

## **IMPORTANT NOTICE**

### **EXAM APPLICATIONS FOR SEMESTER 1, 5 AND 3**

#### **EXAMINATIONS**

#### **ACADEMIC YEAR 2024**

Examination applications are now open for the semester 1,5 and 3 exams of the BIT Programme for the academic year 2024.

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:

<b>Semester</b>	<b>Exam Date</b>	<b>Exam Centres</b>
<b>Semester 1</b>	25/Jan/2025 Saturday 26/Jan/2025 Sunday	Colombo, Kandy, Galle and Jaffna
<b>Semester 5</b>	01/Feb/2025 Saturday 02/Feb/2025 Sunday	Colombo
<b>Semester 3</b>	08/Feb/2025 Saturday 09/Feb/2025 Sunday	Colombo

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. Exam Centre name will be published once the admissions are issued.
4. Once the semester is selected, you will be directed to the courses you are eligible to apply.
5. Select and confirm the courses which you need to sit cautiously as the selection will not be altered once you confirm. **Under no circumstances will any manual amendments to the application form be permitted.**
6. The payments can be done only via online payments system and all payments are nonrefundable.

Fees and payments applicable for local category

	<b>LEVEL I LKR</b>	<b>LEVEL II LKR</b>	<b>LEVEL III LKR</b>
<b>Course examination Fee</b>	<b>3,250.00</b>	<b>4,000.00</b>	<b>5,000.00</b>
<b>Year Examinations (minimum)</b>	32500.00	40,000.00	50,000.00

Fees and payments applicable for Foreign category (after the 50% Discount)

	<b>LEVEL I \$</b>	<b>LEVEL II \$</b>	<b>LEVEL III \$</b>	<b>TOTAL (\$)</b>
<b>Course examination Fee conducted in Sri Lanka (Each course)</b>	<b>37.5</b>	<b>45</b>	<b>55</b>	<b>-</b>
<b>Course examination Fee conducted online</b>	<b>75</b>	<b>90</b>	<b>110</b>	<b>-</b>

7. If you have been registered as a local student and now transferring to foreign category, the payments will be indicated in USDs and a switching fee of **50USD** will be added (one time) as the switching fee.
8. For foreign payments, please refer to the instructions given in the relevant login page. Please note that the bank charges must be borne by the student himself and always select the option "OUR" when you are initiating the transaction to avoid transferring partial payments to the UCSC account
  - \* NB – definition for the option
  - \* "OUR – The transfer fees are expected to be paid before you initiate the transfer. This means the transfer amount is expected to be delivered in full to the beneficiary. Selecting this option safeguards you against short payments made to your institution."

**\* Please note that all foreign payments should use the UCSC reference number printed in the voucher as the payment reference and all payments should be done under that reference number. Please inform the money transferring bank/agent or any other authority to clearly indicate the 16 digit payment reference code when making the exam payment.**

9.

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 1 or/and Semester 5 or/and Semester 3), 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 **02<sup>nd</sup> January 2025**. After the deadline, a surcharge fee will be added for a period of one week. Please note that the surcharge fee is double the relevant fee.

14. The students who have not renewed their registration for the academic year 2024 by the given deadlines, will not be allowed to apply for the semester examinations

15. Admission Cards will be published prior to the respective examinations. Please note that, the admission cards will be uploaded to your VLE and you are required to download it and get it attested before you come to the examinations.

16. Any further instructions if needed will be published in the website in due course

**Online Examination Application Form is available here**

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