

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

### **GENERAL AND STEP BY STEP INSTRUCTIONS FOR UPLOADING OF VOCATIONAL PRACTICAL MARKS**

1. The practical examination in Vocational Trades for Annual HSC Examination, 2024 will be conducted from 24/01/2024 to 06/02/2024 at own school of the candidates.
2. Practicals will be conducted by external examiners appointed by the OSEPA.
3. Marks awarded in practicals out of 50 will be uploaded by the schools on the day of conduct of exam by the external examiners under the direct supervision of the Head of the Institution.
4. Board of Secondary Education, Odisha will provide the link in the website [www.bseodisha.ac.in](http://www.bseodisha.ac.in) through which mark will be uploaded.
5. The dateline given above shall be strictly adhered to. No extension of time shall be allowed.
6. After opening the link the following data of the candidates as per online form fill up application will be displayed.
  - a. UIN No.
  - b. Roll No.
  - c. Candidate's Name.
  - d. Trade Name.

7. The external examiner has to enter the mark or take the help of some operator to enter the mark online.
8. In case the candidate is absent, 'ABS' should be entered against that candidate.
9. No new candidate can be entered since the application has been developed basing on the online form fill up data.
10. Headmaster of the school shall be held responsible in case any candidate is left over because after repeated warnings issued by the Board of Secondary Education, Odisha, he/ she could not rectify the data, for which the candidate is debarred from appearing at the exam.
11. List of all candidates shall be displayed on the screen and marks have to be entered one by one. Each mark entered have to be saved by clicking the "SAVE" button.
12. After entry of all marks, "Proceed to Final Submit" button has to be clicked. Thereafter signature of the Headmaster has to be uploaded in proper file format and size.
13. After signature is uploaded, click button "**Generate Acknowledgement Receipt(AR)**" button and take the print copy of the Acknowledgement Receipt which completes the uploading process.

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