



ASSAM STATE SCHOOL EDUCATION BOARD, DIVISION-II: GUWAHATI-781021

USER MANUAL FOR HIGHER SECONDARY FINAL EXAMINATION-2026 ATTENDANCE PORTAL

URL: <http://attendance.ahsecexam.in>

1. Login Page:

Assam State School Education Board (Division - II)
Bamunimaidam, Guwahati-781021
H.S. Final Examination-2026

Contact us
ahseccoe@gmail.com

Attendance Entry Portal

Notification Board

- Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)
- ANNEXURE I (EXPULSION REPORT) & ANNEXURE II (RETURN FORM) & ANNEXURE III (Form No.Ex-13)

Center Login

Enter Centre Code (4 Digit Code)

Password

LOGIN

Note: The default password for first-time login will be "123456".
[Forgot Password?](#)

Step1: On the login page, enter your **CENTRE CODE. (4 Digit Code)**

Step2: Enter **Default Password (123456)**.

Step3: Click **Login** to proceed.

2. Change Default Password:

Assam State School Education Board

Attendance Entry Portal

Contact Us Instruction

OTP VERIFICATION

PLEASE INSERT THE MOBILE NUMBER OF HEAD OF INSTITUTION

Mobile Number

Send OTP

Step1: Once logged in user will be redirected to a page asking for your **Phone Number of the Centre-in-Charge. Enter phone number** in the provided field.

Step 2: After entering your valid phone number, click **Send OTP** to receive a One-Time Password (OTP) on your phone.

Attendance Entry Portal

Contact Us
ahseccoe@gmail.com

OTP VERIFICATION

OTP code sent to your Mobile

Enter OTP

Submit

Resend

Step3: Enter the OTP in the provided field.

Assam State School Education Board (Division - II)
Bamunimaidam, Guwahati-781021
H.S. Final Examination-2026

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Attendance Entry Portal

Change Password

Notification Board

- Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)

New Pasword

Confirm Password

CHANGE PASSWORD

Step4: After successful OTP verification, the user will be prompted to **set a new password**.

✓ Enter your **new password** and confirm it by typing it again.

Step5: Once the password is set, click **Submit** to save your new password.

3. Returning to the Login Page:

The screenshot shows the login page for the Assam State School Education Board (Division - II). The header includes the board's logo, name, address (Bamunimaidam, Guwahati-781021), and the exam year (H.S. Final Examination-2026). A contact email (ahseccoe@gmail.com) is provided in the top right. The main heading is "Attendance Entry Portal". The page is divided into two sections: "Notification Board" and "Center Login".

Notification Board

- Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)
- ANNEXURE I (EXPULSION REPORT) & ANNEXURE II (RETURN FORM) & ANNEXURE III (Form No.Ex-13)

Center Login

Enter Centre Code (4 Digit Code)

Password

LOGIN

Note: The default password for first-time login will be "123456".

[Forgot Password?](#)

Step1: After setting your new password, you will be redirected to the **Login Page**.

Step 2: Enter your **Centre Code** and **the new password** that you just set.

Step3: Click **Login** to proceed to the Dashboard.

4. Dashboard Overview

The screenshot shows the dashboard for the Assam State School Education Board (Division - II). The header includes the board's logo, name, and address. The main heading is "Attendance Portal". The center name/code is "BONGAIGAON COLLEGE(0079)". The "Exam Time Table" section includes filters for Exam Date (10/02/2026), Exam Shift (Afternoon), and Exam Subject (ENGL). A "SEARCH" button is present. Below the filters is a table with columns: SN, Subject Of Exam, Exam Date, Exam Shift, Total Candidate, Present, Absent, Expelled, and Status.

SN	Subject Of Exam	Exam Date	Exam Shift	Total Candidate	Present	Absent	Expelled	Status
1	ENGL	10/02/2026	Afternoon	835	-	-	-	Not Submitted
2	SWAD	12/02/2026	Afternoon	9	-	-	-	Not Submitted

- After login with your new password, you will be redirected to the **Dashboard** page.
- You will see a list of **Subjects** of your Centre for Theory examination.
- **SEARCH:** Find the Date, Shift and Subject for which you want to enter Attendance and Click on the Search button, For Make Attendance.

5. Mark Attendance

ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

Dashboard
 Change Password
 LogOut

Note: After updating all attendance records, you must click on the 'Final Submit' button otherwise, your attendance will not be considered.

Center Name/Code : **GYANPEETH MAHAVIDYALAYA(0138)** Subject : **ABDD** Shift : **Afternoon** Exam Date : **08/03/2025**

SN	Reg No.	Number	Candidate Name	Present/Absent/Expelled
1	002723	10002	AKASH BARO	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
2	002726	10005	AMIT NARZARY	Expelled
3	004197	10008	ANSULA BORO	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
4	002737	10016	BIJEET GOYARI	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
5	002743	10021	BUDDHI BASUMATARY	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
6	002745	10023	CHANDAN BASUMATARY	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled

- The list of candidates of concerned Subject will appear on the screen.

Step1: For each candidate, select one of the following options:

Present: If the candidate is present.

Absent: If the candidate is absent.

Expelled: If the candidate is expelled from the exam.

Step2: After marking attendance, scroll down to the bottom of the page.

ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

Dashboard
 Change Password
 LogOut

57	004709	30057	INDRAJIT BASUMATARY	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
58	004737	30058	CHANDANA BASUMATARY	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
59	004746	30059	LAKSHMI MINJ	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
60	007905	30061	ASHIK TIRKEY	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
61	007906	30062	ASHISH KARMAKAR	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
62	007907	30063	GEHENDRA KUMAR CHETRY	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
63	007908	30064	GILCHRIST EKKA	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
64	007909	30065	KABIR SUBEDI	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
65	007910	30066	SANJAY BAXLA	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled
66	011970	30067	PANKAJ DAHAL	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled

Declaration "I declare that the above given ATTENDANCE are authentic data. I shall remain responsible if the same is found to be false or misleading."

SUBMIT ATTENDANCE

Step 3: Tick the **Declaration Box**.

Step4: Click '**SUBMIT ATTENDANCE**' to save the current entries and proceed.

5. Reviewing and Submitting Attendance:

SN	Reg No.	Number	Candidate Name	Present/Absent/Expelled
1	002723	10002	AKASH BARO	Absent
2	002726	10005	AMIT NARZARY	Expelled
3	004197	10008	ANSULA BORO	Present
4	002737	10016	BIJEET GOYARI	Absent
5	002743	10021	BUDDHI BASUMATARY	Present
6	002745	10023	CHANDAN BASUMATARY	Present

- After saving, the next page will display a summary of your entries.

Step1: Review the marked attendance for accuracy.

Step2: If corrections are needed, use the **Edit Here** button (available at the top and bottom of the page).

Step3: Once all data has been reviewed:

- Click **Final Submit Data**.
- A confirmation dialog will appear. Click **OK** to confirm.

Successfully Save Final Submit Data!!..

OK

- A notification will confirm successful submission with the message "**Successfully Saved Final Submit Data.**"

6. Exporting Attendance Data (Top-Sheet, Evaluation Zone Allotment Sheet)

☰ ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

○ Dashboard
○ Change Password
○ LogOut

Center Name : GYANPEETH MAHAVIDYALAYA(0138)	Subject/Shift/Exam Date ABBD/ Afternoon/ (08/03/2025)
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Export to PDF
Generate TOP Sheet
Present Count: 76
Absent Count: 8
Expelled Count: 3
Total Count: 87

SN	Reg No.	Number	Candidate Name	Present/Absent/Expelled
1	002723	10002	AKASH BARO	Absent
2	002726	10005	AMIT NARZARY	Expelled
3	004197	10008	ANSULA BORO	Present
4	002737	10016	BIJEET GOYARI	Absent
5	002743	10021	BUDDHI BASUMATARY	Absent
6	002745	10023	CHANDAN BASUMATARY	Present
7	002746	10024	CHARAN BASUMATARY	Present

- After the final submission, the updated candidate list will be displayed.
- To download the attendance records as a PDF:

1. Click the **Export PDF** button.

2. Save the file for offline reference.

3. Click the Generate TOP-Sheet for Top-Sheet and Evaluation Zone Allotment Sheet PDF Generation.

7. Demo top-sheet:

Page no:1/1

Form No. Ex-14

ASSAM STATE SCHOOL EDUCATION BOARD
 DIVISION-II
 Higher Secondary Final Examination, 2026
 Centre Code:0001

TOP SHEET
 Zone Copy/Centre Copy

Subject Code & Name: ENGL & English
 ROLL: 0001
 Date Of Examination & Shift: 13/02/2025 & Afternoon

No. of Present candidates :

10001	10002	10003	10004	10005	10006	10007	10008	10009	10010
10011	10012	10013	10014	10015	10016	10017	10018	10019	10020
10021	10022	10023	10024	10025	10026	10028	10029	10030	10031
10032	10033	10034	10035	10036	10037	10038	10039	10040	10041
10042	10043	10044	10045	10046	10048	10049	10050	10051	10052
10053	10054	10055	10056	10057	10058	10059	10060	10061	

No. of Absent candidates :

10027	10047
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No. of Expelled candidates :

No Expelled Found

Total No. of Candidate Present in the Centre: 59
Total No. of Script used by the candidates in the Centre: 59

Total No. of Candidate Absent in the Centre: 2
Total No. of Candidates Expelled in the Centre: 0

Signature of the Centre-In-Charge.
(Institution Seal not Required)

N.B. 1. Immediately after completion of each day of examination, the answer scripts are to be sent on the same day directly to the allotted evaluation zone for evaluation.

2. Immediately receipt of each packet, the Zonal Officer is required to count and to verify the figure given in the top sheet. If there is any discrepancy noticed, it should at once be brought to the notice of the Controller of Examinations, ASSEB, Div.-II and the Centre-in-Charge of the centre, so that prompt action may be taken in the matter. If no information is received within three days, it will be assumed that the statement of the Centre-in-Charge on the Top Sheet is correct.

(To be pasted on the top of each packet of answer scripts by the Centre)

TOP SHEET Print Date & Time: 01-01-2026 01:42:18 PM

8. Demo Evaluation Zone Allotment sheet:


EVALUATION ZONE
ALLOTMENT SHEET
ASSAM STATE SCHOOL EDUCATION BOARD
DIVISION-II
Higher Secondary Final Examination, 2026
Centre Code: 0538

Subject Code & Name: ECON/ Economics
Date of examination and shift: 12/03/2026 Afternoon.

Evaluation Zone Details:

Evaluation Zone Code	49
Evaluation Zone Name	
Post Office	
Police Station	
PIN Code	
District	
State	ASSAM

Total No. of Candidate Present in the centre: 13 Total No. of Candidate Absent in the centre: 01
Total No. of Scripts: 13 Total No. Of Candidates Expelled in the centre: 01
(Details of the present and absent candidates is mentioned in TOP-SHEET)

Signature of the Supervising Officer Signature of the Centre-In-Charge
(Illustration Seal not required)

Instruction:

1. Immediately after completion of each day of examination, the answer scripts packet are to be sent on the same day directly **To The principal** of the above mentioned *allotted evaluation zone* for evaluation.
2. A signed copy of this Evaluation zone allotment sheet is to be kept inside the packet of the answer sheet.
3. Use water proof/permanent marker pen to write the Address of the evaluation zone as per this sheet on the outer packet of the answer scripts and send through speed post only.
4. The Centre Name and Subject Name & Subject code should not be mentioned on the outer packet of the answer scripts where the zone address is written.
5. The packets must be sent to above mentioned Evaluation Zone address. The Centre-in-charge of exam centre will be held personally responsible for dispatch of answer scripts packet to non allotted zones

ZONE ALLOTMENT SHEET Print Date & Time: 07-03-2024, 12:35:23 PM

9. Packing Answer Scripts: H.S final examination

Packing Rule:

Each packet shall normally contain a maximum of 100 answer scripts. However, if the remaining number of answer scripts after packing full packets is less than 100, the remaining scripts shall be merged with the previous packet, instead of forming a separate packet.

After packing all packets as per the above rule, all packets shall be placed together into one combined outer packet for dispatch through Speed Post.

Example:

If the total number of answer scripts is 346,
then:

Packet 1: 100 answer scripts

Packet 2: 100 answer scripts

Packet 3: 146 answer scripts (No separate 4th packet is formed.)

346 Answer Scripts → 3 Inner Packets → 1 Combined Speed Post Packet

9. Logging Out

ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

Attendance Portal

Center Name/Code : GYANPEETH MAHAVIDYALAYA(0138)

Exam Time Table

Exam Date: 13/02/2025

Exam Shift: Afternoon

Exam Subject: ENGL

SEARCH

SN	Subject Of Exam	Exam Date	Exam Shift	Status
1	ENGL	13/02/2025	Afternoon	

EXPORT TO PDF

GENERATE TOP SHEET

- Once all tasks are completed:
- Click the **Logout** button in the left-hand menu
- You will be securely logged out and redirected to the login page

For further queries or assistance, please contact:
ahseccoe@gmail.com