

## **BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

### **STEP BY STEP INSTRUCTION FOR ONLINE UPLOADING OF MARKS OF CLASS-X HSC – 2025 FOR INTERNAL ASSESSMENT & ASPIRATIONAL COMPONENTS**

1. The link for online uploading of marks will be available in the website [www.bseodisha.ac.in](http://www.bseodisha.ac.in) and shall remain live from 03/11/2024 till 11/11/2024 between 06.00 am to 08.00 pm.
2. Uploading of marks will be done by headmaster of the mentor school for the schools attached to it.
3. The Headmaster of the Mentor School shall login with their school code as User ID and Password which has been last used.
4. After login, schools attached & assessments for which marks are to be uploaded can be known from the dropdown.
5. Choosing any school and for a particular assessment, the login authority will enter the marks for that assessment.
6. After entering the marks of individual candidate click "SAVE" button so that entered marks are saved.
7. Like wise all individual cases shall be saved.
8. Once "SAVE" button is clicked, "UPDATE" button will appear.
9. Once marks of all candidates are saved for a particular assessment, the same shall be checked by a teacher other than who has dictated the marks.
10. In case some marks are wrongly entered, same can be corrected after checking. After making correct entry, "Update" button have to be clicked, so that the correct marks are updated.
11. No field should be left blank otherwise you will not be able to finally submit.
12. Uploading of marks shall be done confidentially in presence of Headmaster of Mentor School and attached school. Assistance of two teachers should be taken, one for dictating the marks and other for checking, whether the marks uploaded are correct or not.

13. The log in authority should be 100% sure regarding correct entry of marks before clicking the "Final Submission" button. Once "Final Submission" button is clicked, no correction can be effected.
14. In case mark of a candidate is not available, put 'ABS' against the roll no under the appropriate subject code.
15. Log in authority have to enter marks for two assessments one by one and after completion of all entry, click "Final Submission" button.
16. After final submission, log in authority has to upload his/ her signature. Thereafter tick the following declaration and download the acknowledgement receipt.

**Declaration :**

- I do hereby declare that the tabulation register submitted by the attached schools have been verified from all angles and marks secured by the candidates in different subjects of all assessments have been uploaded correctly. The marks entered by a teacher have been cross checked by another teacher.

Sd/-  
Controller of Examinations,  
B.S.E., Odisha, Cuttack

**BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**  
**INSTRUCTION FOR ONLINE UPLOADING OF MARKS FOR CLASS-X**  
**(HSC), 2025 FOR INTERNAL ASSESSMENT &**  
**ASPIRATIONAL COMPONENTS**

1. The online application for uploading of marks will remain live from 03/11/2024 to 11/11/2024 between 06.00 am to 08.00 pm, the link for which will be available in website [www.bseodisha.ac.in](http://www.bseodisha.ac.in)
2. Before going for uploading of marks, the Head of Institution has to download the "Mentor School Information" from the same website to know whether their school has been selected as a Mentor School or not. The school will also get the information regarding the mentor school to which it is attached.
3. The marks of Internal Assessment & Aspirational Components will be uploaded by the Head of the mentor school. He will upload the marks of candidates of schools which are attached to the mentor school.
4. User ID for log in will be the school code of the mentor school and password will be the same that have been last used.
5. Maximum mark out of which the marks will be uploaded will be for Internal Assessment & Aspirational Components separately.
6. The rounding of marks to the next digit shall not be done. The exact mark of assessments up to two decimal places shall be entered in the TR which will be uploaded in the online application.
7. The Headmaster of the attached schools have to produce TR format before the mentor school for uploading of marks.
8. Before uploading of marks, verification and checking work have to be completed by the concerned District Education Officer and Headmaster of the Mentor school, so that rectification done if any can be uploaded.
9. Uploading of marks should be accurate. UIN Nos. & candidate's name will be displayed against subjects filled up by the candidates. The marks have to be entered against the Roll Nos. In case the candidate has not appeared in any subject, 'ABS' will be marked against that roll no.

10. The subject code shown against the candidate is the actual subject entered by the Head of the Institution which can not be changed. In case mark has come in TR in other subject "ABS" will be entered against the candidate under the subject which appear in the mark foil.
11. The school has to be submit the following data to the Mentor School for uploading.
  - a) Total no. of teaching days from 1<sup>st</sup> April, 2024 to 30<sup>th</sup> September, 2024.
  - b) Attendance of each student till 30<sup>th</sup> September, 2024.
12. During uploading of marks, headmaster of the individual schools or his authorised person shall remain present. The entry of marks shall be done confidentially and in the school campus only or as decided by the District Education Officer. It shall not be done at cyber café or at any private place.
13. The mark foils generated for subjects have to be either entered with mark or 'ABS'. Leaving it blank will not allow to submit the application. The Log in authority has to submit the application after entry of marks against all candidates. Only after final submission he/ she will be able to download an acknowledgement receipt indicating completion of uploading process.
14. The login authority is to ensure that, acknowledgement receipt is downloaded failing which it is to be treated that uploading of marks has not been completed.
15. Submission of marks, offline shall not be accepted. Hence marks have to be uploaded online within the scheduled period failing which the Head of Institution of mentor school and individual school will be held responsible.

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