No. : L/PR/198/2023   **Date: 07/11/2023**

Instructions for H.S. Practical & Project Examinations, 2024

- Higher Secondary Practical Examination, 2024 will commence from **01/12/2023 and will continue till 15/12/2023.** Council will distribute the blank answer scripts (04 leaves & 02 leaves) & question papers among the schools from the predetermined distribution centres (camps) to be held **on 29/11/2023**.

- Each school will conduct the practical examinations, including the Music (MUSC) and Health & Physical Education (PHED) as permitted by the Council. Only the teacher of the concerned subject will conduct the practical examination.

- If there is no teacher for any subject in the school at that time, then a teacher from the neighbouring school can be appointed for the practical examination. However, permission of the concerned Regional Office of Council for this purpose is to be taken by producing the consent of the subject teacher and "no objection" of the Head of the Institution of the concerned school.

- A candidate who has already passed the practical examination in the previous year need not require to appear in practical examination once again.

- Signature of the concerned examiner on the practical answer script is mandatory after evaluation.

- **The evaluated practical answer scripts need not be submitted to the Council at this stage. However, it should be kept in the safe custody of the concerned Head of the Institution according to the registration number till receiving any instruction from Council. The answer scripts will be collected by the Council as and when required**.

- After conducting the examination, practical marks has to be submitted to the Council **through online mode within 04/12/2023 to 31/12/2023** as per previous notification of Council.

- The **Project Marks** of the students has also to be submitted to the Council **through online mode** only within **the above mentioned time period**.

- **As informed, this year the method of submission of Practical & Project marks is quite different and it will be received through online process. Every school has to visit the Council Online Portal and submit the practical & project marks of the students by using the given user id & password. A guideline in this respect is attached herewith for ready reference.**
- **Please note that the schools do not need to come to the Council further to submit the hard copy of practical & project marks this year**. But every Head of the Institution/Examiner must be very careful while uploading practical /project marks through the online portal.
- At the time of marks entry, school will be allowed to enter maximum 02 digit number or "AB" i.e. absent.
- For any query related to the Higher Secondary Practical & Project Examination, 2024 and **online** marks submission, Heads of the Institutions are requested to contact the concerned Regional Office of the Council within the office hours.

(Dr. Chiranjib Bhattacharjee)
President
W.B. Council of H.S. Education
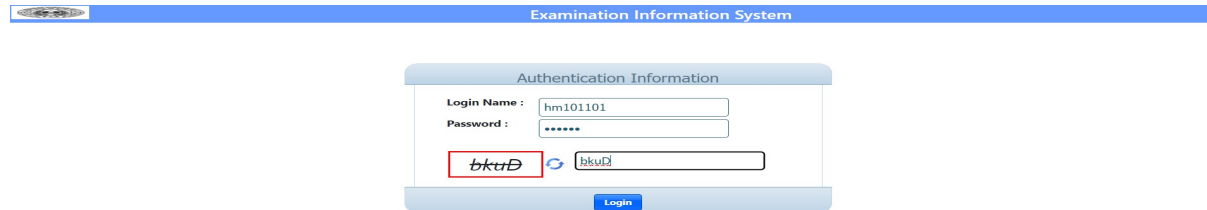
User Manual for Entry of Project & Practical Marks of Higher Secondary Examination

Operational Guidelines for the Institution's User

- Step 1: Enter the **URL – http://wbchseexam.wb.gov.in/exisMarks** the web browser.

- Step 2: Enter the default User ID and Password as indicated in the below shown screenshot.

    On entering the User ID and default Password, Institution's User have to set a new Password for one time only.

On entering the User ID and default Password, Institution's User have to set a new Password for one time only. After setting up the new password user have to logged in again.

Once logged In- Institution's User will be able to see the Screen
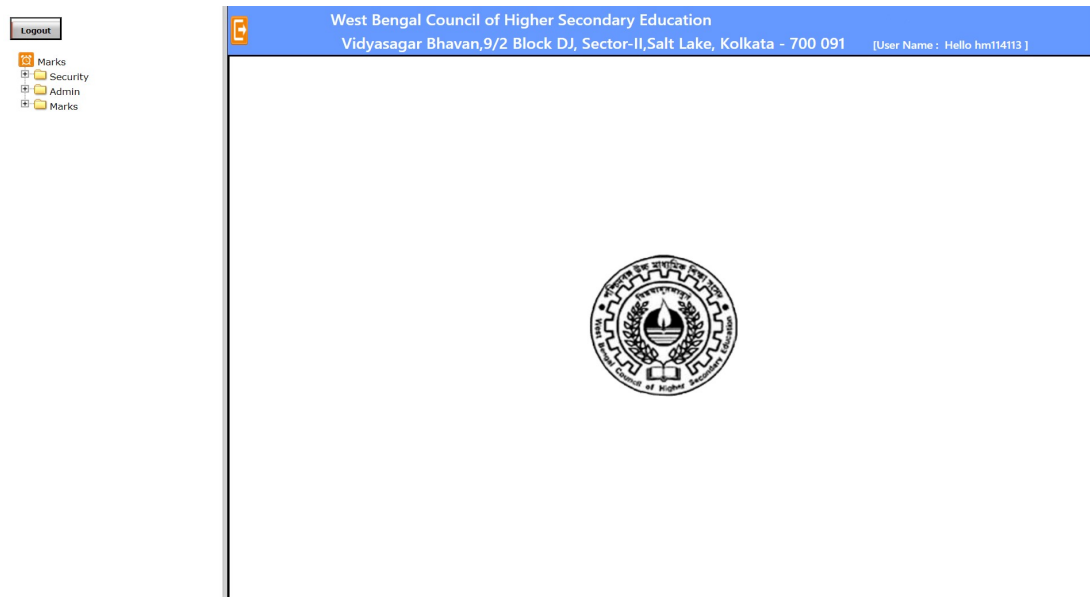
To view the Dashboard (in details) under Admin Menu bar click on "**School Dashboard**".

	Total Students	Pending	In Progress	Complete
Project	18	4	4	10
Practical	18	11	3	4
Overall	18			
Percntage Complete	22.22			
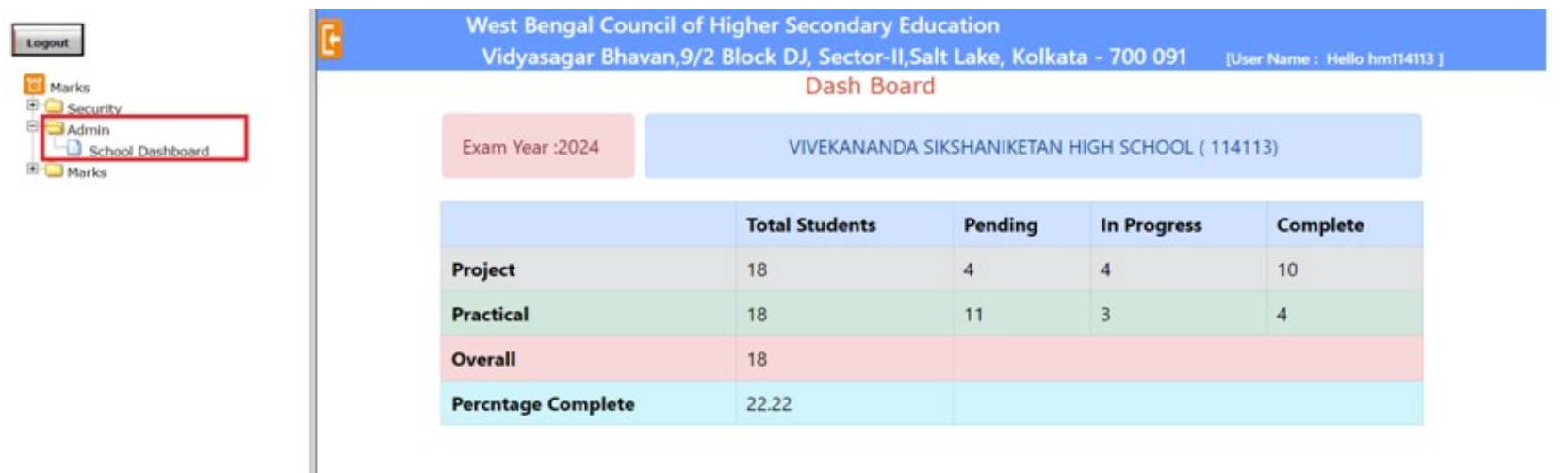
To enter the Project Marks Student wise click on "**Studentwise Proj Marks**" to get the list of registered Student

To enter the Project Marks click on "**Marks**". A Popup window appear will for entry.

To enter marks subject wise for Project click on "**Subjecwise Proj Marks**"

To enter the Practical Marks Student wise click on "**Studentwise Prac Marks**" to get the list of registered Student

To enter the Practical Marks click on "**Marks"**. A Popup window appear will for entry.

To enter the Practical Marks Subject wise click on "**Subjectwise Prac Marks**" to get the list of registered Student

To save Students details, after entering the Project/Practical Marks click on 'Save'. **Wrongly** entered marks can change here by the HOI. A check box is given in each row. User have to select the row he/she wants to modify and then he/she can modify that particular record. To submit Students details, after saving the Project/Practical Marks click on 'Submit'. After clicking on Submit button a message will appear for confirmation. Once Final submit done it can't be edited.

West Bengal Council of Higher Secondary Education
Vidyasagar Bhavan,9/2 Block DJ, Sector-II,Salt Lake, Kolkata - 700 091   [User Name : Hello hm114113]
Modify/Submit Class XII Project/Practical Marks

Exam Year : 2024   Institute Code : 114113   Name : VIVEKANANDA SIKSHANIKETAN HIGH SCHOOL

	Regn No.	Name	Cat	Lang1	Marks Lang1	Lang2	Marks Lang2	Elec1	Marks Elec1	Elec2	Marks Elec2	Elec3	Marks Elec3	Optn	Marks Optn	
		Filter		Filter												
☐	2201123837	DEBJIT KHAN		BNGA	20	ENGB	20	CHEM	30	MATH	20	PHYS	28	BIOS	30	AllAB
☐	2202225316	DEBIKA KORA		BNGA	20	ENGB	20	BIOS	AB	GEGR	AB	NUTN	AB			AllAB
☐	2221128397	ABHIJIT TUDU		BNGA	AB	ENGB	AB	BIOS	29	CHEM	AB	PHYS	25	MATH	AB	AllAB
☐	2221128398	ARNAB ROY		BNGA	20	ENGB	20	CHEM	29	MATH	20	PHYS	23	BIOS	AB	AllAB
☐	2221128399	RIJU KAR		HINA	AB	ENGB	20	CHEM	28	MATH	AB	PHYS	29	BIOS	29	AllAB
☐	2221128400	SOUMYADEEP BANERJEE		BNGA	18	ENGB	10	BIOS	10	GEGR	10	NUTN	10			AllAB
☐	2221128401	ROUNAK GHOSH		BNGA	20	ENGB	20	CHEM	28	MATH	AB	PHYS	30	COMS	29	AllAB
☐	2221128466	SK ATABUL RAHAMAN		BNGA		ENGB		HIST		PHIL		SNSK		PHED		AllAB
☐	2222134115	ANKITA BERA		HINA	20	ENGB	19	BIOS	30	CHEM	25	NUTN	25	COMA	29	AllAB
☐	2222134116	AMBIKA SAREN		BNGA	20	ENGB	20	CHEM	29	MATH	20	PHYS	28	BIOS	30	AllAB
☐	2222134117	NILANJANA KAR		BNGA	20	ENGB	20	CHEM	30	MATH	20	PHYS	30	BIOS	30	AllAB
☐	2222134118	RUPKATHA GHOSH		BNGA	20	ENGB	20	BIOS	30	CHEM	29	PHYS	30	MATH	20	AllAB
☐	2222134119	SATHI MANDAL		BNGA	20	ENGB	20	BIOS	30	CHEM	30	PHYS	29	MATH	20	AllAB
☐	2222134120	SNEHA CHATTERJEE		HINA	19	ENGB	20	CHEM	30	MATH	20	PHYS	30	BIOS	23	AllAB
☐	2222134121	SNEHA CHOUDHURY		BNGA	20	ENGB	19	BIOS	30	CHEM	29	PHYS	29	MATH	20	AllAB
☐	2222134122	SNEHA NANDI		BNGA	18	ENGB	19	CHEM	29	MATH	20	PHYS	30	BIOS	30	AllAB
☐	2222134123	SAYANTANI ROY		BNGA	18	ENGB	19	CHEM	30	MATH	20	PHYS	29	COMS	30	AllAB
☐	2222134124	KANKANA MUKHERJEE		BNGA	19	ENGB	20	COMA	30	GEGR	32	NUTN	31			AllAB
☐	2222134125	TANDREYEE MUKHERJEE		HINA	23	ENGB	19	COMA	28	GEGR	27	NUTN	29			AllAB

Save   Submit

Logout

- Marks
  - Security
  - Admin
  - Marks
    - Studentwise Proj Marks
    - Subjecwise Proj Marks
    - Studentwise Prac Marks
    - Subjecwise Prac Marks
    - Modify/Submit Proj/Prac Marks
    - Proj/Prac Final Report
    - View Project Marks
    - View Practical Marks
    - New Student

To submit Students details, after saving the Project/Practical Marks click on '**Submit**'. After clicking on Submit button a message will appear for confirmation.

To view Students, whose Project/Practical Marks entered during a particular period click on "**View Project Marks/ Practical Marks "**respectively**.**

For New Student, Institution's User click on '**Insert**' button after entering the Registration No. of particular student under '**New Student**'.

On clicking on Insert button Status is showing '**PENDING**'

After necessary approval from respective Region, The Status of the New Student may be shown as '**Allotted**'. This also be reflected in 'Studentwise Proj Marks' as well as 'Student wise Prac Marks' menu bar for entry.

********* End ***********