



## ASSAM STATE SCHOOL EDUCATION BOARD

### DIVISION - I

Bamunimaidam, Guwahati-21

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No. ASSEB/DIV-I/EX/HOLD/9/2025/39

Dated Guwahati the 23<sup>rd</sup> Dec., 2025

### NOTIFICATION

It is for the information of all Schools affiliated under ASSEB, Div - I, that the **Marks Entry Portal for Internal Assessment (IA)** will be opened on **24<sup>th</sup> December 2025**, for the **HSLC Examination, 2026**.

All Schools are hereby directed to enter the marks against each enrolled candidates of the ensuing HSLC Examination, 2026 in the stipulated time, as per the notes given below. **The portal will remain open till 13<sup>th</sup> January 2026.**

Please Note:

1. In the IA Marks Entry Portal, enrolled candidates will be prepopulated along with their subjects.
2. Schools have to enter IA marks against each required subject for each candidate.
3. IA Marks of English (C1) subject will be pre-populated based on the candidate's performance in the Central Test 1 and Central Test 2 of Spoken English.

For the candidate's whose marks are not pre-populated, school has to enter marks based on earlier internal assessment.

4. For other subjects General Mathematics (C2), General Science (C3), Social Science (C4), Advanced Mathematics (E) (19) and Geography (E) (31) schools have to enter the IA marks by themselves, based on internal assessments.
5. IA Marks once submitted, cannot be altered.
6. After submission of IA Marks, School has to download the IA Mark Foil and print it.
7. In the printed IA Mark Foil all subject teachers (English, General Mathematics, General Science, Social Science, Advanced Mathematics and Geography) and the Head of Institutions have to sign.
8. School will further upload the signed IA Mark Foil in the portal by clicking on the tab "Upload Mark Foil After All Signatures".
9. No offline marks will be accepted.
10. Steps for entering marks in the IA Marks Entry Portal is attached herewith in **Annexure A**.

  
Secretary,

Assam State School Education Board, Div-I  
Bamunimaidam, Guwahati - 21

# INTERNAL ASSESSMENT MARKS ENTRY FOR THE HSLC EXAMINATION, 2026

## (SCHOOL LEVEL)

### **STEPS:**

- A. First please visit **SEBAONLINE.ORG**.
- B. Please click on the link **IA Marks Entry – HSLC Exam, 2026**.
- C. Login to the Internal Assessment 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 Regional Office of ASSEB 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. After verification of mobile number user will be allowed to login again.
- G. Upon successful login list of Candidates enrolled for the HSLC Examination, 2026 will be displayed in the portal, with their respective subjects.
- H. Enter Marks for English (C1), General Mathematics (C2/47), General Science (C3/48), Social Science (C4), Advanced Mathematic (19) and Geography (31) 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 GREEN colour.
- I. Maximum marks allowed for each subject is 10.
- J. After entering marks of all the candidates please click on "**PROCEED TO 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 IA MARKS FOIL**" to download the Mark Foil of the Internal Assessment.
- M. All the subject Teachers and Head of the Institution must sign the downloaded Mark Foil.
- N. Please upload the copy of Signed Mark Foil by clicking on the tab "**Upload Mark Foil After All Signatures**"
- O. Submit a copy of the signed Marks Foil in a sealed envelope to the Centre-In-Charge.
- P. Centre-In-Charge will collect the sealed Mark Foils of all the Feeder Schools and submit the same in the Regional Office of ASSEB (Office of Inspector of Schools) of concerned district.
- Q. For any change of Subject (MIL/ Elective), school has to email at **sebahelpdesk@gmail.com**.