

DEPARTMENT OF TECHNICAL EDUCATION & TRAINING

කාර්මික අධ්‍යාපන හා පුහුණු කිරීමේ දෙපාර්තමේන්තුව

STUDENT PORTAL – REPEAT EXAM APPLICATION USER GUIDE

සිසු පියස – නැවත විභාග අයදුම්පත්‍ර පරිශීලක මාර්ගෝපදේශය

1. Overview & Purpose / හැඳින්වීම සහ අරමුණ

English:

This user guide provides step-by-step instructions for students of the Department of Technical Education and Training (DTET) to view failed/absent modules, apply for repeat examinations, submit payments online via GovPay, and track their application approval status through the Student Portal.

සිංහල:

මෙම පරිශීලක මාර්ගෝපදේශය මගින් කාර්මික අධ්‍යාපන හා පුහුණු කිරීමේ දෙපාර්තමේන්තුවේ (DTET) සිසුන්ට තමන් අසමත් වූ හෝ පෙනී නොසිටි විභාග විෂයන් නැරඹීම, අසමත් විභාග නැවත අයදුම් කිරීම, GovPay හරහා අන්තර්ජාලය ඔස්සේ විභාග ගාස්තු ගෙවීම සහ අයදුම්පතෙහි ප්‍රගතිය පරීක්ෂා කිරීම පිළිබඳ පියවරෙන් පියවර උපදෙස් ලබා දෙයි.

The screenshot displays the DTET Student Portal Dashboard for user H.B.T.N.D.HERATH. The dashboard is organized into a grid of course modules, each showing attendance and completion progress. The left sidebar contains navigation links for Dashboard, Profile, Attendance, OJT, My Class, Assignment, Admission, Enrollment, My Exam, and Settings. The top right corner includes a Logout button and the current page path (Home / Dashboard).

Module Name	My Attendance	My Class	Completed	Percentage
Basic Electronic Practices - Gap...	Present 0, Absent 0	Hours 32	Completed 0:00:00	0%
Basic Module	Present 37, Absent 6	Hours 100	Completed 79:00:00	79%
Basic Workshop Practice - Gap ...	Present 18, Absent 2	Hours 130	Completed 16:00:00	13.33%
Fundamentals Of Electronic & T...	Present 125, Absent 5	Hours 128	Completed 2:00:00	1.6%
Occupational Safety & Health - ...	Present 3, Absent 3	Hours 50	Completed 2:00:00	4%
Physics - Gap Filling	Present 7, Absent 3	Hours 140	Completed 17:00:00	11.81%
Broadband Telecommunication ...	Present 3, Absent 3	Hours 75	Completed 18:00:00	25.33%
Engineering Mathematics 5 - II	Present 3, Absent 3	Hours 25	Completed 6:00:00	24%
Fundamentals Of Electronic & T...	Present 3, Absent 3	Hours 125	Completed 21:00:00	16.8%
Planning And Scheduling Work ...	Present 5, Absent 5	Hours 50	Completed 74:00:00	148%
Electronics Circuits	Present 4, Absent 14	Hours 90	Completed 54:00:00	60%
Problem Solving & Decision Ma...	Present 4, Absent 3	Hours 40	Completed 22:00:00	55%
Teamwork & Leadership	Present 1, Absent 3	Hours 40	Completed 12:00:00	30%
Creating & Maintaining A Learn...	Present 0, Absent 10	Hours 40	Completed 22:00:00	55%

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2. Accessing the Repeat Exams Page / විභාග අයදුම් කිරීමේ පිටුවට පිවිසීම

Steps / පියවර:

1. Log in to your Student Portal account. (<https://mis.dtet.gov.lk/student>)
2. On the left navigation menu, expand the **My Exams** menu.
3. Click on **Apply for Repeats**.

1. ඔබගේ සිසු ගිණුමට (Student Portal) ප්‍රවේශ වන්න (Log in).
2. වම්පස ඇති ප්‍රධාන මෙනුවෙන් **My Exams** යන්න තෝරන්න.
3. අනතුරුව **Apply for Repeats** යන්න ක්ලික් කරන්න.

DTET

E.K. ERANDI THARUKA

Dashboard <

Profile <

Attendance <

OJT <

My Class <

Assignment <

Admission <

Enrollment <

My Exam >

My Results

Apply for Exam

Apply for Repeat

Settings <

Logout

Home / My Repeat Exams

My Repeat Exams

Repeat Exam Application Form

Semester 03 Exam

Module Code	Module Name	Semester	Module Fee	Attempt	Previous Grade
6SINVQ 1096	Electronics Circuits	Semester 03 Exam	300.00 LKR	2nd Attempt	F

Semester 04 Exam

Module Code	Module Name	Semester	Module Fee	Attempt	Previous Grade
6S2NVQ 1594	Electronic Instruments & Measurements	Semester 04 Exam	300.00 LKR	2nd Attempt	F

Exam Schedule Details

Semester 03 Exam: Exam is not scheduled at your center.

Semester 04 Exam: Scheduled: NVQ Written Examination - Level 6 - Semester_04 - 2026 - February (2026 - July)
Registration Closing Date: 07-08-2026

Selected Total Fee: 0.00 LKR

Apply Selected

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Figure: Navigation to Apply for Repeat Page

රූපය: Apply for Repeat පිටුවට පිවිසෙන ආකාරය

DTET

E.K. ERANDI THARUKA

Dashboard

Profile

Attendance

OJT

My Class

Assignment

Admission

Enrollment

My Exam

My Results

Apply for Exam

Apply for Repeat

Settings

My Repeat Exams

Home / My Repeat Exams

Repeat Exam Application Form

Semester 03 Exam

☐	Module Code	Module Name	Semester	Module Fee	Attempt	Previous Grade
☐	6SINVQ 1096	Electronics Circuits	Semester 03 Exam	300.00 LKR	2nd Attempt	

Semester 04 Exam

☒	Module Code	Module Name	Semester	Module Fee	Attempt	Previous Grade
☒	6S2NVQ 1594	Electronic Instruments & Measurements	Semester 04 Exam	300.00 LKR	2nd Attempt	

Exam Schedule Details

Semester 03 Exam

Exam is not scheduled at your center.

Semester 04 Exam

Scheduled: WQ Written Examination - Level 6 - Semester_04 - 2026 - February (2026 - July)

Registration Closing Date: 07-08-2026

Selected Total Fee:

300.00 LKR

Apply Selected

Department of Technical Education & Training

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Figure: Navigation to Apply for Repeat Page

රූපය: Apply for Repeat පිටුවට පිවිසෙන ආකාරය

3. Viewing Pending Repeat Subjects / නැවත පෙනී සිටිය යුතු විෂයන් නැරඹීම

English:

The page automatically lists all modules where your previous result was Fail (F), Absent (AB), or Pending (-). The modules are grouped by Semester and display:

- Module Code & Module Name
- Semester Exam Category
- Module Fee (e.g. 200.00 LKR)
- Attempt Count (e.g., 1st Attempt, 2nd Attempt)
- Previous Grade

සිංහල:

ඔබ මීට පෙර අසමත් වූ (F), පෙනී නොසිටි (AB) හෝ ප්‍රතිඵල අපේක්ෂිත (-) සියලුම විෂයන් අධ්‍යයන වාරය අනුව වෙන් කර මෙහි දක්වා ඇත. එහි පහත තොරතුරු ඇතුළත් වේ:

- විෂය කේතය සහ නම (Module Code & Name)
- අදාළ අධ්‍යයන වාරය (Semester)
- විෂය සඳහා වන ගාස්තුව (Module Fee) (e.g. 200.00 LKR)
- පෙනී සිටින වාර ගණන (Attempt - 1st Attempt, 2nd Attempt)
- පූර්ව ශ්‍රේණිය (Previous Grade)

Attempt	Exam Session	Index No	Grade
1st shy	June 2022	2113567	F
2nd shy	July 2023	2301584R	AB
3rd shy	July 2024	2400672R	AB
4th shy	July 2025	2501233R	P

Semester	Module Fee	Attempt	Previous Grade
Semester 02 Exam	300.00 LKR	5th Attempt	P
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB

Semester	Module Fee	Attempt	Previous Grade
Semester 02 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB
Semester 03 Exam	300.00 LKR	2nd Attempt	AB

Exam Schedule Details

Semester 02 Exam: Scheduled: NVQ Written Examination - Level 5 - Semester 02 - 2026 - July. Registration Closing Date: 07-08-2026.

Semester 03 Exam: Exam is not scheduled at your center.

Selected Total Fee: 0.00 LKR

Apply Selected

Figure: Repeat Exam Application Form & Pending Modules

රූපය: පුනරාවර්තන විභාග අයදුම්පත්‍රය සහ විෂය ලැයිස්තුව

4. Selecting Modules & Applying / අයදුම්පත් තේරීම සහ යොමු කිරීම

Steps / පියවර:

1. Select the check-boxes next to the modules you wish to sit for.
2. Check the **Selected Total Fee** dynamically updated at the bottom.
3. Click the **Apply Selected** button.
4. Confirm your submission in the pop-up dialog.

1. ඔබ නැවත පෙනී සිටීමට බලාපොරොත්තු වන විෂයන් ඉදිරියෙන් ඇති කොටු (Check-boxes) තෝරන්න.
2. පිටුව පහළ ඇති **Selected Total Fee** මගින් එකතුවන මුළු ගාස්තුව පරීක්ෂා කරන්න.
3. **Apply Selected** බොත්තම ක්ලික් කරන්න.
4. තිරයේ දිස්වන තහවුරු කිරීමේ පණිවිඩය (Confirmation Dialog) තහවුරු කරන්න.

The screenshot displays the 'My Repeat Exams' interface on the DTET portal. A confirmation pop-up dialog is centered on the screen, asking 'Are you sure?' with the message 'You won't be able to revert this repeat exam application!'. The dialog has 'Yes, Apply!' and 'Cancel' buttons. In the background, the 'Repeat Exam Application Form' is visible, showing two semesters of exam details. Semester 03 includes Module 6SINVQ 1096 (Electronics Circuits) with a fee of 300.00 LKR and a 2nd attempt. Semester 04 includes Module 6S2NVQ 1594 (Electronic Instruments & Measu) with a fee of 300.00 LKR and a 2nd attempt. The 'Selected Total Fee' at the bottom is 300.00 LKR, and the 'Apply Selected' button is visible. The left sidebar shows the user's profile and navigation menu.

Semester	Module Code	Module Name	Semester	Module Fee	Attempt	Previous Grade
Semester 03 Exam	6SINVQ 1096	Electronics Circuits	Semester 03 Exam	300.00 LKR	2nd Attempt	F
Semester 04 Exam	6S2NVQ 1594	Electronic Instruments & Measu	Semester 04 Exam	300.00 LKR	2nd Attempt	F

Exam Schedule Details:

- Semester 03 Exam: Exam is not scheduled at your center.
- Semester 04 Exam: Scheduled: NVQ Written Examination - Level 6 - Semester_04 - 2026 - February (2026 - July). Registration Closing Date: 07-08-2026.

Selected Total Fee: 300.00 LKR

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Figure: Selecting Modules and Confirmation Pop-up

රූපය: විෂයන් තේරීම සහ තහවුරු කිරීමේ පණිවිඩය

5. Tracking Applications & Online Payment / අයදුම්පත් ප්‍රගතිය සහ ගෙවීම්

English:

Once submitted, your application appears in the **Your Applied Repeat Exams** summary table at the top of the page.

Features:

- **Reference Number (e.g. WAEXM12345):** Use this unique reference for fee payments.
- **Progress Stepper:** Shows 4 approval stages: Applied → Paid → Payment Verified → Admission Ready.
- **Online Payment:** Pay exam fees securely via GovPay / LankaPay.

සිංහල:

අයදුම්පත යොමු කළ පසු, පිටුව ඉහළ ඇති **Your Applied Repeat Exams** වගුවේ ඔබගේ අයදුම්පතෙහි විස්තර දිස්වේ.

ප්‍රධාන අංග:

- **යොමු අංකය (Reference Number):** ගෙවීම් කටයුතු සඳහා මෙම විශේෂිත අංකය (උදා: WAEXM12345) භාවිතා කරන්න.
- **ප්‍රගති මානය (Progress Stepper):** අදියර 4 කින් ප්‍රගතිය දක්වයි: Applied → Paid → Payment Verified → Admission Ready.
- **අන්තර්ජාල ගෙවීම් (GovPay):** GovPay / LankaPay හරහා විභාග ගාස්තු ආරක්ෂිතව ගෙවිය හැක.

The screenshot displays the 'My Repeat Exams' dashboard. At the top, a green banner indicates 'Exam application submission is Successful'. Below this, the 'Your Applied Repeat Exams' section shows a table with columns: Applied Semester, Reference Number, Applied Date, Due Payment, and Payment Status. The table lists 'Semester 04 Exam' with reference number 'GAEXM04708', applied date '23-07-2026 09:50:37', due payment of '300.00 LKR', and a status of 'Pending'. Below the table is a progress stepper with four stages: 'Applied' (checked), 'Paid' (active), 'Payment Verified' (disabled), and 'Admission Ready' (disabled). The 'Applied Modules' section lists '652NVQ 1594 Electronic Instruments & Measurements'. Below this is the 'Repeat Exam Application Form' for 'Semester 03 Exam', showing a table of modules with columns: Module Code, Module Name, Semester, Module Fee, Attempt, and Previous Grade. The 'Exam Schedule Details' section shows 'Semester 03 Exam' with a message 'Exam is not scheduled at your center.' and a 'Selected Total Fee' of '0.00 LKR'. The footer includes 'Department of Technical Education & Training' and 'Copyright © 2023. MIU-DTET'.

Figure: Applied Exams Summary Table & Progress Stepper

රූපය: යොමු කළ අයදුම්පත් වගුව සහ ප්‍රගති මානය

6. Attempt History & Admission Slip / උත්සාහයන් පිළිබඳ වාර්තාව සහ ප්‍රවේශ පත්‍රය

English:

- **Attempt History:** Click on any attempt badge (e.g. 1st Attempt) to view your past exam attempt details and grades for that module.
- **Admission Slip:** Once approved, your exam admission card status changes to **Admission Ready**.

සිංහල:

- උත්සාහයන් පිළිබඳ වාර්තාව: 1st Attempt / 2nd Attempt යන්න මත ක්ලික් කිරීමෙන් අදාළ විෂය සඳහා ඔබ මීට පෙර පෙනී සිටි වාර සහ ලබාගත් ශ්‍රේණි පරීක්ෂා කළ හැක.
- විභාග ප්‍රවේශ පත්‍රය: අයදුම්පත අනුමත වූ පසු, ප්‍රගති මානයේ **Admission Ready** යටතේ ප්‍රවේශ පත්‍රය ලබාගත හැක.

The screenshot displays the 'My Repeat Exams' section of the DTET portal. The left sidebar contains navigation links: Dashboard, Profile, Attendance, OJT, My Class, Assignment, Admission, Enrollment, My Exam (selected), My Results, Apply for Exam, Apply for Repeat, and Settings. The main content area is titled 'My Repeat Exams' and includes a 'Logout' link. Below the title is a green header for 'Your Applied Repeat Exams'. A table lists applied exams with columns: Applied Semester, Reference Number, Applied Date, Due Payment, and Payment Status. The first entry is for 'Semester 04 Exam' with reference number GAEXM04708, applied on 23-07-2026 at 09:50:37, due payment of 300.00 LKR, and a status of 'Paid'. Below the table, four green checkmarks indicate the status: Applied, Paid, Payment Verified, and Admission Ready. The 'Applied Modules' section lists '652NVQ 1594 Electronic Instruments & Measurements' with a '1113509' ID. Below this is a blue header for 'Repeat Exam Application Form'. It includes a 'Semester 03 Exam' section with a table of module codes and names. The first entry is '65INVQ 1096 Electronics Circuits' for 'Semester 03 Exam' with a fee of 300.00 LKR and a '2nd Attempt' status. The 'Exam Schedule Details' section shows a warning: 'Exam is not scheduled at your center.' The 'Selected Total Fee' is 0.00 LKR, and there is an 'Apply Selected' button. The footer mentions 'Department of Technical Education & Training' and 'Copyright © 2021. MIU-DTET'.

Figure: Attempt History Popup & Admission Ready State

රූපය: පූර්ව උත්සාහයන් පිළිබඳ පොප්-අප් පණිවිඩය සහ ප්‍රවේශ පත්‍රය