



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

Practical Examination Marks Entry Portal

Notification Board

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

Institution Login

Enter 6 Digits Institution Code

Password

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)
Bamunimaidam, Guwahati-781021
H.S. FINAL EXAMINATION-2026

Practical Examination Marks Entry Portal

OTP VERIFICATION

PLEASE INSERT THE MOBILE NUMBER OF HEAD OF INSTITUTION

MOBILE NUMBER

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.



Assam State School Education Board (Division - II)
Bamunimaidam, Guwahati-781021
H.S. FINAL EXAMINATION-2026

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Practical Examination Marks Entry Portal

OTP VERIFICATION

OTP send to your Mobile ×

SUBMIT

Step3: Enter the OTP in the provided field.



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H.S. Final Examination-2025

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Practical Examination Marks Entry Portal

Change 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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Practical Examination Marks Entry Portal

Notification Board

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Institution 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



≡ **ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION - II**

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○ 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	<input type="button" value="Marks Entry"/>
2	ANTH	Anthropology	160	-	-	Marks Entry Pending	<input type="button" value="Marks Entry"/>
3	BOTA	Botany	542	-	-	Marks Entry Pending	<input type="button" value="Marks Entry"/>
4	CHEM	Chemistry	549	-	-	Marks Entry Pending	<input type="button" value="Marks Entry"/>

- 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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[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. 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"/>	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


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



S.No.	Number	RegistrationNo / Session	Name	Marks	Action
3	40006	400064 / 2023-24	CHAKIL ALI	33	<button>Update</button> <button>Mark Absent</button>
4	40007	400065 / 2023-24	FARUK ALI	34	<button>Update</button> <button>Mark Absent</button>
5	40008	400066 / 2023-24	MEHFUZ HASSAN	AB	<button>Update</button> <button>Mark Present</button>
6	40009	400067 / 2023-24	JANNAT SARIFA	32	<button>Update</button> <button>Mark Absent</button>
7	40010	400068 / 2023-24	NAZMA AKHTAR	32	<button>Update</button> <button>Mark Absent</button>
8	40011	400069 / 2023-24	SUMINA BEGUM	32	<button>Update</button> <button>Mark Absent</button>

SUBMIT MARKS


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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



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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)



Confirmation Alert !!

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

Yes

Cancel

Note:

1. PRATICAL MARK FOIL WILL BE AVAILABLE

2. AFTER MARKS SUBMIT IS DONE, INSTITU

3. UPLOAD THE VERIFIED & SIGNED PRINTE

***** Marks Input must be in two-digit fo**

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

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.

ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION - II

practical.ahseccexam.in says
Submit Marks Successfully.

OK

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

8. Download and Upload Marks-Foil

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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

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.
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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

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-FoilPage 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
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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



Home

Vocational Marks Entry

LogOut

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DOWNLOAD MARKS FOIL

DOWNLOAD ATTENDANCE SHEET

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

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"/>	Save Mark Absent
2	20010	016696 / 2023-24	EYAJUL ALI	<input type="text"/>	Save Mark Absent

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:

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