

## **Instructions & Guidelines for filling online Examination Form of Class 10<sup>th</sup> Session Annual 2025 (Regular),**

Step 1:- Read the official Notification issued by JKBOSE regarding filling of Online form of Class 10<sup>th</sup> Session Annual Regular, 2025 and Click on the link available on the home page – **“Online Examination Form for Class 10th Session Annual Regular, 2025”**

Step 2 Examination form can only be filled through school account and for filling Exam form online school shall have to open Office Login window, enter School ID and Password, as already provided, to fill the examination form/s.

Step 3:- Click on the “Examination Form 10th” option available in school Login.

Step 4:- Fill the examination form by entering the correct Registration No. which can be accessed by clicking on " Students" tab available under “Reports” section after selecting the Class IX and session 2023-25.

Step 5:- After entering the Registration number in the examination form and by clicking “Get Details” option, the registered data/particulars of the candidate/s, and photograph will automatically be fetched. Upload candidate Signature (not more than 50KB) and fill rest of the fields for completion of form. Check all the entries especially the photograph, subjects and signature properly before final submission of form.

Step 6:- Once the examination form is submitted, the request shall automatically be forwarded to the “Principal Account” of the respective institution.

Step 7:- The prescribed examination fee shall only be paid through the “Clerk Account” of the institution, after the examination form is approved by the Principal. Students are not permitted to pay the fee directly.

Note:- No corrections after Fee Payments: once the fee has been paid, any corrections will not be allowed. It's the responsibility of the institution to carefully fill the form and ensure all the particulars are accurate before making the payment