

# **BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK**

## **INSTRUCTIONS FOR ONLINE APPLICATION OF CHECKING OF ADDITION OF MARKS FOR ANNUAL HSC/ STATE OPEN SCHOOL CERTIFICATE EXAMINATION, 2018**

1. The online application for checking of addition of marks for both Annual HSC/ SOSC Examination, 2018 will be available in the website [www.bseodisha.ac.in](http://www.bseodisha.ac.in) from 10/05/2018 till 25/05/2018 midnight. The last date for deposit of fee will be 25/05/2018 before 11.45 pm. However the applicant depositing fee at the last moment can submit their forms on or before 26/05/2018 midnight.
2. On visiting the above website, "LOGIN TO YOUR ACCOUNT" page will be displayed on the screen.
3. The candidate has to enter his/ her Roll No & Password, if already registered.
4. If not registered, the candidate has to click "Click Here to Get Password" so that "Step-I to Create Password" page will be displayed on the screen.
5. The candidate has to enter "Roll No." & "His/ Her Mother's Name" in this page and click on "Submit" button to go to the next page i.e. "Step-II to Create Password".
6. In the page "Step-II to Create Password" the candidate has to enter a password of his/ her choice, Re-type the password, Enter Valid Mobile No. & E-Mail ID and enter detail correspondence address with pin code. Thereafter click on the "Submit" button.
7. Now you will be redirected to Login page where you have to enter your Roll No. and Password created by you and submit.
8. On clicking the submit button a verification code will be sent to E-Mail ID of the user and the page "Verify Your E-Mail" will be displayed on the screen.
9. The candidate has to get the verification code from their respective E-Mail ID and enter the same in this page and click "Verify" button.
10. If the E-Mail ID is valid and verification code is properly entered, the data of the candidate will be displayed on the screen.
11. It is important to note that the candidate has to remember his/ her password for further use and for downloading the photocopies of the subjective papers from the website:- [www.bseodisha.ac.in](http://www.bseodisha.ac.in).

12. If the candidate desires to apply for re-checking of some other papers, besides papers already applied, he/ she can re-enter the website as a registered candidate, using his/ her registered password.
13. The data displayed on the screen shall show the marks secured by the candidate in both the OMR and Subjective Papers. The candidate has to click/ select the papers either OMR or Subjective or Both as per his/ her choice and also select for photocopy of subjective paper.
14. In case photocopy is opted rechecking of subjective paper is mandatory.
15. After selecting the desired subject for rechecking/ photocopy, the "Submit Subjects for Rechecking" button has to be clicked followed by "➡ Next Step" button".
16. Thereafter the screen showing "Calculate Fee" will be shown which has to be clicked, to know the amount to be paid. Then click "Click here to pay fee" button to move for payment through SBI Collect. It is advisable to pay fee through online using debit/ credit cards of any bank or using internet banking. Note the DU number given by the Bank and log out.
17. Server will take at best 12 hours to authenticate your payment.
18. Re-visit the website and enter the DU No., Amount & Date and click on "Submit" button and take the print copy of the acknowledgement receipt.
19. The process of application shall be completed provided the candidate takes out his/ her acknowledgement receipt. If no acknowledgement receipt is received it shall be taken for granted that, the candidate has not submitted for checking of addition of marks and shall have no claim whatsoever.

20. Fee Amount :-

**Fee for applying checking of addition of marks for subjective papers -  
Rs.100/- (per paper)**

**Fee for applying checking of addition of marks for objective papers -  
Rs.100/- (per paper)**

**Fee for applying photocopy of the answer books for subjective papers -  
Rs.200/- (per paper)**