



**WEST BENGAL COUNCIL OF HIGHER SECONDARY  
EDUCATION**

*VIDYASAGAR BHABAN*  
9/2, BLOCK DJ, SECTOR-II, SALT LAKE,  
Kolkata – 700091.

Ref. No. L/PR/235/2025

Date: 12.04.2025

**Attention: All Head of the Institutions**

It has come to the notice of the undersigned that many institutions are asking for the edit option of Class- XI marks as they have submitted wrong marks due to clerical mistake. I recommend carefully reviewing all entries before approval.

However we are providing an option to edit wrongly entered marks. Concerned head of the institutions are requested to submit/correct the class-xi marks by visiting the online portal [https://wbchseapp.wb.gov.in/portal/dashboard\\_school](https://wbchseapp.wb.gov.in/portal/dashboard_school) within the mentioned date positively. Please follow the following steps (or the user manual given below) to edit/submit marks.

Dr. Chiranjib Bhattacharya  
President  
W.B. Council of H. S. Education

# USER MANUAL OF MARKS UPLOAD (CLASS XI SEMESTER SYSTEM)

Log In To The Council Portal, Then Complete Following The Steps.

The screenshot displays the Council Portal dashboard for marks upload. The top navigation bar includes the school name "RAMA KRISHNA SHIKSHA PARISHAD BOYS HIGH SCHOOL" and a support helpline number "033-23370792". The sidebar on the left contains navigation options: Dashboard, Profile Management, User Management, Forms, and Reports. Under "Forms", "Marks Upload" and "Class XI (semester system)" are highlighted with red circles and blue arrows. The main content area shows a table of student entries with columns for Sl. No., Check All, Action, Approval Marks Status, Is 9(1) Status, Error, Form ID, Form Type, Form Status, Name, Registration No., and various subject marks (LANA, LANB, ELE1, ELE2, ELE3). The table is filtered to show 1 to 100 of 239 entries. A red circle highlights the "Request For Edit" button in the top right corner of the table area, and another red circle highlights a checkbox in the "Check All" column of the table. Blue arrows point to these elements from the sidebar and the top right button.

Sl.	<input type="checkbox"/> Check All	Action	Approval Marks Status	Is 9(1) Status	Error	Form ID	Form Type	Form Status	Name	Registration No.	LANA Total Marks	LANB Total Marks	ELE1 Total Marks	ELE2 Total Marks	ELE3 Totc Marks
1	<input type="checkbox"/>	Edits Mark as Absent	N	N		HSRF-24-107022-1640425	Currently Registered	Approved by School	CHORING LEPCHA	1241100180	50.00 NEPA	39.00 ENGB	37.00 BIOS	39.00 CHEM	64.00 PH
2	<input type="checkbox"/>	Edits Mark as Absent	N	N		HSRF-24-107022-1669912	Currently Registered	Approved by School	ARYAN PRADHAN	1241100181	50.00 NEPA	39.00 ENGB	39.00 CHEM	62.00 MATH	69.00 PH
3	<input type="checkbox"/>	Edits Mark as Absent	N	N		HSRF-24-107022-1670123	Currently Registered	Approved by School	AVISHKAR GUPTA PRASAD	1241100182	57.00 NEPA	45.00 ENGB	44.00 CHEM	31.00 MATH	42.00 PH
4	<input type="checkbox"/>	Edits Mark as Absent	N	N		HSRF-24-107022-1863900	Currently Registered	Approved by School	DA TSHERING SHERPA	1241100183	52.00 NEPA	69.00 ENGB	53.00 CHEM	79.00 MATH	50.00 PH
5	<input checked="" type="checkbox"/>		Y	N		HSRF-24-107022-1641122	Currently Registered	Approved by School	PRADUM CHETTRI	1241100184	48.00 NEPA	73.00 ENGB	70.00 CHEM	84.00 MATH	80.00 PH
6	<input type="checkbox"/>		Y	N		HSRF-24-107022-1641524	Currently Registered	Approved by School	REEKSUM LEPCHA	1241100185	74.00 NEPA	40.00 ENGB	39.00 CHEM	86.00 MATH	39.00 PH
7	<input type="checkbox"/>		Y	N		HSRF-24-107022-1641742	Currently Registered	Approved by School	ROHAN ROKA	1241100186	37.00 NEPA	40.00 ENGB	39.00 CHEM	42.50 MATH	39.00 PH
8	<input type="checkbox"/>		Y	Y		HSRF-24-107022-1641913	Currently Registered	Approved by School	SANGAY LEPCHA	1241100187	39.00 NEPA	37.00 ENGB	65.00 BIOS	75.00 CHEM	75.00 PH
9	<input type="checkbox"/>	Edits Mark as Absent	N	Y		HSRF-24-107022-1826890	Currently Registered	Approved by School	SIMON KARJEE	1241100188	61.00 NEPA	76.00 ENGB	89.00 CHEM	79.00 MATH	67.00 PH
10	<input type="checkbox"/>		Y	N		HSRF-24-107022-1864651	Currently Registered	Approved by School	SUDARSHAN LIMBU	1241100189	47.00 NEPA	47.00 ENGB	47.00 CHEM	36.00 MATH	39.00 PH

Please select the student you want to edit and then click on the 'Request for Edit' option

wbchseapp.wb.gov.in/portal-test/dashboard\_school

\*\* Support helpline number: 033-23370792

RAMA KRISHNA SHIKSHA PARISHAD BOYS HIGH SCHOOL

Showing 1 to 100 of 239 entries Total Count: 239

Export XLS

Are you sure you want to edit the selected students?  
Note: You are allowed to edit within the deadline.

Enter reason for Edit

No, cancel Yes

Sl.	Check All	Action	Name	Registration No.	LANA Total Marks	LANB Total Marks	ELE1 Total Marks	ELE2 Total Marks	ELE3 Total Marks
1	<input type="checkbox"/>	Edits Mark as Absent	CHORING LEPCHA	1241100180	50.00 NEPA	39.00 ENGB	37.00 BIOS	39.00 CHEM	64.00 PHYS
2	<input type="checkbox"/>	Edits Mark as Absent	ARYAN PRADHAN	1241100181	50.00 NEPA	39.00 ENGB	39.00 CHEM	62.00 MATH	69.00 PHYS
3	<input type="checkbox"/>	Edits Mark as Absent	AVISHKAR GUPTA PRASAD	1241100182	57.00 NEPA	45.00 ENGB	44.00 CHEM	31.00 MATH	42.00 PHYS
4	<input type="checkbox"/>	Edits Mark as Absent	DA TSHERING SHERPA	1241100183	52.00 NEPA	69.00 ENGB	53.00 CHEM	79.00 MATH	50.00 PHYS
5	<input checked="" type="checkbox"/>		PRADUM CHETTRI	1241100184	48.00 NEPA	73.00 ENGB	70.00 CHEM	84.00 MATH	80.00 PHYS
6	<input type="checkbox"/>		REEKSUM LEPCHA	1241100185	74.00 NEPA	40.00 ENGB	39.00 CHEM	86.00 MATH	39.00 PHYS
7	<input type="checkbox"/>		ROHAN ROKA	1241100186	37.00 NEPA	40.00 ENGB	39.00 CHEM	42.50 MATH	39.00 PHYS
8	<input type="checkbox"/>		SANGAY LEPCHA	1241100187	39.00 NEPA	37.00 ENGB	65.00 BIOS	75.00 CHEM	75.00 PHYS
9	<input type="checkbox"/>	Edits Mark as Absent	SIMON KARJEE	1241100188	61.00 NEPA	76.00 ENGB	89.00 CHEM	79.00 MATH	67.00 PHYS
10	<input type="checkbox"/>		SUDARSHAN LIMBU	1241100189	47.00 NEPA	47.00 ENGB	47.00 CHEM	36.00 MATH	39.00 PHYS

Specify the reason for which you want the edit option.

wbchseapp.wb.gov.in/portal-test/dashboard\_school

Support helpline number: 033-23370792

RAMA KRISHNA SHIKSHA PARISHAD BOYS HIGH SCHOOL

### Student Marks Upload (Semester)

Search by Form ID    Search by First Name    Search by Regn No.    Session: 2024-2025    Student Type: Currently Registered

Page Limit: Limit

Showing 1 to 100 of 239 entries

Export XLS

Approve    Request For Edit

Done!

Approved

OK

Sl.	Check All	Action	Status	Status	Name	Registration No.	LANA Total Marks	LANB Total Marks	ELE1 Total Marks	ELE2 Total Marks	ELE3 Total Marks
1	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Mark as Absent</a>	N	N	CHORING LEPCHA	1241100180	50.00 NEPA	39.00 ENGB	37.00 BIOS	39.00 CHEM	64.00 PHYS
2	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Mark as Absent</a>	N	N	ARYAN PRADHAN	1241100181	50.00 NEPA	39.00 ENGB	39.00 CHEM	62.00 MATH	69.00 PHYS
3	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Mark as Absent</a>	N	N	AVISHKAR GUPTA PRASAD	1241100182	57.00 NEPA	45.00 ENGB	44.00 CHEM	31.00 MATH	42.00 PHYS
4	<input type="checkbox"/>	<a href="#">Edit</a> <a href="#">Mark as Absent</a>	N	N	DA TSHERING SHERPA	1241100183	52.00 NEPA	69.00 ENGB	53.00 CHEM	79.00 MATH	50.00 PHYS

After specifying the reason click on the yes button. Your edit option will be available within a few second after that.