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.

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.

Figure-2

3. 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).

Figure-3(a)

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.

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:

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)

Figure-7(a)

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.**

Figure-8

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