DIRECTORATE OF HIGHER SECONDARY EDUCATION

HIGHER SECONDARY EXAMINATION, MARCH 2010

REGISTRATION AND UPLOADING OF CANDIDATE DETAILS

INSTRUCTIONS

I.Second Year Examination

1. Scheme-I (2009-2010-Regular_ School going and Open School Candidates)

The centre wise list of Second Year Regular (School Going and Open School) candidates can be down loaded from the web portal www.dhsekerala.gov.in. All the higher secondary school principals should down load the list and publish the same in the school notice board. Before publishing the list, the names of all candidates not eligible to appear for the Second year Higher Secondary Examination, March 2010, due to various reasons should be deleted.

Duly filled applications and prescribed examination fees for registering for the Second Year Higher Secondary Examination, March 2010, of the candidates included in the list should be collected by the Principal. After the last date for receiving the application form at the examination centre, the register number of eligible candidates should be uploaded through the web portal.

Procedure for Uploading the Registered Candidates details

(From 25.11.2009-01.12.2009)

1. Open dhse portal- www.dhsekerala.gov.in
2. Login with School Code and Password
3. Go to the link-'Down Loads' and click on 'Scheme-1 Regular candidates'
4. The details of all the candidates, of that center, included in the Scheme-1 category will be displayed.
5. **Click on the check box against the register numbers which are to be removed** (These candidates will not be registered for the examination)
6. After completing the selection of candidates not registered for the examination click on the –'REMOVE REGISTRATION' button. The candidates NOT registered from your center in Scheme-1 will be removed and registered candidates list will be saved.
   - If no candidates to remove –go to step-7
7. Next go to the 'reports' and down load the 'Registered candidates Scheme-1 Second Year'. Take the print out and verify.
8. If any corrections are to be made,
   - To add a candidate-go to REPORTS-Unregistered Candidates list-Select the required Register no. by clicking on the check box-then click on 'REGISTER' button. That candidate will be registered. Then follow instruction -7.
   - To remove wrongly entered Register No. follow step-6

2. Compartmental Candidates –Grading Scheme

       The list of all eligible compartmental candidates for online registration will be made available through the web portal and online registration should be made by selecting those candidates who had submitted application at the school for examination registration.

Procedure for Uploading the Registered Candidates details

(From 25.11.2009-01.12.2009)

1. Open dhse portal- www.dhsekerala.gov.in
2. Login with School Code and Password
3. Go to the link-'Down Loads'and click on 'Scheme-2 Compartmental candidates'
4. The last appeared Register numbers and failed subjects of all the candidates(Grading scheme only) of that center included in the Scheme-2 category will be displayed.
5. **Select the candidate and subjects he/she now appearing by clicking on the check boxes against the candidate and subjects.**
6. After completing the selection of candidates and subjects registered for the examination click on the –'REGISTER' button. The candidates registered from your center in Scheme-2 will be saved.
7. Next go to the 'reports' and down load the 'Registered candidates Scheme-2 Second Year'. Take the print out and verify.
8. If any corrections are to be made
   - To remove wrongly saved register number- go to Reports-Registered Compartmental Candidates list-then 'UNREGISTER' the wrongly entered Register No.
   - To add another register number-follow steps-(3- 6)

3. Private Full Course (Grading), Old scheme and Special category Candidates

       The photo copy of the application for examination registration submitted by such candidates should be forwarded to the Joint Director (Examination) immediately after the last date prescribed for receiving the applications at the school. The registration of such candidates will be done at the Directorate.

II. First Year Examination

       The centre wise list of all First Year Regular candidates admitted to the first year higher secondary course (School Going and Open School) for the academic year 2009-2010 will be published through the web portal www.dhsekerala.gov.in .

       All the higher secondary school principals (Government, Aided and Un-aided) should down load the list and publish the same in the school notice board. Before publishing the list, the names of all candidates not eligible to be appeared for the Examination, due to various reasons should be deleted.

       After the last date for receiving the application form at the examination centre, the register number of eligible candidates should be uploaded through the web portal .

Procedure for Uploading the Registered Candidates details

(from 04.12.2009-10.12.2009)

1. Open dhse portal- www.dhsekerala.gov.in
2. Login with School Code and Password
3. Go to the link-'Down Loads'and click on 'First Year Regular candidates'
4. The details of all the candidates, of that center, included in the First Year category will be displayed.
5. **Click on the check box against the register numbers which are to be removed** (These candidates will not be registered for the examination)
6. After completing the selection of candidates not registered for the examination click on the –'REMOVE REGISTRATION' button. The candidates NOT registered from your center for first year examination will be removed and registered candidates list will be saved.
    a. If no candidates to remove –go to step-7
7. Next go to the 'reports' and down load the 'First Year Regular candidates'. Take the print out and verify.
8. If any corrections are to be made,
    - To add a candidate-go to REPORTS-Unregistered Candidates list-Select the required Register no. by clicking on the check box-then click on 'REGISTER' button. That candidate will be registered. Then follow instruction -7.
    - To remove wrongly entered Register No. follow steps-(3- 6)

III.UPLOADING OF CONTINUOUS EVALUATION (CE) SCORES

(From 15.01.2010-30.01.2010)

The 'EVALPRO' soft ware for the preparation and uploading of the CE scores will be made available through the web portal www.dhsekerala.gov.in. The data base of the candidates registered for the examination from each centre will be included in the software. The principals of the examination centers should down load the software and make the required entries and upload the CE scores through the portal within the stipulated time. If the CE scores were not uploaded from a center within the stipulated time the admission tickets of all the candidates of that center will be blocked and principal shall be held responsible for the consequences.

IV.DOWN LOADING ADMISSION TICKETS

(From 05.02.2010-12.02.2010)

The registered candidates Center wise admission tickets will be made available through the web portal www.dhsekerala.gov.in. The principals of the examination centers can down load the admission tickets from the portal. *However the admission tickets of the candidates whose CE marks were not uploaded through the portal will be blocked and such candidates should not be allowed to attend the examination. Also the admission tickets of all the candidates of a centre will be blocked if the CE marks of the candidates of that centre are not uploaded through the portal within the stipulated time.* In such cases the admission tickets will be issued from the Directorate of Higher Secondary Education,

Thiruvananthapuram, only after the principal submitted the CE scores of all candidates to the Secretary in the required format.

V.UPLOADING OF FIRST AND SECOND YEAR –*SUPER FINE* – CANDIDATES

(from 01.01.2010-04.01.2010)

Uploading facility for those candidates submits application for registration with superfine up to 31.12.2009 will be provided this year.

Second Year
Scheme-1
1. Open dhse portal- www.dhsekerala.gov.in
2. Login with School Code and Password
3. Go to the link-'Down Loads'and click on 'Scheme-1 Regular candidates'
4. The Register numbers of all the candidates of that center not yet registered in that category will be displayed.
5. **Click on the check box against the register numbers which are to be removed** (These candidates will not be registered for the examination)
6. After completing the selection of candidates registered for the examination click on the –'REGISTER' button. The additional candidates registered from your center in Scheme-1 will be uploaded and saved.
7. Next go to the 'reports' and down load the 'Registered candidates Scheme-1 Second Year'. Take the print out and verify.
8. If any corrections are to be made, follow step I.8

Scheme-2
Scheme-2 candidates details also can be uploaded following the above steps (In step 3 down load Scheme-2 Compartmental candidates list)
First year
First year candidates details also can be uploaded following the above steps (In step 3 down load First year candidates list)

IV.UPLOADING OF EXAMINATION FEE REMITTANCE DETAILS

(From 27.02.2010-07.03.2010)

Center wise Examination fee demand statement will be made available through the dhse web portal along with a program for uploading the examination fee remittance details. The details of the examination Demand Collection Balance (DCB) Statement should be uploaded using this program

IMPORTANT
Help: All enquiries/difficulties regarding uploading should be send as e-mail to the address hseupload@gmail.com .Answers/solutions shall be given promptly as e-mail reply. **No other form of communication in this regard will be answered.**

Sd/-
SECRETARY
BOARD OF HIGHER SECONDARY EXAMINATION