BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

INSTRUCTION FOR SENDING CENTRE INFORMATION

SUBJECT – MTH, GSC & SSC

1.   Please send the information by 02.00 pm.

2.   Log in with school code as ID and password which has been last used.

3.   Enter centre information such as :- Name of the Examination, Examination Dates, Subject & CC TV information.

4.   The number of candidates allotted to the subject will be automatically displayed on the screen.

5.   Enter the No. of candidates present and absent in the appropriate field.

6.   Fill up the visit of squad party field as asked for in the application.

7.   Fill up the malpractice column and write specifically the number of candidates booked under malpractice either in objective or subjective or both.

8.   Most important field is "Total No. of Packets Done". The number of packets should be entered separately for objective and subjective. For both the papers the following fields will be shown :-

   ➢ No. of MTH packets - No. of answer books.

   ➢ No. of Script MTH packets :- The number of fields that will be displayed depend upon the number of script MTH packets entered. For example, if number of script MTH packet is 2, two number of fields will be displayed as below.

Packet – 1 Language of Script Paper (Hindi/ English/ Bengali/ Urdu/ Telugu)	No. of Answer Books	Roll No. of the candidate
Packet – 2 Language of Script Paper (Hindi/ English/ Bengali/ Urdu/ Telugu)	No. of Answer Books	Roll No. of the candidate

- It is to be ensured that different script papers shall have to be packed in separate packets.

- The Roll Nos. of the candidates in each packet shall be written in the appropriate column separated by "Comma (,)".

- In case of candidates booked under MP, their answer books will be packed in Cover No.-9 and shall be shown under "No. of MP packets in Cover No.-9".

9.   Click "Save & Next" button.

10. Then enter the Roll No. of the absent candidates.

11. Thereafter enter the Roll Nos. of the MP candidates specifically under objective and subjective column as the case may be. It may so happen that same candidate's Roll No. appear in both objective/ subjective MP fields.

12. After entry of all fields, you are given option to "View/ Edit", so that you can edit the wrong entries made by you.

13. After every thing is complete you have to click on "Final Submit" button, so that the information shall reach us. Information can not reach us unless final submit button is clicked. Submission of online information will be complete when you see "Final Submitted" comes under column "Action".

14. In case of any difficulty Head Office, Cuttack be informed for assistance.

Controller of Examinations,