




**BOARD OF SECONDARY EDUCATION, ASSAM**  
**BAMUNIMAIDAM, GUWAHATI-781021**

**User Manual for Online Portal for Recording of Marks of  
Internal Examinations of Classes – IX & X**

## School Login:

1. In the login page please enter School Username/ School code and Password provided to the school for registration of class IX students to enter into the **INTRENAL EXAMINATION MARKS ENTRY PORTAL**. The login page is shown below in Figure-1.

 **Board of Secondary Education, Assam**  
Bamunimaidam, Guwahati-781021

**Internal Examination Marks Entry Portal**

**Active Examination Events for Marks entry:**

- [Half-Yearly Examination for class-X 2021](#)

**Important Guidelines:**

- Step 1: Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)
- Step 2: For entering marks, please follow the SEBA's Notification. [Click here to download the Notification.](#)
- Step 3: For any queries please contact 7099386363 and 8752844030 (10 AM to 5 PM during Office Hours on Working Days only).

**Important Steps:**

- Step 1: Please enter School Id and Password to Login. School Id is your School code provided by SEBA. Password is same as Registration portal provided by SEBA. If Password is lost, please contact DPO/EDP of your District.
- Step 2: Go to Marks Entry for class IX or X as directed by SEBA.
- Step 3: Click on the Marks Entry System.
- Step 4: Click on the Enter button against the student for whom Marks need to be entered.
- Step 5: Similarly, as Step 4 please enter marks for each student.
- Step 6: Go to Checklist and Search for the Exam for which marks has been entered.
- Step 7: Print the Checklist and verify each mark entered against each student.
- Step 8: Go to Final Submit. Final Submit button will be available against the Exam for which marks has been entered for each student.
- Step 9: Click on the Final Submit to submit the marks finally.

**School Login**

School Id

Password

Show Password

**LOGIN**

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Figure-1

2. User will be landed to the Dashboard after login, where the user can see their School Name, School Code, Important Notifications, User Manual and List of Active Examinations as shown in Figure-2.

The screenshot displays the dashboard of the Board of Secondary Education, Assam. The header includes the board's name and location, the user's access level (School), and the current date (Saturday 23rd of October 2021). A sidebar on the left contains navigation options: Dashboard, Marks Entry IX, Marks Entry X, Checklist, and Final Submit. The main content area features a welcome message for ADARSHA VIDYAPITH HIGH SCHOOL (01H0001), an important notification box with instructions on reading the user manual and following SEBA's notification, and a table titled 'List of Examinations'.

Exam Name	class	Start date	End date	Status
CLASS X HALF-YEARLY 2021	X	25-10-2021	14-11-2021	Active
CLASS X UNIT-TEST-II 2021	X	N/A	N/A	Inactive

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Figure-2

- After that user can go to marks entry screen by clicking on the “Marks Entry IX” or “Marks Entry X” button to see the Class-9 and Class-10 Examinations that they will enter marks into respectively. The ACTIVE Examinations where the user can enter the marks are termed as “GO TO MARKS ENTRY SYSTEM” and the INACTIVE Examinations where the user can’t enter the marks are termed as “INACTIVE” as shown in below Figures-3(a), 3(b).

Board of Secondary Education, Assam  
Bamunimaidam, Guwahati-781021

I am now accessing as : School  
Saturday 23rd of October 2021  
USER MANUAL LOGOUT

ADARSHA VIDYAPITH HIGH SCHOOL  
01H0001

### List of Examinations Class IX

Exam Name	Class	Start date	End date	Action
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Figure-3(a)

Board of Secondary Education, Assam  
Bamunimaidam, Guwahati-781021

I am now accessing as : School  
Saturday 23rd of October 2021  
USER MANUAL LOGOUT

ADARSHA VIDYAPITH HIGH SCHOOL  
01H0001

### List of Examinations Class X

Exam Name	Class	Start date	End date	Action
CLASS X HALF-YEARLY 2021	X	25-10-2021	14-11-2021	GO TO MARKS ENTRY SYSTEM

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Figure-3(b)

4. User can click on the “GO TO MARKS ENTRY SYSTEM” button to see the total list of Registered Students of that school against whom the marks are going to be entered. Three different types of buttons will be appearing on that screen, namely:

- a) If marks are not entered against a student, then a blue coloured “ENTER’ button will appear on the screen. In this case just click on ENTER for entering of marks against a particular student.
  - b) If marks are already entered against a student, then a green coloured “SUBMITTED” button will appear against the student’s name.
  - c) If any student is marked “ABSENT” in the marks entry page, then a red coloured “ABSENT” button will appear on that screen.
- The aforementioned condition is shown using the Figure-4 below.

**Board of Secondary Education, Assam**  
Bamunimaidam, Guwahati-781021

**ADARSHA VIDYAPITH HIGH SCHOOL**  
Saturday 23rd of October 2021  
LOGOUT

**EXAMINATION : CLASS X HALF-YEARLY 2021**

List of Class X Students 2021

Show 10 entries Search:


Registration No.	Student Name	Father Name	DOB	Gender	Action
01/PR/0001/466597/20	BIKASH NATH	HAREKRISHNA NATH	27-06-2006	M	SUBMITTED
01/PR/0001/466598/20	SINMOY SARMA	BABUL SARMA	25-07-2006	M	ABSENT
01/PR/0001/466599/20	PRITAM DAS	HEMANTA DAS	16-11-2006	M	SUBMITTED
01/PR/0001/466600/20	SUJIT DAS	SUKUMAR BISWAS	11-12-2005	M	ABSENT
01/PR/0001/466601/20	MAHIDUL ISLAM	ANOWAR HUSSAIN	09-02-2004	M	ENTER
01/PR/0001/466602/20	ARIFUL ISLAM	ABDUL KHALEQUE	05-03-2005	M	ENTER
01/PR/0001/466604/20	JJARUL RAHMAN	OMAR ALI	03-09-2004	M	ENTER
01/PR/0001/466605/20	JAKIRUL ISLAM	KARIM ALI	01-01-2005	M	ENTER
01/PR/0001/466606/20	ASRABUL ALI	ABDUL JALIL	23-08-2005	M	ENTER

Showing 1 to 10 of 97 entries Previous 1 2 3 4 5 ... 10 Next

Figure-4

4. User can go to the marks entry page to Change/Edit/Update any data entered by them against each and every student before the FINAL SUBMIT/END DATE.
5. Before entering the marks against any particular student please make sure you have gone through the guidelines. The guidelines for marks entry are listed below. Only after understanding the guidelines user should start entering the marks as shown in Figure-6 below.

- Do not enter any calculated weightage marks.
- Please enter only the absolute marks secured by the students against each subject in Theory/ Practical/ IA part.
- Please confirm the Student, Examination, Registration Number, Name and Class of each and every Student properly before entering the marks.
- If any student is absent in any particular Subject(s) then, please enter “0” (zero) marks against that particular subject(s).
- If any student is absent in all the Subjects, then mark him as absent, in the below checkbox by clicking it.
- For detailed guideline of marking pattern please follow the SEBA’s notification:



**Board of Secondary Education, Assam**  
Bamunimaidam, Guwahati-781021

AKAYA GIRLS' HIGH SCHOOL  
Sunday 17th of October 2021  
[LOGOUT](#)

**GUIDELINES FOR MARKS ENTRY:**

- Do not enter any calculated weightage marks.
- Please enter only the absolute marks secured by the students against each subject in Theory/ Practical/ IA part.
- Please confirm the Student, Examination, Registration Number, Name and Class of each and every Student properly before entering the marks.
- If any student is absent in any particular Subject(s) then, please enter “0” (zero) marks against that particular subject(s).
- If any student is absent in all the Subjects, then mark him as absent, in the below checkbox by clicking it.
- For detailed guideline of marking pattern please follow the SEBA’s notification:

Examination : CLASS IX UNIT TEST-I 2021  
Registration No : 01/PR/0002/041846/19 Student Name: DEEPJYOTI DAS

Click Here if the student is Absent in all the Subjects of this Examination

Subject Name	Subject Code	Theory Marks		IA Marks	
ENGLISH	C1	<input type="text"/>	Out of 45	<input type="text"/>	Out of 5
GENERAL MATHEMATICS	C2	<input type="text"/>	Out of 45	<input type="text"/>	Out of 5
GENERAL SCIENCE	C3	<input type="text"/>	Out of 45	<input type="text"/>	Out of 5
SOCIAL SCIENCE	C4	<input type="text"/>	Out of 45	<input type="text"/>	Out of 5
ASSAMESE (A+B)	1	<input type="text"/>	Out of 50	N/A	
HINDI (E)	24	<input type="text"/>	Out of 50	N/A	

SUBMIT
GO BACK

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Figure-6

7. After entering all the marks user can check all the data in checklist by selecting the YEAR, CLASS, EXAM and search accordingly. Please take print out of checklist by clicking on the print button and verify & confirm all the marks entered against each Student as shown in Figure-7(a) and Figure-7(b)

The screenshot shows the website interface for the Board of Secondary Education, Assam. The header includes the board's name, address (Bamunimaidam, Guwahati-781021), and the school name (ADARSHA VIDYAPITH HIGH SCHOOL) with the date (Saturday 23rd of October 2021). A navigation menu on the left includes Dashboard, Marks Entry IX, Marks Entry X, Checklist, and Final Submit. The main content area features a search bar with the text "Search Here" and three dropdown menus for "Please Select Year", "Select Class", and "Please Select Exam type", along with a "SEARCH" button. A box titled "GUIDELINES FOR CHECKLIST CORRECTRION:" contains three bullet points:
 

- Please search for the particular Year, Examination and Class.
- Please take print out of checklist and verify & confirm all the marks entered against each Student.
- For editing of marks please go to the marks entry page again and make necessary changes/correction.
- After entering all the marks and making all the corrections, if necessary, please take a final print out of checklist again for school record.

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Figure-7(a)

The screenshot shows the website interface displaying a checklist for the CLASS X HALF-YEARLY 2021 exam. The header is the same as in Figure 7(a). A "PRINT" button is visible. The exam details are: Exam Name: CLASS X HALF-YEARLY 2021, Class: X, Batch: 2021. Summary statistics show Total students: 97 and Total completed students: 4. A table lists student details and marks for two students: BIKASH NATH and SINMOY SARMA. The table has columns for Student Details, Subjects, and seven subject columns (S1 to S7). BIKASH NATH has marks in English, General Mathematics, General Science, Social Science, Assamese (A+B), and Hindi (E). SINMOY SARMA is marked as "Absent" in all subjects.

Student Details		S1	S2	S3	S4	S5	S6	S7
BIKASH NATH 01/PR/0001/466597/20	Subjects	ENGLISH	GENERAL MATHEMATICS	GENERAL SCIENCE	SOCIAL SCIENCE	ASSAMESE (A+B)	HINDI (E)	-
	Theory	22/90	22/90	22/90	22/90	10/100	100/100	-
	Practical							-
	IA	2/10	2/10	2/10	1/10			-
	TOTAL	24/100	24/100	24/100	23/100	10/100	100/100	-
SINMOY SARMA 01/PR/0001/466598/20 <b>Absent</b>	Subjects	ENGLISH	GENERAL MATHEMATICS	GENERAL SCIENCE	SOCIAL SCIENCE	ASSAMESE (A+B)	HINDI (E)	-
	Theory	A/B	A/B	A/B	A/B	A/B	A/B	-
	Practical	A/B	A/B	A/B	A/B	A/B	A/B	-
	IA	A/B	A/B	A/B	A/B	A/B	A/B	-
	TOTAL	A/B	A/B	A/B	A/B	A/B	A/B	-

Figure-7(b)

8. Please make sure that you have entered marks against all the students before proceeding to final submit. The FINAL SUBMIT button will appear only after complete submission of marks for each and every student as you can see in Figure-8(a) and Figure-8(b). Please confirm the Examination, Marks entered against each student before **Final Submit**.

The screenshot shows the user interface of the Board of Secondary Education, Assam. The header includes the board's name and logo, the school name 'ADARSHA VIDYAPITH HIGH SCHOOL', and the date 'Saturday 23rd of October 2021'. There are buttons for 'USER MANUAL' and 'LOGOUT'. A sidebar on the left contains navigation options: Dashboard, Marks Entry IX, Marks Entry X, Checklist, and Final Submit. The main content area features a box with 'GUIDELINES FOR FINAL SUBMIT:' containing two red bullet points: '1. Final submit button will appear only after complete submission of marks for each student.' and '2. Please confirm the Examination, Marks entered against each student before Final Submit.' Below this is a 'List of Examinations' table with one entry: 'CLASS X HALF-YEARLY 2021' for class 'X', with start date '25-10-2021' and end date '14-11-2021'. The action for this entry is 'Marks Entry Not completed'. The footer contains copyright information: 'Copyright © 2021' and 'Designed and Developed By IT Department, SEBA'.

Exam Name	class	Start date	End date	Action
CLASS X HALF-YEARLY 2021	X	25-10-2021	14-11-2021	Marks Entry Not completed

Figure-8

-----THANK YOU-----