

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

### **STEP BY STEP INSTRUCTION FOR ONLINE UPLOADING OF MARKS OF CLASS-IX FOR FA-I & II AND SA-I, 2021-22**

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 16/12/2021 till 23/12/2021 between 08.00 am to 05.00 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 examination, 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 total three assessments (FA-I, II and SA-I) 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