ASSAM STATE SCHOOL EDUCATION BOARD
DIVISION-II (ERSTWHILE AHSEC)
BAMUNIMAIDAM::GUWAHATI-781021

No. ASSEB/DIV-II/COE/MISC/2026-27/02/**56** Date: 27/11/2026

NOTIFICATION

GUIDELINES FOR PROJECT ASSESSMENT AND PRACTICAL EXAMINATIONS H. S. FINAL EXAMINATION-2027

It is hereby notified that the Practical Examination of the H.S. Final Examination-2027 will be conducted from **18th January** to **24th January** and **27th January to 30th January, 2027.** For smooth and effective conduct of the project and practical examination the guidelines for project assessment and practical examinations of H.S. Final Examination-2027 are formulated as below:

1. The Practical examinations will be conducted from **18th January** to **24th January** and **27th January to 30th January, 2027** in each affiliated institutions of ASSEB, Div-II **where from students submitted the Examination Form for the H.S. Final Examination 2027.** The districts where the Gunotsav dates coincide with the practical examination schedule may reschedule the practical examinations at their convenience, ensuring that all examinations are completed before **31st January, 2027**.
2. The 1st **7days** *(i.e. 18th January to 24th January, 2027)* of the Practical Examination schedule are to be fixed for the practical examination of the Skill Subjects having **50 marks** in practical.
3. The next **4 days** *(i.e. 27th January to 30th January, 2027)* of the Practical Examination schedule are to be fixed for the practical examination of the subjects having **30 marks** in practical as mentioned in **Sl. No. 8**.
4. The Time Schedule for the H.S. Final Practical Examination-2027 is to be displayed in appropriate place of the institution well ahead of Practical examination by the Head of the institutions. The concerned subject teacher must ensure that each and every student gets the information ahead of the day of the practical examination.
5. At least 15 days before the commencement of **Practical examination**, the Head of the Institution will have to ensure the availability of requisite internal arrangements for smooth and fair conduct of the Practical Examination as per schedule.
6. A common **ADMIT CARD** for both the **H.S. Final Examination-2027 (including Theory and Practical/Project Examinations, as applicable)** will be issued by ASSEB, Div-II to all eligible examinees ahead of the date of commencement of the Practical examinations.
7. ASSEB Div-II will appoint **External Examiner(s)** for the skill subjects. ASSEB Div-II will assign the RPs as External Examiner, wherever possible. In case of shortage of External examiner for Skill subjects the DLIEC will assign the External Examiner. Honorarium of **Rs. 2000/-per subject** per institution will be directly transferred to the appointed External Examiners for Skill subjects in their bank account by ASSEB, Div-II after verifying the uploaded report by the External Examiner in the **External Examiner Reporting portal**. [List of Skill Subject is attached as **Annexure-I**].

8. The Principal of the Lead College under guidance of District Level Internal Examination Committee will appoint the **External Examiner(s)** for the subjects as mentioned below through the Portal provided by ASSEB, Div-II. Link of the portal will be provided in due course of time. ASSEB, Div-II will pay Honorarium of **Rs. 2000/- per subject,** per day per institution to the External Examiners only for the following subjects after verifying the uploaded report by the External Examiner in the **External Examiner Reporting portal**.

i. Physics
ii. Chemistry
iii. Biology [2nos. of External Examiners-Botany + Zoology]
iv. Geography
v. Anthropology
vi. Geology
vii. Psychology
viii. Community Science
ix. Computer Science and Application
x. Entrepreneurship Development
xi. Multimedia and Web Technology

9. One External Examiner can take practical examination of maximum 100 students in a practical venue per day.
10. The concerned subject teacher of the Institution is to be appointed formally by the Head of the Institution with the approval of Inspector of Schools & Lead College as **the Internal Examiner for the Practical/project examination**. However, no remuneration will be paid to the Internal Examiner by ASSEB Div-II.
11. The Internal Examiner should strictly verify and ensure that the student has appeared in the Practical/Project examination in the subject having Practical/Project as printed in the **Admit Card of H.S. Final Examination-2027**. **Candidate will be allowed to appear Examination only in the subject(s) printed on the ADMIT Card.** In no circumstances alteration/change of subject is allowed.
12. The ASSEB, Div-II will not provide the Question Papers for Practical Examinations. Only **Suggestive Instructions/Guidelines and Suggestive Question Papers** will be uploaded in ASSEB Div.-II website for ready reference. The District Level Internal Examination Committee will have to prepare 2(two) sets of the practical Question paper, instructions/guidelines as per requirement of the subject(s) in the line of the uploaded suggestive Question paper, suggestive instructions/guidelines with the help /guidance of the Principal of the Lead College.
13. The marks of the Practical Examinations and Project Assessment of the concerned subjects are to be uploaded through **Online Practical/Project Mark Entry Portal.**
14. In the **Practical/ Project** mark Entry portal, there will be provision for providing 2 nos. of separate Login Credential
    - For Skill Subjects: Log in Credential will be given to the External Examiners of **Skill Subjects** appointed by ASSEB, Div-II for entering the practical marks of skill subject.
    - For other subjects having Practical/ Projects: Log in Credential will be given to the Head of the Institutions for enter the practical/project marks.
15. The External Examiner appointed for skill subjects will enter the secured marks into the online Practical/Project marks entry Portal. Before entering the marks into the Portal, External Examiner and Internal examiner both will cross verify the Roll. & No. and Registration Number wise marks carefully. It may be noted that Marks once submitted at the Portal cannot be edited. After final submission, the marks-foils should be

downloaded, printed and duly signed by the ***Internal Examiner, External Examiner and Head of the institution. The duly signed hard copy of the marks-foil should be scanned and uploaded in the portal in stipulated period for completion of the process.***

16. The subjects having Practical other than the Skill Subjects, Head of the institution, External Examiner and Internal Examiner will jointly enter the secured marks into the Online Practical/Project marks entry Portal. Before entering the marks into the Portal, Head of the institution and Internal examiner both will cross verify the Roll. & No. and Registration Number wise marks carefully. It may be noted that Marks once submitted at the Portal cannot be edited. After final submission, the marks-foils should be downloaded, printed and duly signed by the ***Internal Examiner, External Examiner*** *(appointed by DLIEC)* ***and Head of the institution. The duly signed hard copy of the marks-foil should be scanned and uploaded in the portal in stipulated time period for completion of the process.***
17. On the same day of Practical Examination, the Answer Scripts of the Candidates should be evaluated and after that only the marks should be entered in the online mark entry portal.
18. After completion of Practical examinations and uploading of marks in the portal, the evaluated Answer Scripts of the students duly signed by Internal Examiner, External Examiner and Head of the institution are compulsorily to be submitted to the respective Lead College along with signed and sealed printed marks-foil and other documents within the stipulated date and time as specified by the Lead College. After collection of all answer scripts, the Lead college will send these to ASSEB, Div-II for which transportation cost shall be provided.

19. **Project Assessment:** Students must have to submit the project work as specified in syllabus of the concerned subjects by **31st December, 2026** as per Format attached as annexure-I. Each Project guide teacher should ensure that all the students have submitted their projects in the format attached in own handwriting in A4 size (on single side) within the stipulated period without fail. A register of Project submission with date and signature may be maintained for official record.

Subjects having project Assessment (20marks) are

i. Accountancy
ii. Business Studies
iii. Economics
iv. Finance
v. Financial Literacy
vi. History
vii. Mathematics
viii. Political Science
ix. Sales Management and Advertising
x. Sanskrit
xi. Sociology
xii. Swadesh Adhyayan
xiii. Tai Language

20. Mark-entry for Project Examination will have to be done along with the Practical Examination marks in the Practical/project marks-entry portal.
21. **No External Examiners are to be appointed for Project Assessment.** Head of the institution and Internal Examiner will jointly enter the secured marks into the Online Practical/Project marks entry Portal. Before entering the marks into the Portal, Head of the institution and Internal examiner both will cross verify the Roll. & No. and

Registration Number wise marks carefully. It may be noted that Marks once submitted at the Portal cannot be edited. After final submission, the marks-foils should be downloaded and The Head of the institution will sign in place of External Examiner in the project Examination mark-foil. ***The duly signed hard copy of the marks-foil should be scanned and uploaded in the Online Mark Entry portal for completion of the process.***

22. After completion of the assessment and uploading of marks of the projects submitted by the students, the concerned Head of the Institution must have to submit the signed and Sealed Mark foil and the Project Report to the respective Lead College.
23. There will be no separate online/ offline provision to mark attendance in Practical/Project examinations. Head of the institution and External Examiner should carefully mark the candidates as **ABSENT** in the mark entry portal for absentee students after proper verification. Once submitted, there will be no scope for editing "present/absent" status of the candidates.
24. For ready reference of the smooth functioning of the Online mark entry process for Practical/Project examinations, a flow-chart is attached as (**Annexure II)**
25. **Practical Examination Fund:**
    i. ASSEB Div-II will release a fund of Rs.**10/-** per student (*the fund shall be calculated on the basis of the number of candidates in each practical subject*) to the joint bank account of the principal of Lead College and Inspector of Schools for preparation of **Question Papers**, **Instructions/Guidelines** and transport arrangement for monitoring.
    ii. ASSEB will release a fund of **Rs.20/-** per student for Practical subjects to each institution to meet the expenditures relating to stationery/ refreshment of staff/ internal examiners.
    iii. **No fees will be paid or reimbursed by ASSEB Div-II for Project assessment.**

Head of the institution is not authorized to collect any extra fee for the Practical Examination from the Candidates.

Secretary
Assam state School Education Board
Bamunimaidam :: Guwahati-21

Memo No. ASSEB/DIV-II/EXB/11/47/18/19-20/56(A) Date: 27/11/2026

Copy to-

1. The Inspector of Schools (All) for kind information and necessary action.
2. Principal of the District Lead College for kind information and necessary action.
3. All the Heads of the institutions under the jurisdiction of ASSEB, Division-II for information and necessary action.
4. The Jt. Secretary (Finance) for information and necessary action.
5. The Sr. Programmer, ASSEB, Division-II for information and request to upload the notification in the website.
6. Guard file for record.

Secretary
Assam state School Education Board
Bamunimaidam :: Guwahati-21

Annexure I

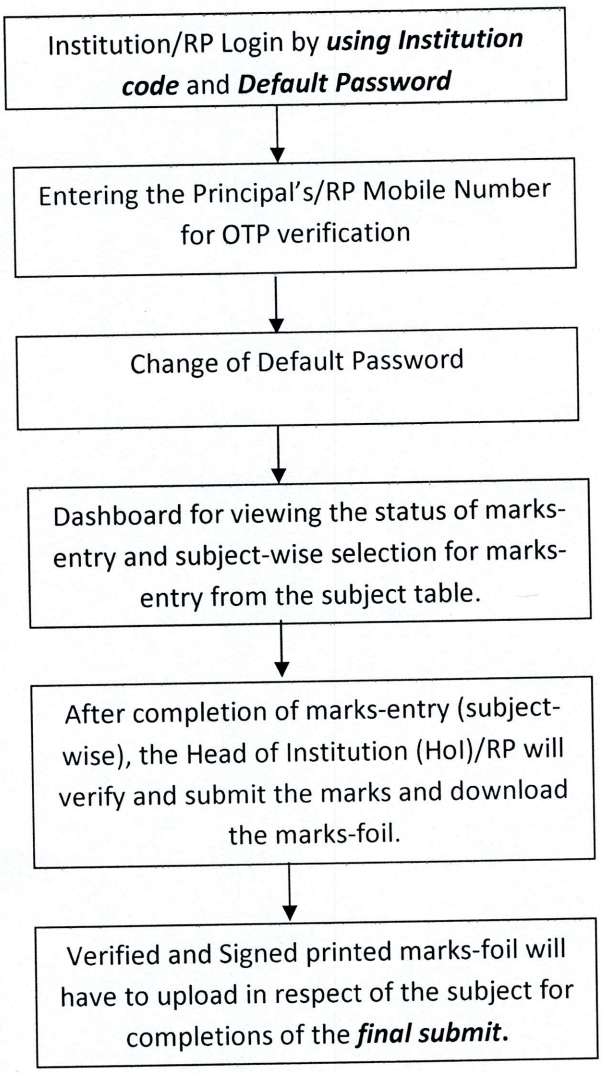
List of Skill Subjects
H.S.Final Examination-2027

SUBJECT DETAILS				PRACTICAL		
SL. NO	SUB NAME	SUB CODE	SUB GROUP	TOTAL MARK	PASS MARK	EXAM DURATION (HOUR)
1	ACCOUNTANCY AND AUDITING	A&A	C	50	16	3
2	AGRI ENGINEERING TECHNOLOGY	AETE	C	50	16	3
3	AGRICULTURE (DAIRY FARMER/FLORICULTURIST)	AGRI	C	50	16	3
4	APARRAL MADE UP HOME FURNISHING	AMHF	C	50	16	3
5	ARTIFICIAL INTELLIGENCE	ARIN	C	50	16	3
6	ASSAMESE FOLK MUSIC AND DANCE	AFMD	C	50	16	3
7	AUTOMOTIVE	AUTO	C	50	16	3
8	BEAUTY AND WELLNESS	BWEL	C	50	16	3
9	BIHU	BIHU	C	50	16	3
10	ELECTRICAL MECHANICS AND ELECTRICIAN	EMEL	C	50	16	3
11	ELECTRONICS AND HARDWARE	ELHD	C	50	16	3
12	FINE ARTS	FART	C	50	16	3
13	FISHERY SCIENCE	FISC	C	50	16	3
14	FOOD PROCESSING	FDPR	C	50	16	3
15	HEALTH CARE	HLTH	C	50	16	3
16	HINDUSTANI VOCAL	HNDV	C	50	16	3
17	IT/ITES	ITES	C	50	16	3
18	MECHANICAL ENGINEERING TECHNOLOGY	MET	C	50	16	3

SUBJECT DETAILS				PRACTICAL		
SL. NO	SUB NAME	SUB CODE	SUB GROUP	TOTAL MARK	PASS MARK	EXAM DURATION (HOUR)
19	MEDIA AND ENTERTAINMENT	MDEN	C	50	16	3
20	OFFICE MANAGEMENT	OM	C	50	16	3
21	PHYSICAL EDUCATION AND SPORTS	PHED	C	50	16	3
22	POWER	PWER	C	50	16	3
23	RETAIL TRADE	RETD	C	50	16	3
24	SATTRIYA DANCE	STDN	C	50	16	3
25	SATTRIYA VOCAL MUSIC (BORGEET)	SVMB	C	50	16	3
26	SIGN LANGUAGE	SLAN	C	50	16	3
27	TELECOM	TCOM	C	50	16	3
28	TOURISM AND HOSPITALITY	TOSM	C	50	16	3

Annexure II

Flow Chart of Online Marks Entry Portal for Practical and Project Examination



Additional SOP for Conduct of Project Examination

1. Students may be given project work individually or in a group depending upon the total number of students in a particular subject.
2. The project should be completed by **31st December, 2026**.
3. The Head of the Institution must ensure the submission of the Project works within stipulated timeframe.
4. Every Project guide teacher should have the responsibility to ensure the activities of project work to be done by all individual students.
5. **No External Examiners are required.**
6. Head of the institution will sign in place of External Examiner in the project Examination mark-foil.
7. Project must be in own handwriting of the student in A4 size paper (on single side).
8. The project report must be submitted to the respective Lead College after completion of the examination.
9. Certificate of Guide is annexed at **Appendix-I.**
10. Certificate of Head of the Institution annexed at **Appendix-II.**
11. Declaration by the student is annexed at **Appendix-III.**
12. **Mark-entry for Project Examination will have to be done along with the Practical Examination marks in the Practical marks-entry portal by the HOI of the institution.**

Appendix-I

Certificate of Guide

This is to certify that the contents of this project file submitted by *<Student Name>* of *<Class Name>* for the subject of *<Subject Name>* is his/her genuine work submitted to *<School's Name>*for full filament of the requirements for H. S. Final Examination-2027. The project has been completed under my guidance and supervision.

<Student's Name> has been working on the project sincerely from beginning till completion of the project work. I certify that the project is up to my expectations and can be submitted for evaluation.

Date: _____

Place: _____

Guide's signature **Student's signature**

Appendix-II

Certificate of Head of the Institution

This is to certify that *<Student's Name>* of class *<Class Name>* has completed his/her *<Subject name>* project titled *<Title of the Project>* under the guidance of*<Teacher's Name>* for the academic session 2026-27. The student has been found to be dedicated throughout his/her work and completed his/her work within the allotted time frame without missing any important details from the project.

It is also certified that the project is the individual work of the student and can be submitted for evaluation.

Date: _____

Place: _____

Signature of the Head of the Institution **Student's signature**

(*Seal of the institution*)

Appendix-III

Declaration by the student

I would like to express my profound gratitude to Mr/Mrs/Dr.< Name of the Head of the Institution>, of <Institution Name>, <Place Name> for his/her support and guidance/contribution towards the completion of my project titled <project name>.

I would like to thank my guide Mr/Mrs/Dr.<Guide's Name> specially for his/her time and efforts, he/she spared throughout the year. His/her advices and suggestions were really helpful to me for completion of the project. In this aspect, I am entirely grateful to him.

I would like to acknowledge that this project had been completed entirely by me and is original.

Student Name:

Class:

Registration No: Registration Session:

Institution Name:

Institution Code:

Date: _____

Place: _____

Student's signature