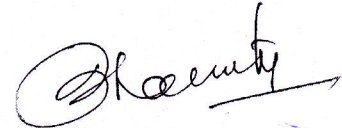## BOARD OF SECONDARY EDUCATION, ODISHA CUTTACK
NOTIFICATION

No. ___583___ / (Exam. Conf.)/ Dt. 17·05·2021

It is hereby informed to Head of the Institutions of all secondary schools of the state that, the marks secured by their School Regular (SR) and Quasi Regular (QR) candidates (who have filled up form for Annual HSC Examination, 2021) in different examinations of Class-IX & X will be captured online.

The instructions and detail procedure to be followed for doing the said online work is available in Board's website www.bseodisha.ac.in. The link for doing the online uploading of marks shall remain live in the website from 24/05/2021 till 31/05/2021 between 07.00 am to 05.00 pm.

Controller of Examinations

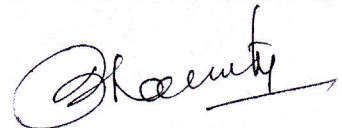Memo No. __584 (9170)__ (Exam. Conf.) Dt. __17·05·2021__

Copy forwarded to :-

1. All recognised high schools for information and necessary action.
2. All District Education Officers for information and necessary action.
3. All Officers of the Board including zonal offices for information and necessary action.

Controller of Examinations,
B.S.E., Odisha, Cuttack.

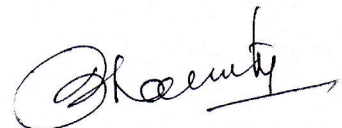Memo No. __585(31)__ (Exam. Conf.) Dt. __17·05·2021__

Copy submitted to the Director, Secondary Education, Odisha, BBSR/ all Collector & District Magistrates of the State for favour of kind information and necessary action.

Controller of Examinations,
B.S.E., Odisha, Cuttack.

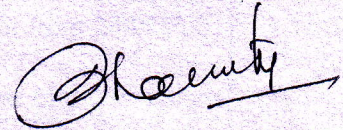Memo No. __586__ (Exam. Conf.) Dt. __17·05·2021__

Copy submitted to the Principal Secretary to Govt., Department of School & Mass Education, Odisha, Bhubaneswar for favour of kind information.

Controller of Examinations,
B.S.E., Odisha, Cuttack.

Memo No. ___587___ (Exam. Conf.) Dt. 17.05.2021

Copy forwarded to M/s. Annapurna Advertising, Mangalabag for information and to take immediate steps for publication of this notification in Odia local dailies i.e. the Samaj on 18/05/2021 for one issue only utilising space 06 cm × 12 cm inside page of the publication at the approve rate. The firm is required to send a complimentary copy to the Finance Section alongwith the bills in duplicate for pass & payment.

Controller of Examinations,
B.S.E., Odisha, Cuttack.

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

INSTRUCTION FOR ONLINE UPLOADING OF MARKS IN DIFFERENT EXAMINATIONS OF CLASS-IX & X FOR ANNUAL HSC EXAMINATION, 2021
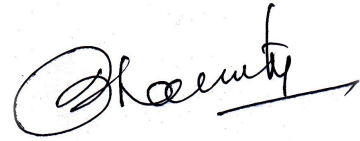
1. The online application for uploading of marks will remain live from 24/05/2021 to 31/05/2021 between 07.00 am to 05.00 pm, the link for which will be available in website www.bseodisha.ac.in

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 roll numbers of their students. The school will also get the information regarding the mentor school to which it is attached.

3. The marks of different examinations 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. Marks of only school regular (SR) and Quasi Regular (QR) candidates secured in the following examinations shall be uploaded.

    (a) Subject wise highest marks secured in Class-IX examinations (half yearly and annual)

    (b) 2nd practice Test of Class-X examination

    (c) 3rd Practice Test of Class-X examination

    (d) 4th practice Test of Class-X examination

6. Maximum mark out of which the marks will be uploaded in different subjects for all the four examinations is given below.

Examination	Subject	Subject Code	Maximum Mark
Highest marks secured in Class-IX examinations (half yearly and annual)	First Language	**FL** which includes (FLO/ FLB/FLE/FLU/FLT/FLH)	100
	Second Language	**SL** which includes (SLE/ SLH/ SEP)	100

	Third Language	**TL** Which includes (TLH/ TLO/ TLP/ TLS & all subjects of Vocational trades)	100
	Mathematics	MTH	100
	General Science	GSC	100
	Social Science	SSC	100
2nd practice Test of Class-X examination	First Language	**FL** which includes (FLO/ FLB/FLE/FLU/FLT/FLH)	80
	Second Language	**SL** which includes (SLE/ SLH/ SEP)	80
	Third Language	**TL** Which includes (TLH/ TLO/ TLP/ TLS & all subjects of Vocational trades)	80
	Mathematics	MTH	80
	General Science	GSC	80
	Social Science	SSC	80
3rd Practice Test of Class-X examination	First Language	**FL** which includes (FLO/ FLB/FLE/FLU/FLT/FLH)	80
	Second Language	**SL** which includes (SLE/ SLH/ SEP)	80
	Third Language	**TL** Which includes (TLH/ TLO/ TLP/ TLS & all subjects of Vocational trades)	80
	Mathematics	MTH	80
	General Science	GSC	80
	Social Science	SSC	80
4th practice Test of Class-X examination	First Language	**FL** which includes (FLO/ FLB/FLE/FLU/FLT/FLH)	80
	Second Language	**SL** which includes (SLE/ SLH/ SEP)	80
	Third Language	**TL** Which includes (TLH/ TLO/ TLP/ TLS & all subjects of Vocational trades)	80
	Mathematics	MTH	80
	General Science	GSC	80
	Social Science	SSC	80

7. The Headmaster of the attached schools have to produce TR format and follow the instruction as notified in Notification No.- 2933 dtd./07/05/2021 of the B.S.E., Odisha, Cuttack.

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. Headmaster of the mentor school should ensure that after completion of uploading of marks, countersigned (by the concerned DEOs) copies of Tabulation Register of the attached schools are submitted at the office of the Deputy Secretary of concerned zonal offices of the Board.

10. Uploading of marks should be accurate. Roll 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.

11. 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.

12. The Board will be giving appropriate weightage to four examinations and hence 'ABS' in any subject of a particular examination is not at all a sign of disqualification.

13. The mark foils generated for subjects in different exam 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.

Controller of Examinations,
B.S.E., Odisha, Cuttack

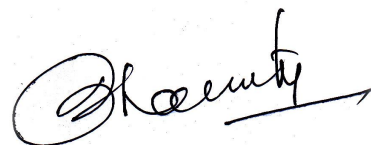# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTION FOR ONLINE UPLOADING OF MARKS IN DIFFERENT EXAMINATIONS OF CLASS-IX & X FOR ANNUAL HSC EXAMINATION, 2021

1. The link for online uploading of marks will be available in the website www.bseodisha.ac.in and shall remain live from 24/05/2021 till 31/05/2021 between 07.00 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 & examinations for which marks are to be uploaded can be known from the dropdown.

5. Choosing any school and a particular examination, the login authority will enter the marks for that examination.

6. The marks of the following examinations will be uploaded one by one :-
    (a) Subject wise highest marks secured in Class-IX examinations (half yearly and annual)
    (b) 2nd practice Test of Class-X examination
    (c) 3rd Practice Test of Class-X examination
    (d) 4th practice Test of Class-X examination

    The marks will be entered against the candidate one by one.

7. After entering the marks of individual candidate click "SAVE" button so that entered marks are saved.

8. Like wise all individual cases shall be saved.

9. Once "SAVE" button is clicked, "UPDATE" button will appear.

10. 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.

11. 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.

12. No field should be left blank otherwise you will not be able to finally submit.

13. 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.

14. 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.

15. In case mark of a candidate is not available, put 'ABS' against the roll no under the appropriate subject code.

16. Log in authority have to enter marks for total four exams one by one and after completion of all entry, click "Final Submission" button.

17. 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 examinations have been uploaded correctly. The marks entered by a teacher have been cross checked by another teacher.

Controller of Examinations,
B.S.E., Odisha, Cuttack