

## **Instructions & Guidelines for filling online Examination Form of Class 10<sup>th</sup> Session Annual 2022 (Regular), SZ /JD**

- Step 1:-** Read the official Notification issued by the JKBOSE regarding filling of online form of Class 10<sup>th</sup> Session Annual Regular, 2022 Summer Zone, JD, carefully. Click on the link available on the home page – “**Online Examination Form for Class 10th Session Annual Regular, 2022, Summer Zone JD**”.
- 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:-** Select the “Examination Form for Class 10th” option available in School Login.
- Step 4:-** Fill the examination form by entering the correct Registration No. which Can be accessed by searching Class IX under Exam-Checklist option available in the School account.
- 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 50 KB) and fill rest of the fields for completion of form. Check all the entries especially the photograph, subjects and signatures 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.
- Step 8:-** For final submission of examination form, the school needs to send the data to the JKBOSE through Principal’s Account by clicking on the “ Push data to Board” option.
- Step 9:-** Once the fee has been paid, no correction, whatsoever shall be entertained in any case. It is the responsibility of the concerned institution to fill the form carefully and pay the fee after checking it properly.