Rajarata University of Sri Lanka
Bachelor of Business Administration (General) External Degree Programme
First Year, Second Year and Third Year Second Semester Examinations – January / February 2027
General Instructions for Examination Applications

- The First Year, Second Year and Third Year Second Semester Examinations of the above degree programme will be held from Jan/Feb 2027 onwards on weekends (Saturdays and Sundays) at all study centres.

- Only the students registered under Intake VII (2019), Intake VIII (2020) and Intake IX (2021), who have completed payments for all six (06) semesters, are eligible to apply for repeat subjects after registering for the year 2026 by paying a registration fee of Rs. 1500.00.

- This is the final year for students registered under Intake VII (2019). Therefore, students of Intake VII (2019) will not be granted another opportunity to apply for the First Year, Second Year and Third Year Second Semester Examinations, and appearing for the examination is compulsory.

- If students registered under Intake VII (2019) have appeared more than four (04) times for the First Year and Second Year Second Semester Examinations, they must submit a Special Examination Application together with the examination application form and obtain approval from the Senate. If students appear for the examination more than four (04) times without obtaining such approval, the University reserves the right to withhold the examination results of the latest examination attempt. (The Special Examination Application can be obtained from: https://fms.rjt.ac.lk/wp-content/uploads/2023/06/Grace-Chance-Application.pdf)

- If students registered under Intake VIII (2020) have appeared more than four (04) times for the First Year second Semester Examination, they must submit a Special Examination Application together with the examination application form and obtain approval from the Senate. If students appear for the examination more than four (04) times without obtaining such approval, the University reserves the right to withhold the examination results of the latest examination attempt. (The Special Examination Application can be obtained from: https://fms.rjt.ac.lk/wp-content/uploads/2023/06/Grace-Chance-Application.pdf)

- A fee of Rs. 1200.00 must be paid when re-applying for any subject that a student did not appear for (Repeat or Medical). (If a student submits a medical certificate for absence from an examination, an application fee of Rs. 1000.00 must be paid and the prescribed application form should be duly completed. The medical certificate must reach the Centre for Distance and Continuing Education within 14 days from the date of the relevant examination.)

- The Examination Application Form, Instructions Sheet, Payment Voucher and Medical Application Form can be downloaded from the website of the Centre for Distance and Continuing Education of Rajarata University of Sri Lanka: https://cdce.rjt.ac.lk/

- Duly completed examination application forms should be sent by registered post or submitted by hand to the following address on or before 12th November 2026.

- Examination admission forms will be sent only to the e-mail addresses of applicants whose application forms have been properly completed.

- The top left-hand corner of the envelope containing the examination application should clearly mention “2026 BBA Examination Application”.

- Candidates must attend the examination only at the examination centre applied for. If an incorrect examination centre has been mentioned in the admission form, candidates should inform the university via the telephone number or e-mail address given below at least 07 days prior to the examination date in order to correct the admission form.

- Candidates should arrive at their respective examination centres at least 30 minutes before the commencement of the examination. Candidates will not be permitted to enter the examination hall after 30 minutes from the commencement of the examination.

- No candidate will be permitted to sit for the examination without a valid admission form or if they report to an incorrect examination centre.

- At every examination, candidates must carry both the University Student Identity Card and the National Identity Card in order to verify their identity.

- Candidates with special needs are kindly requested to inform the Chief Invigilator before the commencement of the examination.

- The Rajarata University of Sri Lanka imposes severe penalties on students who violate examination rules and regulations. Therefore, all students are advised to strictly adhere to examination rules and regulations.

- Address for submission of examination applications:

Assistant Registrar
Bachelor of Business Administration (General) External Degree Programme
Centre for Distance and Continuing Education
Bulankulama Disa Mawatha
Stage II
Anuradhapura

Inquiries: 025 2260220
E-mail: exam@cdce.rjt.ac.lk

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