



Business Communication I Examination (CS1) - April 2020

1. Exam Date
05 April 2020
2. Assessment Methodology
Paper based – 2 hours question paper to test reading and writing skills
3. Examination Centers
Colombo, Kandy, Kurunegala, Galle and Jaffna
4. Acceptance of Applications
Date of calling applications : 03.02.2020
Date of closing applications : 23.02.2020
Late application (with penalty) closing date : 28.02.2020
Penalty Payment : Normal Examination Fee + Additional 50% of Exam Fee

It is compulsory to pay the penalty for applications received from 24th February 2020 to 28th February 2020. Applications should be addressed to the “Director Examinations” and sent either by registered post or drop into the box kept for this purpose at the security point at the institute. No applications will be accepted after 28.02.2020.

5. Exam Fee and Payment Code
Rs.2,500.00 (EX07)
Payment Methods:
 - Cashier at the Institute
 - Online Student Login
 - Any branch of Bank of Ceylon
(Account No: 2323142 – CA Sri Lanka Collection Account at the BOC Torrington Square Branch)

6. Attendance for CS1 Course
All students who apply for the CS1 exam for the first time should have at least 75% attendance for the CS1 course conducted by an approved teaching college. Students who have been exempted from the course are requested to attach the confirmation of results along with their exam application form.

7. General Instructions
Examination fees paid by candidates will not be refunded or carried forward under any circumstances. Kindly note that your application form will be rejected in the event of failure to fulfill any of the above requirements.

Director – Examinations
03.02.2020

Application for Business Communication I Examination (CS1)
April 2020

Date of Calling Applications : 03.02.2020
Date of Closing Applications : 23.02.2020
Late Application Closing Date : 28.02.2020
Date of Examination : 05.04.2020

For office use only Index No.

Exam Fees Payment Details			
Date	Bank / Branch	Payment Code	Amount
		EX 07	Rs. 2,500/-

1. **NAME WITH INITIALS** :Mr /Mrs /Miss
(In block capitals)
2. **FULL NAME** :.....
(In block capitals)
3. **ADDRESS** :.....
.....
4. **CONTACT DETAILS** Mobile
Fixed
E-mail
5. **NATIONAL IDENTITY CARD NO.**
6. **STUDENT REGISTRATION NUMBER**
7. **EXAM CENTRE** (Please tick the preferred exam centre)

Colombo	<input type="checkbox"/>	Kandy	<input type="checkbox"/>	Kurunegala	<input type="checkbox"/>	Galle	<input type="checkbox"/>	Jaffna	<input type="checkbox"/>
---------	--------------------------	-------	--------------------------	------------	--------------------------	-------	--------------------------	--------	--------------------------

(After submitting the exam application, you are not permitted to change the exam center under any circumstance.)

8. EXAM REGISTRATION RENEWAL (Please tick)

Renewal paid for 2020

(All candidates should have renew their student registration for the year 2020)

9. ELIGIBILITY FOR 1ST ATTEMPT CANDIDATES

Current status of the CS1 Course (Please fill the relevant fields)

Status	Name of the Teaching College	Branch	Batch No	Date of Completion
Completed the Full Course <input type="checkbox"/>				
Presently Following <input type="checkbox"/>				
Exempted by Placement Test <input type="checkbox"/>	-	-		-
Please attach the confirmation of placement test results along with the exam application form				

10. ATTEMPT IN THE SE1 EXAMINATION

(Please tick the relevant cage)

First Attempt

Subsequent Attempt

11. DECLARATION BY THE CANDIDATE

I certify that the particulars furnished by me in this application are correct. I undertake to abide by the decisions of the Council with regard to this Examination. I am liable to be penalized for any false declaration made by me in this application.

.....
Date

.....
Signature of the candidate