

Print Payment Voucher :   [Print]

You can get the pdf versions of both completed application and the payment voucher for the exam and print them by clicking the print buttons.

The printed Application

You can get the printed version of the exam registration application with the data filled in.

The payment voucher

The printed version of the payment voucher consists of four copies

Copy of External degree centre

Copy of Candidate

Copy of Thimbirigasyaya Bank

Copy of the paying Bank
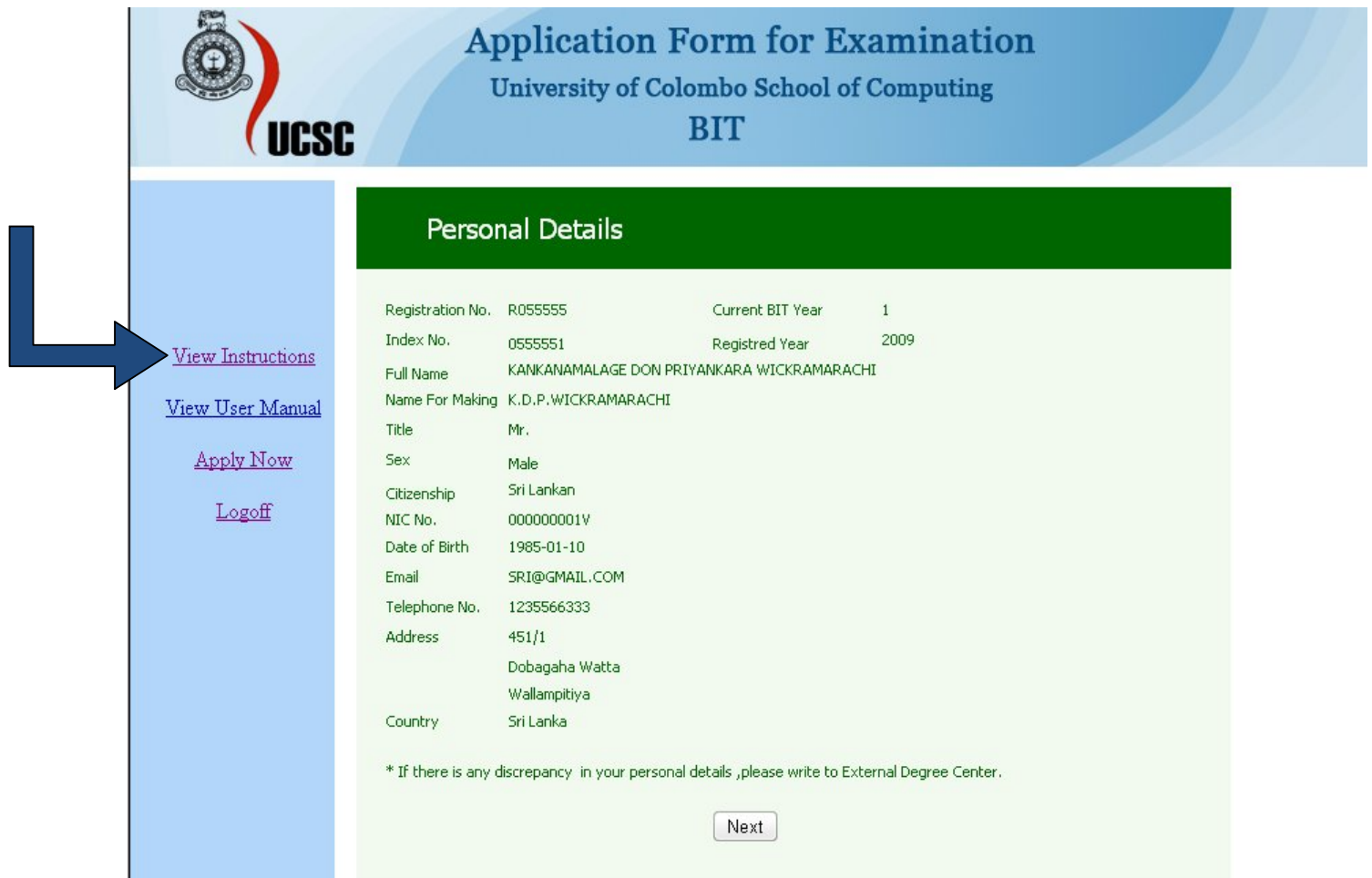
Following screenshot shows the copy of the payment voucher for the External degree centre

CASH-PAYING-IN-SLIP ||| |||||||||||||||| DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY-BIT
(To be filled in quadruplicate)   R055555   UNIVERSITY OF COLOMBO SHCOOL OF COMPUTING (UCSC)
EDC COPY-1

Date :	D	D	M	M	Y	Y	Y	Y	Paid at Peopls's Bank Branch		Paid Bank Branch Code :

Purpse	Please tick the appropriate
Exam Apllication fee	#

PAID IN CREDIT OF
UCSC EXTERNAL DEGREE PROGREAMME-PEOPLE'S BANK,THIBIRIGASAYAYA-Ac No. 086-1001-111-89667

Instruction to Bank

AMOUNT PAID : Rs.3200.00
AMOUNT IN WORDS :   SRI LANKAN RUPEES THREE THOUSAND TWO
                       HUNDRED

....
             CASH DEPOSITER'S SIGNATURE

....
             CASHIER'S SIGNATURE

1.Aplicant's Full Name :

MR. KANKANAMALAGE DON PRIYANKARA
WICKRAMARACHI

2.Aplicant's Registration Number :R055555

3.Aplicant's NIC No. :000000001V

Do NOT WRITE ANYTHING BELOW THIS LINE

2   View Instructions

By selecting the View Instruction link on the left menu you can get a pdf version of the document which contains instructions regarding the exam registration

2.1 Instructions for exam registration

Following is the screenshot of the pdf document which contains instructions for exam registration

INSTRUCTIONS

Tentative Examination Dates

Examination	Tentative Dates
Semester 1 examinations	6th and 7th March 2009

You will find the examination application forms and the bank vouchers in the website. Please fill the online application and vouchers and use them to make the necessary payment at any People's Bank branch. Use only these vouchers to make payment to the credit of Account "UCSC External Degree Programme – People's Bank, Thimbirigasyaya – AC No. 086-1001-111-89667". The EDC copy (1) should be duly endorsed by the bank authorities and returned with the completed it to the address given below.

Please note that if you are applying for more than one semester examination (eg. Sem1, Sem3, Sem5), payment must be made with separate bank vouchers for each of those semester examinations. Separate vouchers must be sent for each semester.