



## PRACTICAL MARKS ENTRY (SCHOOL LEVEL)

### Steps:

- A. First please visit [SEBAONLINE.ORG](http://SEBAONLINE.ORG)
- B. Please click on the link [Practical Marks Entry – HSLC Exam, 2025](#).
- 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. L. After entering marks of all the candidates please click on "**Final Submit**".
- K. Once the Final Submit is done School will not be able to edit the marks of any student.
- L. After clicking the Final Submit, please click on the "**Download Practical Mark Foil**" to download the Mark Foil of the Practical.
- M. The entire 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.
- N. 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.
- O. 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.

**For Technical Support Email ID:**

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