

BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK

STEP BY STEP INSTRUCTIONS FOR ONLINE FILLING UP OF APPLICATION FORMS FOR CLASS-X, SUMMATIVE ASSESSMENT-II FOR THE SESSION, 2021-22

1. Head of the Institution will be the log in authority for doing the online filling up of forms for HSC, Summative Assessment-II, 2021-22.
2. The authorities to Log In shall go through the General Instruction and Step by Step Instruction before filling up of the application forms for Class-X, Summative Assessment-II.
3. The online application for filling up of application forms shall be available from 12/03/2022, 08.00 am onwards on visiting the website i.e. www.bseodisha.ac.in.
5. On visiting the above website, Log In page shall be displayed on the screen. You can enter the application by entering the User ID & Password.
6. The User ID will be the school code & password is the same that has been used for filling up of forms for Class-X, Summative Assessment-I for the session 2021-22.
7. The application will have the following major sections :-
 - [A] School Profile.
 - [B] Registration.
 - [C] Registered Students List for Edit.
 - [D] Registered Teacher List.
 - [E] Declaration.
 - [F] Descriptive Roll Sheet.

The filling up of application forms can be done more than once. However if the head of the institution is filling up the forms for suppose, 20 candidates, he/ she has to complete the process and log in again to do the filling up of application forms for more candidates.

[A] **School Profile** :-

- This section contains information regarding the school which will automatically be displayed basing on the data submitted during enrolment of Class-IX students for appearing at the HSC Examinations during 2022-23. However if some information needs to be edited, the same can be done along with entry of Bank details, name and cell number of the Head of the Institution and uploading of his/ her full signatures. Thereafter **SUBMIT** button has to be clicked to move to the next section for filling up of the application forms for Regular and Ex-Regular students.

- If non editable field needs to be corrected the same can be corrected at Head Office, Cuttack on production of original documents.
- The Head of the Institutions has to enter medium of instruction in which the students are being taught. This will be Odia in almost all schools. However some schools have medium of instructions as Telugu/ Hindi/ English which should be mentioned correctly.
- The field “Schools comes under which Department” should be entered correctly i.e. whether it comes under “Deptt. of S & ME or Deptt. of SC & ST or Private”.

[B] Registration Regular & Ex-Regular :-

- [i] On clicking “Registration” at the top of the screen, the data of students (both regular and ex-regular) who have filled up forms of Summative Assessment-I shall be displayed.
- [ii] The Head of the Institution is supposed to go through the data shown on the screen. He has to read the name of the candidates one after other and finalise, who shall fill up the application forms out of the name of candidates shown on the screen.
- [iii] Once the candidates at [ii] above is finalised, Head of the Institution has to do the following entries :-
 - (a) Enter script for other subjects where first language subjects of candidate is other than FLO.
 - (b) Thereafter select the candidates at the extreme right box ☐ and click **Save & Next** button, so that the candidates are shifted and displayed under the section “**Registered Student List for Edit**”. This can be done for one candidate or more number of candidates at a time.
 - (c) Change the grade of Internal Assessment subjects if any.
- [iv] Likewise all students those shall be selected, will be deleted from this section and shall automatically be displayed under the section “**Registered Student List for Edit**”.

[C] Registered Students List for Edit :-

- [i] In this section the data of all category of candidates who have filled up of application forms shall be displayed on the screen which can be viewed, downloaded and edited. The Head of the institution are required to take the advantage of the edit option given at this stage. It is advised to download and take a print copy of the “Registered Student List” and thoroughly check if any mistake exist. Mark the mistake and effect correction on the screen in

favour of those students before going to the next stage. In case of physically challenged candidates, you can also select whether scribe for the candidate is required or not. If physical handicapped has not been mentioned against any physically challenged candidate that can be entered in this new application also.

Regular Candidates

- Mother's Name
- Father's Name
- Date of Birth
- Gender
- Language Subjects (First/ Second/ Third)
- Script for other subjects
- Grades of Internal Assessment Subjects

Ex-Regular Candidates

- Father's Name
- Mother's Name
- Gender
- Religion

[ii] In case some other information apart from that mentioned at [c] is required to be corrected, the Head of the Institution has to approach Central Office, Cuttack for effecting necessary correction. However this should be completed within the stipulated period of filling up of application forms and required correction should be supported by genuine documents.

[iii] After completion of edit of all information, the Head of the Institution shall move for "Registered Teacher List".

[D] Registered Teacher List :-

- [i] On clicking this field on top, the registered teacher list will be displayed on the screen.
- [ii] Most of the teachers have been transferred to other schools and many teachers have been newly appointed. Therefore log in authority has to correct this list by editing.
- [iii] In case any teacher is transferred, he/ she should be transferred to school to which he/ she are transferred.
- [iv] In case newly appointed teachers have joined in your school, insert their data by clicking "Insert" button at the top.
- [v] If some teachers have joined in your school by way of transfer from other schools. Either inform the Headmaster of those schools to transfer the said teachers through this online system so that data of these students will be

displayed in your screen or click “INSERT” button on top so that registration type will be displayed on the screen where you select “Transfer from School” and then enter teacher registration no. at right top, so that the data of the teachers will automatically be displayed.

[E] **Declaration** :-

On clicking the declaration section, the following declarations have to be given by the Head of the Institutions on clicking the ☐ box.

Declarations :-

- ☐ I do hereby declare that, the information submitted by me are correct and based on official documents of the school. The copies of Caste Certificates of SC & ST students have been preserved which may be required at any time by the B.S.E., Odisha for the purpose of audit or for any other purposes. The correction of data in favour of the registered students, have been effected and no further correction is required. The photograph of the candidates in the database have been duly uploaded which is genuine. I shall be held solely responsible for any incorrect information submitted in this application.

After certifying the above declarations, you will be directed to the next page for downloading the Descriptive Roll Sheet.

8. If the Log In authorities require some more students for registration, they can very well follow the similar procedure and do the form fill up work.
9. The last date for submission of application form shall not be extended this year. Hence log in authorities are instructed to complete the form fill up work well in advance and do not wait for the rush at the fag end.
10. The filling up of application process will be completed only after downloading of “Descriptive Roll Sheet” and not downloading the “Registered List”. In case you have not received the copy of Descriptive Roll Sheet, your students shall not be eligible for appearing at the Class-X, Summative Assessment-II for the session 2021-22.

Sd/-
Controller of Examinations,
B.S.E., Odisha, Cuttack