



Bamunimaidam, Guwahati – 21

Website: sebaonline.org, | email: boardassam@gmail.com

Notification No. SEBA/IT/AWS/2022/48/17

Dated 02nd March, 2023**NOTIFICATION**

It is for the information of all the schools of SEBA that the **Marks Entry Portal (MEP)** will open from **02-03-2023 to 31-03-2023** for capturing marks of candidates for **Class IX Annual Examination 2023**.

The brief procedure for entering marks is given below:

- Step 1. Please visit SEBA's official website sebaonline.org.
- Step 2. Please click on the link "**Class IX Annual Examination Marks Entry Portal**".
- Step 3. Log in with School User id and Password. Password is same as shared earlier for Class IX registration. If lost then please contact the Member Secretary of the Regional Office.
- Step 4. Click on the "**Marks Entry IX**" then click on "**Class IX Annual Examination 2023**" for entering the marks.
- Step 5. List of students registered under your school will be displayed.
- Step 6. If any candidate is not found in the list, go to "**Add Student**" section and enter details of student to be added. Entered data will be verified by SEBA within 2 to 3 working days and added to the main list.
- Step 7. Click on "**Enter**" against each candidates and submit the marks obtained by him or her in the Annual examinations.
- Step 8. After entering marks for all the candidates please go to final submit page and click on "**Final submit**" for confirming the final submission of Annual examinations marks of all the candidates.
- Step 9. After final submission no Corrections will be allowed.

Secretary

Board of Secondary Education, Assam
Guwahati-21