

**INTERNAL ASSESSMENT MARKS ENTRY FOR THE HSLC EXAMINATION, 2025
(SCHOOL LEVEL)**

STEPS:

- A. First please visit **SEBAONLINE.ORG**.
- B. Please click on the link **IA Marks Entry – HSLC Exam, 2025**.
- 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. 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, 2025 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 GREEN colour.
- J. Maximum marks allowed for each subject is 10.
- K. After entering marks of all the candidates please click on "**PROCEED TO FINAL SUBMIT**".
- L. Once the Final Submit is done School will not be able to edit the marks of any student.
- M. After clicking the Final Submit, please click on the "**DOWNLOAD IA MARKS FOIL**" to download the Mark Foil of the Internal Assessment.
- N. All the subject Teachers and Head of the Institution must sign the downloaded Mark Foil.
- O. Please upload the copy of Signed Mark Foil by clicking on the tab "Upload Mark Foil After All Signatures"
- P. Submit a copy in a sealed envelope to the Centre-In-Charge.
- Q. 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.
- R. For any change of Subject (MIL/ Elective), school has to email at enquiry.seba@gmail.com.