

IMPORTANT NOTICE

Exam Applications for Semester 2, 4 and 6 Examinations **Academic Year 2021**

Examination applications are now open for the semester 2, 4 and 6 exams of the BIT Programme for the academic year 2021.

Please read the instructions given below carefully before you fill the exam application.

1. Exam application is available at the BIT website (refer to the link given below)
2. Tentative exam schedule is as follows:

	Semester	Exam Date	Exam Centres
SEM 2,4 AND 6 EXAMINATIONS	✓ Semester 2 Exams	26 th and 27 th March 2022	Colombo, Kandy, Galle and Jaffna
	✓ Semester 4 Exams	02 nd and 03 rd of April 2022	Colombo, Kandy, Galle and Jaffna
	✓ Semester 6 Exams	09 th and 10 th April 2022	Colombo, Kandy, Galle and Jaffna

3. Once you log in to the online exam portal you have to select the relevant semester and the Exam Centre in which you wish to sit for the exam. Due to the pandemic situation in the country, semester 6 examination will be held in Galle and Jaffna as well.
4. Exam Centre name will be published once the admissions are issued.
5. Once the semester is selected, you will be directed to the courses you are eligible to apply.
6. Select and confirm the courses which you need to sit cautiously as the selection will not be altered once you confirm.
7. Under no circumstances will any manual amendments to the application form be permitted.
8. You can pay the examination fees **ONLINE (preferred)** using credit or debit card or through the **BANK**. No convenience fee will be added.
9. Please refer <http://bit.lk/index.php/about-bit/fees-payment-methods/> for examination fees. (Please note that once you select the payment method it cannot be reversed.)

Instructions for online payments (preferred)
Select the online payment method in the payment section of the application.
Proceed to the online payment gateway.
Fill the Credit/ Debit card information accurately on the given fields
If you get any error message please do not attempt multiple payments. Please contact the email address given in the payment instruction page with the required details.
Proceed for the completion of the online application

Instructions for bank payments
Select the bank payment method in the payment section of the application.
Download the voucher which has four copies.
Pay the application fee to the EDC account number printed on the voucher at any Peoples' Bank branch.
Make sure the electronic seal is clearly visible in the payment voucher for authentication purposes.
Upload the voucher at the relevant section of the exam application and fill the bank details in the given fields accurately.

10. Once the payment is successfully completed, the system will allow you to download and print the Exam Application Form.
11. Please note that, if you are applying for more than one semester examinations (i.e.: Semester 2 or/and Semester 4 or/and Semester 6), **separate examination applications have to be filled.**
12. Examination fees also have to be paid separately for each semester examination.
13. **Deadline for submitting the Examination Applications is 30th January 2022. After the deadline a surcharge fee will be applied for a limited period.**
14. **Please note that, the surcharge fee is double the relevant fee and all fees are nonrefundable.**
15. **If you have not applied for semesters 1, 3 and 5 examinations, you can still apply for them with a penalty charge.**
16. Duly filled **printed and signed Examination Application Form and the EDC copy of the payment voucher** (for online payments no voucher is needed) should be sent by post or hand delivered to the below address, **Assistant Registrar, External Degrees Centre, University of Colombo School of Computing, No. 35, Reid Avenue, Colombo 00700** on or before the **closing date**.
17. Please mention "**BIT-Exams 2022-Sem 2/4/6**" on the top left corner of the envelope containing the Exam Application Form.

Students who have not renewed their registration for the academic year 2021 by the given deadlines, will not be allowed to apply for the semester examinations, enhancement examinations, online assessments or project evaluations.

Admission Cards will be published two weeks before the examinations. Please note that, the admission cards will be sent to your VLE and you are required to download it and get it attested before you come to the examinations.

[Online Examination Application Form is available here](#)

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External Degrees Centre,
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