



## ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION-II: GUWAHATI-781021

USER MANUAL FOR HIGHER SECONDARY FINAL PRACTICAL EXAMINATION-2026

URL: <http://practical.ahsecexam.in>

### 1. Login Page:



Assam State School Education Board (Division - II)

Bamunimaidam, Guwahati-781021

H.S. FINAL EXAMINATION-2026

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**

**LOGIN**

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

[Forgot Password](#)

**Step1:** On the login page, enter your **Institutional Code**.

**Step2:** Enter **Default Password** (123456).

**Step3:** Click **Login** to proceed.

### 2. Change Default Password:



Assam State School Education Board (Division - II)

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**OTP VERIFICATION**

PLEASE INSERT THE MOBILE NUMBER OF HEAD OF INSTITUTION

**SEND OTP**

**Step1:** Once logged in user will be redirected to a page asking for your **Phone Number of the Head of the institution**. Enter your phone number in the provided field.

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



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### OTP VERIFICATION

OTP send to your Mobile X

OTP

SUBMIT

**Step3:** Enter the OTP in the provided field.



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### Change Password

New Password

Confirm Password

CHANGE PASSWORD

**Step4:** 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.

**Step5:** Once the password is set, click **Submit** to save your new password.

### 3. Returning to the Login Page:



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Notification Board

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

**Institution Login**

**LOGIN**

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

[Forgot Password](#)

**Step1:** 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.

**Step3:** Click **Login** to proceed to the Dashboard.

### 4. Dashboard Overview



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**O** Home

**O** 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	<b>Marks Entry</b>
2	ANTH	Anthropology	160	-	-	Marks Entry Pending	<b>Marks Entry</b>
3	BOTA	Botany	542	-	-	Marks Entry Pending	<b>Marks Entry</b>
4	CHEM	Chemistry	549	-	-	Marks Entry Pending	<b>Marks Entry</b>

- After login with your new password, you will be redirected to the **Dashboard** page.
- You will see a list of **Practical Subjects** of your institution.
- Click on "**VOCATIONAL MARK ENTRY**" to see a list of Vocational (RMSA Traditional) of your institution.

- **Add Marks:** Find the Practical Subject for which you want to enter marks and Click on the Right side of the Subject, there is an option for **Marks Entry**.

## 5. Entering Marks:


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Home
Vocational Marks Entry
LogOut

DOWNLOAD MARKS FOIL
DOWNLOAD ATTENDANCE SHEET

Roll Code

Institution Code / Name

Subject Code / Name

**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	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"/>	<span>Mark Absent</span>	<input type="text"/>	<span>Mark Absent</span>	<span>Save</span>
2	40005	400062 / 2023-24	ATIKUR RAHMAN	<input type="text"/>	<span>Mark Absent</span>	<input type="text"/>	<span>Mark Absent</span>	<span>Save</span>

**Step1:** The user will see the **maximum marks** for that subject and box for enter marks against each student of that subject.

- ✓ 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 limit."
- ✓ If user enters marks lower than the minimum marks a **failure notification** will appear saying "Entered Marks is below the minimum passing marks. Student will *Fail* in the Practical. Please Confirm"
- ✓ If a student is absent then click "**Mark Absent**".

**Step2:** 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. Finalizing the Mark Entry



- [Home](#)
- [Vocational Marks Entry](#)
- [Logout](#)

3	40006	400064 / 2023-24	CHAKIL ALI	33	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Absent</span>
4	40007	400065 / 2023-24	FARUK ALI	34	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Absent</span>
5	40008	400066 / 2023-24	MEHFUZ HASSAN	AB	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Present</span>
6	40009	400067 / 2023-24	JANNAT SARIFA	32	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Absent</span>
7	40010	400068 / 2023-24	NAZMA AKHTAR	32	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Absent</span>
8	40011	400069 / 2023-24	SUMINA BEGUM	32	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Absent</span>

SUBMIT MARKS
DOWNLOAD MARKS FOIL
DOWNLOAD ATTENDANCE SHEET

- After entering the marks and verifying Scroll Down and click the **SUBMITMARKS** button to finalize your entries.
- The whole section becomes green for the **present** and **red** for Absent Student.
- 

**NOTE:** - The 'DOWNLOAD MARK FOIL' and 'DOWNLOAD ATTENDANCE SHEET' buttons will remain inactive until marks are submitted.

## 7. Confirmation Alert



- [Home](#)
- [Vocational Marks Entry](#)
- [Logout](#)

DOWNLOAD MARKS FOIL
DOWNLOAD ATTENDANCE SHEET

Roll Code  
0046

Institution Code / Name  
021128

Subject Code / Name  
AGRI / Agriculture(Dairy Farmer/Flouriculturist)

**Note:**

1. PRACTICAL MARK FOIL WILL BE AVAILABLE IN 10-15 DAYS.  
2. AFTER MARKS SUBMIT IS DONE, INSTITUTION CAN NOT CHANGE THE MARKS.  
3. UPLOAD THE VERIFIED & SIGNED PRINTED MARKS.

\*\*\* Marks Input must be in two-digit format.

**Confirmation Alert !!**

Are you Sure? Once submitted you will not be able to modify it again.

Practical Marks Entry.

Yes
Cancel

SNo.	Number	RegistrationNo / Session	Name	Practical Marks (Max Marks : 50 )	Action
1	20003	016665 / 2023-24	ARIFUL ALI	02	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Absent</span>
2	20010	016696 / 2023-24	EYAJUL ALI	42	Update <span style="border: 1px solid #ccc; padding: 2px 5px;">Mark Absent</span>

**Step1:** Click on the **Yes** button for final submission.

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



- [Home](#)
- [Vocational Marks Entry](#)
- [Logout](#)

**ASSAM STATE SC**

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

[OK](#)

[DOWNLOAD MARKS FOIL](#)

[DOWNLOAD ATTENDANCE SHEET](#)

0046

021128 / PM SHRI BHELLA H S SCHOOL

AGRI / Agriculture(Dairy Farmer/Flouriculturist)

**Note:**

1. PRATICAL MARK FOIL WILL BE AVAILABLE 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.

**Step2:** A notification will pop up that Submit Mark Successfully and click on the **OK** button.

## 8. Download and Upload Marks-Foil



- [Home](#)
- [Vocational Marks Entry](#)
- [Logout](#)

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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	<a href="#">Download &amp; Upload Marks-Foil</a>
2	ANTH	Anthropology	160	-	-	Marks Entry Pending	<a href="#">Marks Entry</a>
3	BOTA	Botany	542	-	-	Marks Entry Pending	<a href="#">Marks Entry</a>

**Step1:** Click on the **Download &Upload Marks Foil** button.



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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. 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	<span style="background-color: #e67e22; color: white; border-radius: 5px; padding: 2px 5px;">SUBMITTED</span>
2	20010	016696 / 2023-24	EYAJUL ALI	42	<span style="background-color: #e67e22; color: white; border-radius: 5px; padding: 2px 5px;">SUBMITTED</span>
					<span style="background-color: #e67e22; color: white; border-radius: 5px; padding: 2px 5px;">SUBMITTED</span>

**Step2:** Click on the **Download Mark foil** button to download **Mark foil (PDF)** and Click on the **Download Attendance Sheet** Button to download the attendance (PDF).

➤ **Demo Downloaded Mark Foil PDF:**



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

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

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

Institution Code / Name : 011003 / BARAMA COLLEGE

Roll Code : 0012

Subject Code / Name : CHEM / Chemistry

Full Marks : 30

Total no. of Candidates : 17

No. of Present Candidates : 14

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
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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

**9. 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
- ❖ Select and upload the signed Mark foil PDF document to the portal for completing the process of mark entry.

## 10. Log Out

A



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[Home](#)

[Vocational Marks Entry](#)

[Logout](#)

[DOWNLOAD MARKS FOIL](#)

[DOWNLOAD ATTENDANCE SHEET](#)

Roll Code  
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**Note:**

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\*\*\* 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"/>	<a href="#" style="color: white; border: 1px solid #0070C0; padding: 2px 5px;">Save</a> <a href="#" style="color: white; border: 1px solid #0070C0; padding: 2px 5px;">Mark Absent</a>
2	20010	016696 / 2023-24	EYAJUL ALI	<input type="text"/>	<a href="#" style="color: white; border: 1px solid #0070C0; padding: 2px 5px;">Save</a> <a href="#" style="color: white; border: 1px solid #0070C0; padding: 2px 5px;">Mark Absent</a>

**Step1:** Click on the log-out button and then confirm to click the logout button in the notification box.

**For further queries or assistance, please contact:**

ahseccoe@gmail.com