

## **HSLC EXAMINATION, 2026**

### **STEPS FOR PRACTICAL EXAMINATION MARKS ENTRY BY THE SCHOOLS**

- A. Please visit [sebaonline.org](http://sebaonline.org)
- B. Please click on the link Practical Marks Entry – HSLC Exam, 2026.
- C. Login to the Practical Marks Entry portal with School Code as User Id and provide the Password. Password will be same as used for the Registration portal (Form Fill-up portal).  
If password is lost, please contact the Member Secretary (DPO) of the Regional Office of ASSEB DIV-I of concerned district.
- D. Click on Login.
- E. Please provide the Mobile No of the Head of the Institution in the respective field. OTP will be sent to that number for verification.
- F. Upon successful verification of OTP, a message will be displayed 'Your Mobile No. is verified' with OK button. Press OK button and the user will be forced to change his/her password.
- G. After Changing the Password, the user will be allowed to proceed to the Landing Page of Internal Assessment Marks Entry portal.
- H. Upon successful login list of Candidates enrolled for the HSLC Examination, 2025 will be displayed in the portal, with their respective subjects.
- I. Enter Marks for selected practical for each student and click on "Save Marks" for each student. Once the marks are saved for a particular Candidate, then that row will be reflected in colour GREEN.
- J. If a student is absent for Practical of a subject, then the user will enter 0 for that subject.
- K. After entering marks of all the candidates please click on "Final Submit".
- L. Once the Final Submit is done School will not be able to edit the marks of any student.
- M. After clicking the Final Submit, please click on the "Download Practical Mark Foil" to download the Mark Foil of the Practical.
- N. All the Subject Teachers and Head of the Institution must sign the downloaded Mark Foil and submit a copy in a sealed envelope to the Centre-In-Charge.
- O. Centre-In-Charge will collect the sealed Mark Foils of all the Feeder Schools and submit the same in the Regional Office of ASSEB DIV-I (Office of Inspector of Schools) of concerned district.
- P. PLEASE SUBMIT THE SIGNED COPY OF THE PRATICAL MARK FOIL IN SEALED ENVELOPE TO CENTRE-IN-CHARGE FOR FURTHER SUBMISSION IN THE OFFICE OF INSPECTOR OF SCHOOLS.