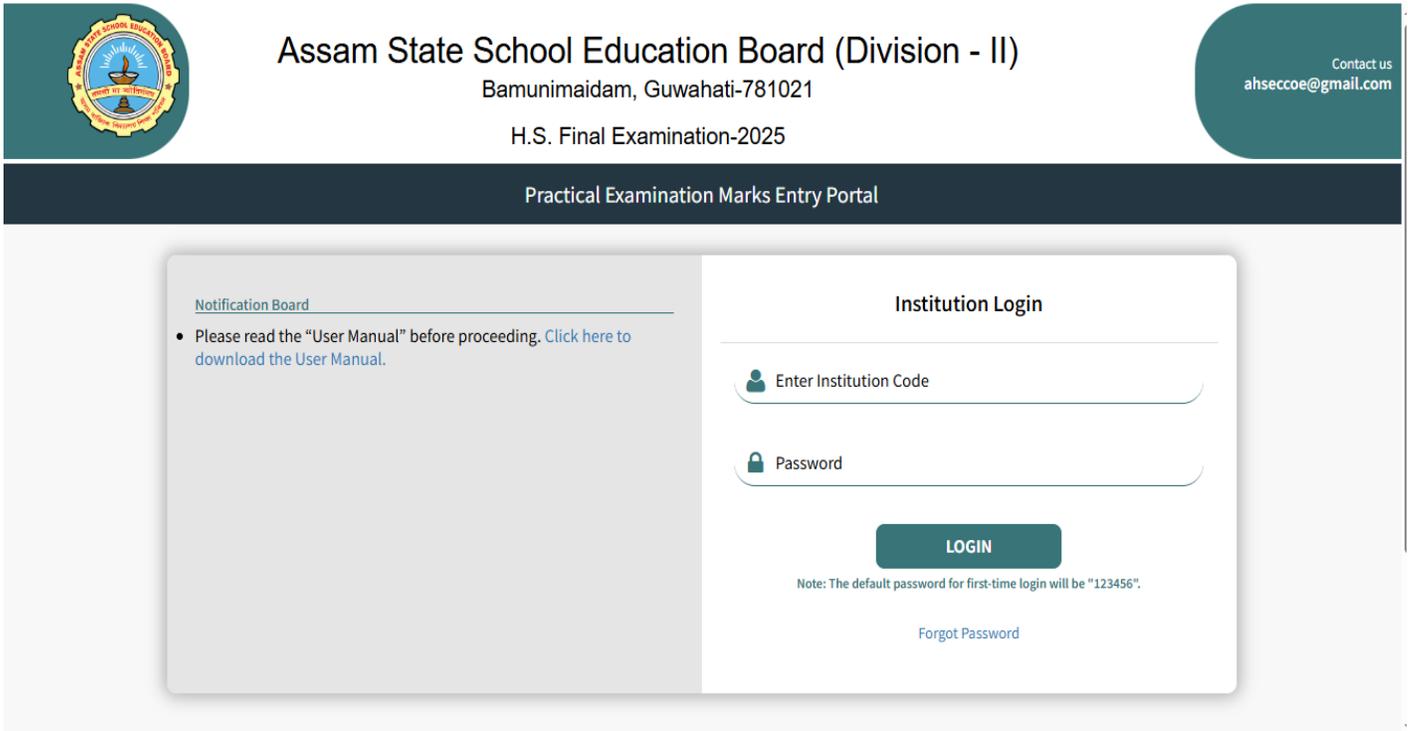


# USER MANUAL

## 1. Logging in



The screenshot shows the login page for the Assam State School Education Board (Division - II). The page features the board's logo on the left, the name and address of the board in the center, and a contact email on the right. Below this is a dark blue header with the text "Practical Examination Marks Entry Portal". The main content area is divided into two sections: a "Notification Board" on the left and an "Institution Login" form on the right. The notification board contains a link to download the user manual. The login form includes input fields for "Enter Institution Code" and "Password", a "LOGIN" button, and a "Forgot Password" link. A note below the login button states: "Note: The default password for first-time login will be '123456'".

**Assam State School Education Board (Division - II)**  
Bamunimaidam, Guwahati-781021  
H.S. Final Examination-2025

Contact us  
ahseccoe@gmail.com

Practical Examination Marks Entry Portal

**Notification Board**

- Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)

**Institution Login**

Enter Institution Code

Password

**LOGIN**

Note: The default password for first-time login will be "123456".

[Forgot Password](#)

**Step 1:** Open the Web Portal in your web browser.

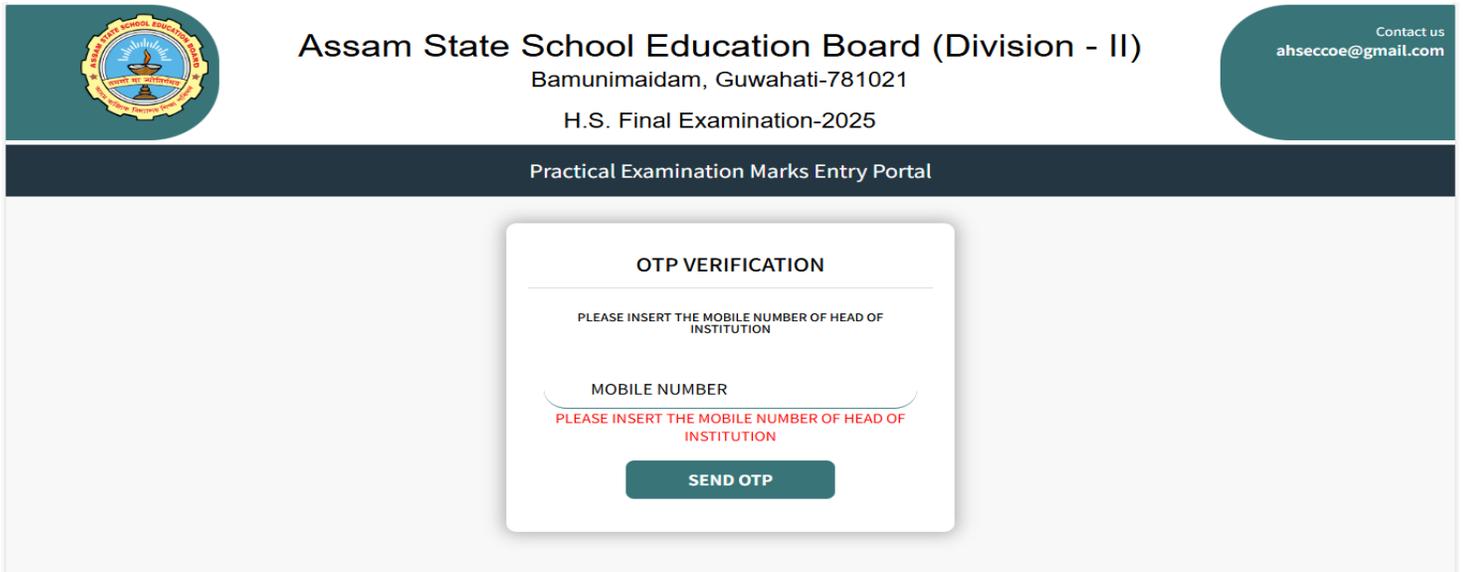
([https://practical.ahsecexam.in/ahsec\\_practical/User/UserLogin.aspx](https://practical.ahsecexam.in/ahsec_practical/User/UserLogin.aspx))

**Step 2:** On the login page, enter your **Institutional Code** (provided by your institution).

**Step 3:** Enter your **default password** (this is the password provided to you at the time of account creation).

**Step 4:** Click **Login** to proceed.

## 2. Default Password Change



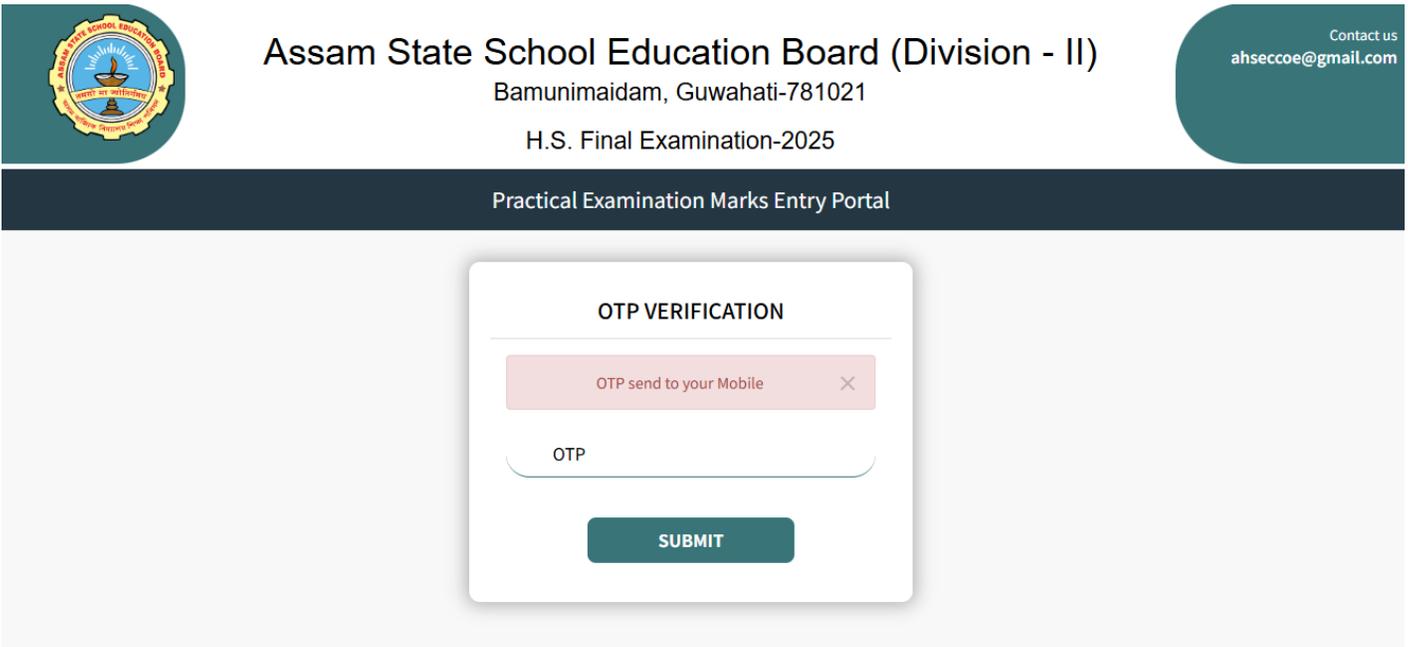
The screenshot shows the Assam State School Education Board (Division - II) Practical Examination Marks Entry Portal. The header includes the board's logo, name, address (Bamunimaidam, Guwahati-781021), and contact information (ahseccoe@gmail.com). The page title is "Practical Examination Marks Entry Portal". The main content area displays an "OTP VERIFICATION" form with the following elements:

- Text: "PLEASE INSERT THE MOBILE NUMBER OF HEAD OF INSTITUTION"
- Input field: "MOBILE NUMBER" with a red error message below it: "PLEASE INSERT THE MOBILE NUMBER OF HEAD OF INSTITUTION"
- Button: "SEND OTP"

**Step 1:** Once logged in, user will be redirected to a page asking for your **Phone Number**

- Enter your valid phone number in the provided field.

**Step 2:** After entering your phone number, click **Send OTP** to receive a One-Time Password (OTP) on your phone.



The screenshot shows the Assam State School Education Board (Division - II) Practical Examination Marks Entry Portal. The header includes the board's logo, name, address (Bamunimaidam, Guwahati-781021), and contact information (ahseccoe@gmail.com). The page title is "Practical Examination Marks Entry Portal". The main content area displays an "OTP VERIFICATION" form with the following elements:

- Message box: "OTP send to your Mobile" with a close button (X)
- Input field: "OTP"
- Button: "SUBMIT"

**Step 3:** Enter the OTP in the provided field.



# Assam State School Education Board (Division - II)

Bamunimaidam, Guwahati-781021

H.S. Final Examination-2025

Contact us  
ahseccoe@gmail.com

Practical Examination Marks Entry Portal

### Change Password

**Step 4:** After successful OTP verification, the user will be prompted to **set a new password**.

- Enter your **new password** and confirm it by typing it again.
- Make sure your new password follows the security guidelines (e.g., minimum length, uppercase, special characters, etc.).

**Step 5:** Once the password is set, click **Submit** to save your new password.

### 3: Returning to the Login Page.



# Assam State School Education Board (Division - II)

Bamunimaidam, Guwahati-781021

H.S. Final Examination-2025

Contact us  
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Practical Examination Marks Entry Portal

#### Notification Board

- Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)

### Institution Login

Note: The default password for first-time login will be "123456".

[Forgot Password](#)

**Step 1:** After setting your new password, you will be redirected to the **Login Page**.

**Step 2:** Enter your **Institutional Code** and a **new password** that you just set.

**Step 3:** Click **Login** to proceed to the Dashboard.

## 4. Dashboard Overview



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION - II

Contact us: ahseccoe@gmail.com

Home

Vocational Marks Entry

LogOut

Institution Code / Name

021128 / PM SHRI BHELLA H S SCHOOL

### DASHBOARD

Practical Subject List

Sr. No.	Subject Code	Subject Name	Total Candidate	Present	Absent	Status	Action
1	AGRI	Agriculture(Dairy Farmer/Flouriculturist)	34	-	-	Marks Entry Pending	Marks Entry
2	ANTH	Anthropology	160	-	-	Marks Entry Pending	Marks Entry
3	BOTA	Botany	542	-	-	Marks Entry Pending	Marks Entry
4	CHEM	Chemistry	549	-	-	Marks Entry Pending	Marks Entry

- After logging in with your new password, you will be redirected to the **Dashboard** page.
- **Left Side Navigation:** You will see a list of **Practical Subjects** that are assigned to you.
- **Add Marks Option:** On the left sidebar, there is an option for **Marks Entry** for the practical subjects.

## 5. Entering Marks



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION - II

Contact us: ahseccoe@gmail.com

Home

Vocational Marks Entry

LogOut

DOWNLOAD MARKS FOIL

DOWNLOAD ATTENDANCE SHEET

Roll Code

0046

Institution Code / Name

021128 / PM SHRI BHELLA H S SCHOOL

Subject Code / Name

EMEL / Electrical Mechanics & Electrician

**Note:**

1. PRACTICAL MARK FOIL WILL BE AVAILBLE FOR DOWNLOAD ONCE MARKS SUBMIT DONE.
2. AFTER MARKS SUBMIT IS DONE, INSTITUTE WILL NOT BE ABLE TO EDIT THE MARKS.
3. UPLOAD THE VERIFIED & SIGNED PRINTED MARK FOIL FOR COMPLETING THE PROCESS OF PRACTICAL MARK ENTRY.

\*\*\* Marks Input must be in two-digit format (e.g., 01, 02, 10). Only digits 0-9 are allowed.

SNo.	Number	RegistrationNo / Session	Name	Paper-I (Max Marks : 40 )	Paper-I	Paper-II (Max Marks : 40 )	Paper-II	Action
1	40004	400061 / 2023-24	ASHRAFUL ISLAM	<input type="text"/>	Mark Absent	<input type="text"/>	Mark Absent	Save
2	40005	400062 / 2023-24	ATIKUR RAHMAN	<input type="text"/>	Mark Absent	<input type="text"/>	Mark Absent	Save

**Step 1:** Select the **Practical Subject** for which you want to enter marks

**Step 2:** The user will see the **maximum marks** for that subject, as provided by your institution.

- The user cannot enter marks higher than the maximum marks specified. If a user tries to do so, a **notification** will appear above the marks entry field, saying "Marks exceed maximum allowed."
- The user cannot enter marks lower than the minimum marks. If a user does so, a **failure notification** will appear saying "Marks below a minimum threshold. The student will be failed."

**Step 3:** Enter the marks in the provided field. Make sure the entered marks are within the valid range, If a student is Absent then click **Mark Absent**.

**Step 4:** After entering the marks, click **Save** to submit them.

**Important Note:** You can only use **numeric keys** (0-9) to enter marks. **Alphabetic keys** (A-Z) are disabled to prevent incorrect input. This ensures that only valid numeric marks are entered.

## 6. Notifications and Error Messages

The screenshot shows the user interface for practical.ahsecexam.in. A notification box at the top right states "practical.ahsecexam.in says Maximum Mark is : 50" with an "OK" button. Below the notification are buttons for "DOWNLOAD MARKS FOIL" and "DOWNLOAD ATTENDANCE SHEET". The form contains three input fields: "Roll Code" (0046), "Institution Code / Name" (021128 / PM SHRI BHELLA H S SCHOOL), and "Subject Code / Name" (AGRI / Agriculture(Dairy Farmer/Flouriculturist)). A "Contact us: ahseccoe@gmail.com" link is visible in the top right corner.

- **Max Marks Exceeded:** If the marks you enter exceed the maximum limit:
  1. A message will appear above the marks field: "**Maximum Mark is: \_\_\_\_**"
  2. The user will need to adjust the marks accordingly to fit within the allowed range.

The screenshot shows the user interface for practical.ahsecexam.in. A confirmation dialog box is displayed, asking "practical.ahsecexam.in says ARE YOU SURE THE STUDENT IS FAIL IN PRACTICAL FOR THIS SUBJECT?" with "OK" and "Cancel" buttons. Below the dialog are buttons for "DOWNLOAD MARKS FOIL" and "DOWNLOAD ATTENDANCE SHEET". The form contains three input fields: "Roll Code" (0046), "Institution Code / Name" (021128 / PM SHRI BHELLA H S SCHOOL), and "Subject Code / Name" (AGRI / Agriculture(Dairy Farmer/Flouriculturist)). A "Contact us: ahseccoe@gmail.com" link is visible in the top right corner. A "Note:" section at the bottom provides instructions: "1. PRATICAL MARK FOIL WILL BE AVAILBLE FOR DOWNLOAD ONCE MARKS SUBMIT DONE. 2. AFTER MARKS SUBMIT IS DONE, INSTITUTE WILL NOT BE ABLE TO EDIT THE MARKS. 3. UPLOAD THE VERIFIED & SIGNED PRINTED MARK FOIL FOR COMPLETING THE PROCESS OF PRACTICAL MARK ENTRY. \*\*\* Marks Input must be in two-digit format (e.g., 01, 02, 10). Only digits 0-9 are allowed."

- **Min Marks Below Threshold:** If the marks you enter are below the minimum limit:

1. A message will appear above the marks field: **"ARE YOU SURE THE STUDENT IS FAIL IN PRACTICAL FOR THE SUBJECT?"**
2. You will need to enter a higher score to pass.

## 7. Finalizing the Mark Entry



○ Home

○ Vocational Marks Entry

🔒 LogOut

3	40006	400064 / 2023-24	CHAKIL ALI	<input type="text" value="33"/>	<a href="#">Update</a> <a href="#">Mark Absent</a>
4	40007	400065 / 2023-24	FARUK ALI	<input type="text" value="34"/>	<a href="#">Update</a> <a href="#">Mark Absent</a>
5	40008	400066 / 2023-24	MEHFUZ HASSAN	<input type="text" value="AB"/>	<a href="#">Update</a> <a href="#">Mark Present</a>
6	40009	400067 / 2023-24	JANNAT SARIFA	<input type="text" value="32"/>	<a href="#">Update</a> <a href="#">Mark Absent</a>
7	40010	400068 / 2023-24	NAZMA AKHTAR	<input type="text" value="32"/>	<a href="#">Update</a> <a href="#">Mark Absent</a>
8	40011	400069 / 2023-24	SUMINA BEGUM	<input type="text" value="32"/>	<a href="#">Update</a> <a href="#">Mark Absent</a>

SUBMIT MARKS

DOWNLOAD MARKS FOIL

DOWNLOAD ATTENDANCE SHEET

- After entering the marks and verifying that they are within the allowed range, Scroll Down and click the **SUBMIT MARKS** button to finalize your entries.
- The whole section becomes green for the **present** and **red** for Absent.

**NOTE :- DOWNLOAD MARK FOIL AND DOWNLOAD ATTENDANCE SHEET BUTTON WILL BE INACTIVE BEFORE SUBMISSION OF MARKS**

## 8. Pending Mark Entry Alert

The screenshot displays the Assam State School portal interface. A modal window titled "Pending Alert !!" is centered, showing a warning icon and the text "Total Pending Students For Marks Entry : 160;" followed by a list of "Pending Numbers" ranging from 20021 to 20193. The background shows the "Vocational Marks Entry" page with a table for mark entry and a "Save" button.

SNo.	Number	Registration No.
1	20021	012579 / 2023-24
2	20038	014401 / 2022-23

**Note:**  
1. PRACTICAL MARK FOIL WILL BE AVAILABLE  
2. AFTER MARKS SUBMIT IS DONE, INSTITUTE WILL  
3. UPLOAD THE VERIFIED & SIGNED PRINTOUT OF THE MARKS SHEET.  
\*\*\* Marks Input must be in two-digit format.

Subject Code / Name: ANTH / Anthropology

Practical Marks (Max Marks : 30)

Practical Marks (Max Marks : 30)	Action
12	Save Mark Absent
	Save Mark Absent

- **Step 1:** If you finalize your mark entry and attempt to **save** without clicking the **Save button** next to the mark entry field, a **Pending Alert** will appear when you try to save the final mark entries.
- **Step 2:** The alert will notify you that there are pending marks that need to be entered. The message will specify the section where the marks are missing or incomplete.

**Example Pending Alert Message:** " Total Pending Student For Marks Entry: \_\_\_\_"

- **Step 3:** You will need to return to the section indicated in the alert, enter the missing marks, and click **Save** next to that field to complete the process which will convert to the **Update** button and the whole section become green for **present** and **red** for Absent.
- **Step 4:** Scroll down and click on the **SUBMIT MARKS** Button.

## 9. Confirmation Alert

The screenshot shows the Assam State School Education Board, Division - II portal. A confirmation alert dialog box is displayed in the center, asking for confirmation to submit marks. The background shows the user's profile information and a table of marks.

**Confirmation Alert !!**  
Are you Sure? Once submitted you will not be able to modify it again.

**Note:**  
1. PRATICAL MARK FOIL WILL BE AVAILBLE FOR DOWNLOAD ONCE MARKS SUBMIT DONE.  
2. AFTER MARKS SUBMIT IS DONE, INSTITUTE WILL NOT BE ABLE TO EDIT THE MARKS.  
3. UPLOAD THE VERIFIED & SIGNED PRINTED MARK FOIL FOR COMPLETING THE PROCESS OF PRACTICAL MARK ENTRY.  
\*\*\* Marks Input must be in two-digit format (e.g., 01, 02, 10). Only digits 0-9 are allowed.

SNo.	Number	RegistrationNo / Session	Name	Practical Marks (Max Marks : 50 )	Action
1	20003	016665 / 2023-24	ARIFUL ALI	02	Update Mark Absent
2	20010	016696 / 2023-24	EYAJUL ALI	42	Update Mark Absent

**Step 1:** Click on the **Yes** button for final submission.

**Note:** After Clicking on the **Yes** button you will not be able to edit any data.

The screenshot shows the same portal after successful submission. A notification box from 'practical.ahsecexam.in' is displayed, stating 'Submit Marks Successfully.' with an OK button. The background shows the user's profile information and a table of marks.

**practical.ahsecexam.in says**  
Submit Marks Successfully.

**Note:**  
1. PRATICAL MARK FOIL WILL BE AVAILBLE FOR DOWNLOAD ONCE MARKS SUBMIT DONE.  
2. AFTER MARKS SUBMIT IS DONE, INSTITUTE WILL NOT BE ABLE TO EDIT THE MARKS.  
3. UPLOAD THE VERIFIED & SIGNED PRINTED MARK FOIL FOR COMPLETING THE PROCESS OF PRACTICAL MARK ENTRY.  
\*\*\* Marks Input must be in two-digit format (e.g., 01, 02, 10). Only digits 0-9 are allowed.

SNo.	Number	RegistrationNo / Session	Name	Practical Marks (Max Marks : 50 )	Action
1	20003	016665 / 2023-24	ARIFUL ALI	02	Update Mark Absent
2	20010	016696 / 2023-24	EYAJUL ALI	42	Update Mark Absent

**Step 2:** A notification will pop up that Submit Mark Successfully and click on the **OK** button.

## 10. Download and Upload Marks-Foil



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION - II Contact us: ahseccoe@gmail.com

Home  
Vocational Marks Entry  
Logout

Institution Code / Name  
021128 / PM SHRI BHELLA H S SCHOOL

### DASHBOARD

**Practical Subject List**

Sr. No.	Subject Code	Subject Name	Total Candidate	Present	Absent	Status	Action
1	AGRI	Agriculture(Dairy Farmer/Flouriculturist)	34	32	2	Final Submit Pending	Download & Upload Marks-Foil
2	ANTH	Anthropology	160	-	-	Marks Entry Pending	Marks Entry
3	BOTA	Botany	542	-	-	Marks Entry Pending	Marks Entry

**Step 1:** Click on the **Download & Upload Marks Foil** button.



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION - II Contact us: ahseccoe@gmail.com

Home  
Vocational Marks Entry  
Logout

DOWNLOAD MARKS FOIL   DOWNLOAD ATTENDANCE SHEET   UPLOAD VERIFIED SIGNED PRINTED MARK FOIL

Roll Code: 0046   Institution Code / Name: 021128 / PM SHRI BHELLA H S SCHOOL   Subject Code / Name: AGRI / Agriculture(Dairy Farmer/Flouriculturist)

**Note:**

1. PRACTICAL MARK FOIL WILL BE AVAILBLE FOR DOWNLOAD ONCE MARKS SUBMIT DONE.
2. AFTER MARKS SUBMIT IS DONE, INSTITUTE WILL NOT BE ABLE TO EDIT THE MARKS.
3. UPLOAD THE VERIFIED & SIGNED PRINTED MARK FOIL FOR COMPLETING THE PROCESS OF PRACTICAL MARK ENTRY.

\*\*\* Marks Input must be in two-digit format (e.g., 01, 02, 10). Only digits 0-9 are allowed.

SNo.	Number	RegistrationNo / Session	Name	Practical Marks (Max Marks : 50 )	Action
1	20003	016665 / 2023-24	ARIFUL ALI	02	SUBMITTED
2	20010	016696 / 2023-24	EYAJUL ALI	42	SUBMITTED

**Step 2:** Click on the **Download Mark foil** button to download pdf and Click on the **Download Attendance Sheet** button to download the attendance pdf.

## Downloaded Mark Foil:



**ASSAM STATE SCHOOL EDUCATION BOARD**  
DIVISION - II  
HS Final Examination, 2025  
Practical Marks-Foil

Page No: 1/1  
ASSEB DIV III LEAD COLLEGE/  
OFFICE COPY

Marks Foil No. : 011003/CHEM/25/0001

Institution Code / Name : 011003 / BARAMA COLLEGE

Subject Code / Name : CHEM / Chemistry

Total no. of Candidates : 17

No. of Present Candidates : 14

Roll Code : 0012

Full Marks : 30

No. of Absent Candidates : 3

Sr No	Registration No./Session	Number	Marks Obtained
1	000280 / 2023-24	20007	AB
2	000281 / 2023-24	20008	12
3	000282 / 2023-24	20009	21
4	000273 / 2023-24	20001	21
5	000274 / 2023-24	20002	24
6	000275 / 2023-24	20003	24
7	000276 / 2023-24	20004	AB
8	000278 / 2023-24	20005	23
9	000279 / 2023-24	20006	12
10	000277 / 2022-23	20016	25
11	000278 / 2022-23	20017	30
12	000850 / 2021-22	20018	23
13	000283 / 2023-24	20010	30
14	000284 / 2023-24	20011	AB
15	000286 / 2023-24	20012	23
16	000818 / 2021-22	20013	21
17	000841 / 2021-22	20014	12

**Note:**

1. Marks submitted in the Portal will be considered for Result Calculation.
  2. Upload the verified & Signed Printed Mark foil in the Practical Mark entry portal for completing the process of Mark entry.
- I certify that the information provided above is authentic. I shall remain responsible if it is found to be false or misleading.

Full signature of Internal Examiner	Full signature of External Examiner	Full signature of Head of the Institution with seal
-------------------------------------	-------------------------------------	---

**N.B:** Head of the institution will sign in place of External Examiner where External Examiner is not appointed.

**Mark-Foil Print Date & Time:** 09-01-2025 12:38:38 PM

### Step 4: Upload Signed Marks Foil

- After downloading the **Marks Foil**, print it and manually sign it.
- To upload the signed copy, click the **Upload Signed Marks Foil** button near the **Download Marks Foil** button
- Select and upload the signed PDF document to the portal.

## 11. Logging Out



Home

Vocational Marks Entry

LogOut

DOWNLOAD MARKS FOIL

DOWNLOAD ATTENDANCE SHEET

Roll Code

0046

Institution Code / Name

021128 / PM SHRI BHELLA H S SCHOOL

Subject Code / Name

AGRI / Agriculture(Dairy  
Farmer/Flouriculturist)

**Note:**

1. PRACTICAL MARK FOIL WILL BE AVAILBLE FOR DOWNLOAD ONCE MARKS SUBMIT DONE.
2. AFTER MARKS SUBMIT IS DONE, INSTITUTE WILL NOT BE ABLE TO EDIT THE MARKS.
3. UPLOAD THE VERIFIED & SIGNED PRINTED MARK FOIL FOR COMPLETING THE PROCESS OF PRACTICAL MARK ENTRY.

\*\*\* Marks Input must be in two-digit format (e.g., 01, 02, 10). Only digits 0-9 are allowed.

SNo.	Number	RegistrationNo / Session	Name	Practical Marks (Max Marks : 50 )	Action
1	20003	016665 / 2023-24	ARIFUL ALI	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Mark Absent"/>
2	20010	016696 / 2023-24	EYAJUL ALI	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Mark Absent"/>

**Step 1:** Click on the log-out button and then confirm to click the logout button in the notification box.