

DIRECTORATE OF HIGHER SECONDARY EDUCATION**HIGHER SECONDARY EXAMINATION, MARCH 2011****REGISTRATION AND UPLOADING OF CANDIDATE DETAILS****INSTRUCTIONS****Second Year Examination****1. Scheme-I**

The centre wise list of Second Year Regular (School Going , Open School and compartmental) candidates can be down loaded from the web portal www.dhsekerala.gov.in. All the higher secondary school principals should down load the list and publish the same in the school notice board. Before publishing the list, the names of all candidates not eligible to appear for the Second year Higher Secondary Examination, March 2011, due to various reasons should be deleted.

Duly filled applications and prescribed examination fees for registering for the Second Year Higher Secondary Examination, March 2011, of the candidates included in the list should be collected by the Principal. After the last date for receiving the application form at the examination centre, the register number of candidates who had not applied for examination registration/ not eligible shall be un registered through the web portal.

Procedure for UN-REGISTERING Candidates

(Last Date:03.12.2010)

1. Open dhse portal- www.dhsekerala.gov.in
2. Login with School Code and Password
3. Go to the link- 'Down Loads' and click on 'CARE SECOND YEAR Scheme-I'
4. The details of all the candidates, of that center, included in the Scheme-1 category will be displayed.
5. **Click on the check box against the register numbers which are to be removed** (These candidates will not be registered for the examination)
6. After completing the selection of candidates not registered for the examination click on the -'REMOVE REGISTRATION' button. The candidates NOT registered from your center in Scheme-1 will be removed and registered candidates list will be saved.
 - If no candidates to remove -go to step-7
7. Take the print out and verify.
8. If any corrections are to be made,
 - To add a candidate-go to REPORTS-Unregistered Candidates list-Select the required Register no. by clicking on the check box-then click on 'RE-REGISTER' button. That candidate will be registered. Then follow instruction - 7.
 - To remove wrongly entered Register No. follow step-6

2. SCHEME-II

The list of all eligible SCHEME-II candidates for online registration is available in the web portal and online registration should be made by selecting subjects of those candidates who had submitted application at the school for examination registration.

Procedure for Uploading the SCHEME-II Candidates

(Last Date:03.12.2010)

1. Open dhse portal- www.dhsekerala.gov.in
2. Login with School Code and Password
3. Go to the link-‘Up Loads’ and click on ‘CARE SECOND YEAR Scheme-I Compartmental’
4. The previously appeared Register numbers and failed subjects of all the candidates (Scheme-II Grading only) of that center included in the Scheme-2 category will be displayed.
5. **Select the subjects he/she now appearing by clicking on the check boxes against the candidate and subjects.**
6. After completing the selection of candidates and subjects registered for the examination click on the –‘REGISTER’ button. The candidates registered from your center in Scheme-2 will be saved.
7. Next go to the ‘reports’ and down load the ‘Registered candidates Scheme-2 Second Year’. Take the print out and verify.
8. If any corrections are to be made
 - To remove wrongly saved register number- go to Reports-Registered Compartmental Candidates list-then ‘UNREGISTER’ the wrongly entered Register No.
 - To add another register number-follow steps-(3- 6)

IMPORTANT

Help: All enquiries/difficulties regarding uploading shall be send as e-mail to the address hseupload@gmail.com .Answers/solutions shall be given as e-mail reply.

**Sd/-
SECRETARY
BOARD OF HIGHER SECONDARY EXAMINATION**