



INTERNAL ASSESSMENT MARKS ENTRY (SCHOOL LEVEL)

Steps:

- A. First please visit SEBAONLINE.ORG
- B. Please click on the link [IA Marks Entry – HSLC Exam, 2024](#).
- 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 Member Secretary (DPO) of the Regional Office of SEBA 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, 2024** will be displayed in the portal, with their respective subjects.
- I. 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 colour **GREEN**.
- J. Maximum marks allowed for each subject is **10**.
- K. If a student is absent for Internal Assessment 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**".
- M. Once the Final Submit is done School will not be able to edit the marks of any student.
- N. After clicking the Final Submit, please click on the "**Download IA Mark Foil**" to download the Mark Foil of the Internal Assessment.
- O. 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.
- P. Centre-In-Charge will collect the sealed Mark Foils of all the Feeder Schools and submit the same in the Regional Office of SEBA (Office of Inspector of Schools) of concerned district.

For Technical Support

Email ID: sebahelpdesk@gmail.com

Help Desk Number: 9145837070