BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

INSTRUCTION FOR ONLINE UPLOADING OF MARKS OF CLASS-IX (HSC)FOR FA-I & II AND SA-I, 2021-22

1. The online application for uploading of marks will remain live from 16/12/2021 to 23/12/2021 between 08.00 am to 05.00 pm, the link for which will be available in website www.bseodisha.ac.in

2. Before going for uploading of marks, the Head of Institution has to download the "School Information" from the same website to know whether their school has been selected as a Mentor School or not and to get the UIN Nos. of their students. The school will also get the information regarding the mentor school to which it is attached.

3. The marks of Formative Assessment – I & II and Summative Assessment-I 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 for different assessment is given below.

    [a]   Formative Assessments – 20

    [b]   Summative Assessment – 40

6. The rounded of marks in formative assessments to the next digit shall not be done. The exact mark of formative assessments to two decimal places shall be entered in the TR which will be uploaded in the online application.

7. The theory and practical examination for SA-I in Vocational Trades have been conducted out of 20 marks each at the respective schools of the students. The marks of both theory and practicals will be added by the concerned schools and entered in the TR against the subject for uploading.

8. Similarly in subject TLV, theory and practicals have been conducted out of 10 and 30 marks respectively. Hence the marks will be added and entered in the TR out of 40 marks to be uploaded at mentor schools.

9. The Headmaster of the attached schools have to produce TR format before the mentor school for uploading of marks.

10. 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.

11. 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 UIN Nos. In case the candidate has not appeared in any subject, 'ABS' will be marked against that roll no.

12. During uploading of marks, headmaster of the individual schools 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 in different assessments 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 failing which the Head of Institution of mentor school and individual school will be held responsible.

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