



BOARD OF SECONDARY EDUCATION, ASSAM

Bamunimaidam, Guwahati – 21

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

SI No. SEBA/EX/HOLD/75/2023-24/45

Dated 19th December, 2023

NOTIFICATION

It is for the information of all Schools affiliated to SEBA, that the **Marks Entry Portal for Internal Assessment (IA)** will be opened at 11 A.M on **20th December 2023**, for the **HSLC Examination, 2024**.

All the Head of the Schools are hereby directed to enter the marks against each enrolled candidates of the ensuing HSLC Examination, 2024 in the stipulated time, as per the notes given below.

The portal will remain open till **30th December 2023**. All School Heads are requested to complete the data entry in time because dates will not be extended further in any circumstances.

Please Note:

1. In the IA Marks Entry Portal, enrolled candidates will be prepopulated along with their subjects.
2. Schools have to enter IA marks against each required subject for each candidate.
3. IA Marks of English (C1) subject will be pre-populated based on the candidate's overall activity in the Spoken English App and their performance in the Central Spoken English Test.

For the candidate's whose marks are not pre-populated, school has to enter marks based on earlier internal assessment.

4. For other subjects General Mathematics (C2), General Science (C3), Social Science (C4), Advanced Mathematics (E) (19) and Geography (E) (31) schools have to enter the IA marks by themselves, based on internal assessments.
5. Subjects of each candidate are populated based on the Form Fill-up and the marks entered by the Schools for the Unit Test 1. If any candidate has changed the subject after Unit Test 1, but before half yearly exam, then the school has to email at enquiry.seba@gmail.com in the below format.

Roll No	Registration No	Subject Type (MIL/Elective)	Previous Subject	New Subject

Subject correction request will be accepted till 29th Dec only.

6. IA Marks once submitted, cannot be altered.
7. No offline marks will be accepted.
8. Steps for entering marks in the IA Marks Entry Portal is attached herewith in Annexure A


Secretary

Board of Secondary Education, Assam
Guwahati-21



INTERNAL ASSESSMENT MARKS ENTRY (SCHOOL LEVEL)**STEPS:**

- A. First please visit **SEBAONLINE.ORG**.
- B. Please click on the link **IA Marks Entry – HSLC Exam, 2024**.
- C. Login to the Internal Assessment Marks Entry portal with School Code as User Id and provide the Password. Password will be same as used for the Registration portal (Form Fill-up portal).

If password is lost, please contact the Member Secretary (DPO) of the Regional Office of SEBA of concerned district.
- D. Click on Login.
- E. Please provide the **Mobile No** of the **Head of the Institution** in the respective field. OTP will be sent to that number for verification.
- F. Upon successful verification of OTP, a message will be displayed 'Your Mobile No. is verified' with OK button. Press OK button and the user will be forced to change his/her password.
- G. After Changing the Password, the user will be allowed to proceed to the Landing Page of Internal Assessment Marks Entry portal.
- H. Upon successful login list of Candidates enrolled for the HSLC Examination, 2024 will be displayed in the portal, with their respective subjects.
- I. Enter Marks for English (C1), General Mathematics (C2/47), General Science (C3/48), Social Science (C4), Advanced Mathematic (19) and Geography (31) for each student and click on "Save Marks" for each student. Once the marks are saved for a particular Candidate, then that row will be reflected in colour GREEN.
- J. Maximum marks allowed for each subject is 10.
- K. If a student is Absent for Internal Assessment of a subject, then the school will enter 0 for that subject.
- L. After entering marks of all the candidates please click on "**PROCEED TO FINAL SUBMIT**".
- M. Once the Final Submit is done School will not be able to edit the marks of any student.
- N. After clicking the Final Submit, please click on the "**DOWNLOAD IA MARKS FOIL**" to download the Mark Foil of the Internal Assessment.
- O. All the subject Teachers and Head of the Institution must sign the downloaded Mark Foil and submit a copy in a sealed envelope to the Centre-In-Charge.
- P. Centre-In-Charge will collect the sealed Mark Foils of all the Feeder Schools and submit the same in the Regional Office of SEBA (Office of Inspector of Schools) of concerned district.



(Nayan Jyoti Sarmah)

Controller of Examinations
Board of Secondary Education, Assam
Guwahati-21