

ਰਾਜ ਵਿਦਿਅਕ ਖੋਜ ਤੇ ਸਿਖਲਾਈ ਪ੍ਰੀਸ਼ਦ ਪੰਜਾ



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ਵੱਲ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫ਼ਸਰ (ਸੈ.ਸਿ.), ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ(ਵੈੱਬ-ਸਾਈਟ ਰਾਹੀਂ), ਪੰਜਾਬ। ਮੀਮੋ ਨੰ: e-491954/SCERT,QP/UP/2024/26556 ਮਿਤੀ: ਐੱਸ.ਏ.ਐੱਸ. ਨਗਰ, 25-01-2024

ਵਿਸ਼ਾ: ਬੋਰਡ ਜਮਾਤਾਂ (8ਵੀਂ, 10ਵੀਂ ਅਤੇ 12ਵੀਂ) ਦੇ ਪ੍ਰੀ-ਬੋਰਡ ਪੇਪਰਾਂ(ਜਨਵਰੀ 2024) ਦੇ ਸਾਰੇ ਵਿਸ਼ਿਆਂ ਦੇ ਅੰਕਾਂ ਨੂੰ epunjab portal ਤੇ ਦਿੱਤੇ ਲਿੰਕ ਰਾਹੀਂ ਦਰਜ ਕਰਨ ਸਬੰਧੀ।

- 1.0. ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੇਚਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।
- 2.0. ਬੋਰਡ ਜਮਾਤਾਂ (8ਵੀਂ, 10ਵੀਂ ਅਤੇ 12ਵੀਂ) ਦੇ ਪ੍ਰੀ-ਬੋਰਡ ਪੇਪਰਾਂ(ਜਨਵਰੀ 2024) ਦੇ ਸਾਰੇ ਵਿਸ਼ਿਆਂ ਦੇ ਅੰਕਾਂ ਨੂੰ epunjab portal ਤੇ ਦਰਜ ਕਰਨ ਲਈ ਲਿੰਕ ਦਿੱਤਾ ਗਿਆ ਹੈ।
- 3.0. Epunjab Portal ਤੇ ਅੰਕ ਦਰਜ ਕਰਨ ਲਈ Login Menu ਵਿੱਚ Pre Board login ਤੇ click ਕਰੋ ਅਤੇ ਪਹਿਲਾਂ ਪ੍ਰੀਬੋਰਡ ਪ੍ਰੀਖਿਆ (ਸੈਸ਼ਨ 2022-23 ਵਿੱਚ) ਦੇ ਅੰਕ ਦਰਜ ਕਰਨ ਲਈ ਵਰਤਿਆ ਗਿਆ login id ਅਤੇ password ਭਰ ਕੇ login ਕਰੋ। ਜੇਕਰ ਪਹਿਲਾ log-in id ਨਹੀਂ create ਕੀਤਾ ਗਿਆ ਤਾਂ youtube link- https://www.youtube.com/watch?v=wv-Gd965m-Q ਤੇ ਕਲਿਕ ਕਰਕੇ ਤੁਸੀਂ ਇਸ ਪੋਰਟਲ ਦੀ ਵਰਤੋਂ ਸੰਬੰਧੀ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰ ਸਕਦੇ ਹੋ। ਪੋਰਟਲ ਦੀ ਵਰਤੋਂ ਸੰਬੰਧੀ SoPs ਵੀ ਤਿਆਰ ਕੀਤੇ ਗਏ ਹਨ ਜੋ ਕਿ ਇਸ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਹੈ।
- 4.0. ਉਕਤ ਸੰਬੰਧੀ ਬੋਰਡ ਜਮਾਤਾਂ (8ਵੀਂ , 10ਵੀਂ ਅਤੇ 12ਵੀਂ) ਦੇ ਪ੍ਰੀ-ਬੋਰਡ ਪੇਪਰਾਂ(ਜਨਵਰੀ 2024) ਦੇ ਸਾਰੇ ਵਿਸ਼ਿਆਂ ਦੇ ਅੰਕਾਂ ਨੂੰ epunjab portal ਤੇ ਮਿਤੀ 01-02-2024 ਤੱਕ ਦਰਜ ਕਰਵਾਉਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਜੀ।

ਇਸ ਨੂੰ ਅਤਿ ਜਰੂਰੀ ਸਮਝਿਆ ਜਾਵੇ।

(ਡਾ. ਬੂਟਾ ਸਿੰਘ ਸੇਖੋਂ) ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ, ਪੰਜਾਬ

SOPs/ Guidelines for mark collection of Pre-Board examinations 2023-24 in Govt. Schools of Punjab

Objective: To collect the marks of the pre-board examinations conducted in all the govt. schools for classes 8, 10 and 12, conducted from 15th January 2024 to 29th January 2024.

This document will help the teachers to understand on

- i.How to generate a log-in id and password for uploading Pre-Board exams results
- ii.Logging in into exam portal in E-Punjab using the above log-in id and password
- iii.How to put marks against students and upload it

Guidelines for schools to update marks-

	School heads need to ensure that the exams for all the subjects are over by 29th January, 2024
Important deadlines	School heads need to ensure that answer sheets are checked and marks are uploaded to the E-Punjab, MIS portal shared by the state by 1st February, 2024.

Steps to upload the pre-board marks-

1. Generating Log-in id and password for Pre-Board exam portal in E-Punjab

Step-1:

Log-in to school/office log-in E-Punjab



Step-2:

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In the "Student" menu/tab, look for "Create User" option and click in it

Step-3:

Put the School/Office E-Punjab password and click on "Create User"

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Step-4:

A user will be created and User ID and Password will be displayed on the screen as shown below.

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School heads are required to share User ID and Password with teachers for uploading exam results to the MIS portal

2. Logging in into Pre-Board exam portal in E-Punjab

Step-1:

Open E-Punjab

Step-2:

Click on **Login** from Login menu/tab



Step-3:

A log-in screen will appear as shown below. Enter the **User ID, Password** and given code and **click in Log-in**

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3. Putting marks and uploading it in Pre-Board exam portal in E-Punjab

Step-1: Get into the Login. Following screen will appear

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Step-2: Click on the menu and then select **"Mark Entry"** option

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Step-3: Following screen will appear. Select **class** from the drop-down and click on **"Show"**

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Step-4: Check your subject for which you want to update the marks and click on **"Enter"**

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Step-5: List of students will appear. Click on "Edit" button as shown below

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Step-6: Enter the marks and click on **"Update"** In case a student has not appeared for an exam, select absent click on "Up

Reference video for uploading markshttps://www.youtube.com/watch?v=wv-Gd965m-Q