



**Standard Operation Procedure (SOP) for downloading Classes VIII & IX  
Question Paper for 2026.**

1. The Examination will be conducted in two phases, i.e. Phase I and Phase II.
2. The password file will be uploaded on **22<sup>nd</sup> June 2026**. The schools are to login to the portal and download the password file. On downloading, the code for opening the password file will be activated via SMS to the registered mobile number of the school Head submitted in the portal.
3. Password protected PDF file Question Papers for Phase-I Examination will be uploaded in NBSE portal **[www.nbsenl.edu.in](http://www.nbsenl.edu.in) on the day of the examination at 7:00 am for every subject as per the routine.**
4. Only the Head of the institution shall log in to the portal to download the password file. Once the password file is downloaded, Head of institution will be the custodian of the password file.

The Head of institution will use the password file only to open the Question Paper on each day of the examination.

5. The Head of institution shall be responsible for opening the password file using the code and printing of Question paper. He/She must be present at the school for opening of file (PDF) and printing of Question paper.
6. He/She (Head of Institution) shall not entrust anyone for the above processes.
7. The Head of the institution shall maintain confidentiality of the PDF of the Question Papers. He/She shall ensure that printing the Question Papers are done within the school Office/premises only, taking all confidential measures.
8. The Head of the school shall be held responsible for any lapse/leakage of the Question Papers and actions shall be taken against them as per rules.
9. No electronic device/mobiles will be permitted in the room where the printing of question papers are being done.
10. Name of the Head/Teacher involved in downloading/printing of question papers shall be maintained and signature obtained.
11. No Grade IV Staff shall be involved in printing of question papers.

( Rangumbing Nsarangbe )

**Secretary & Chairperson (Addl. Charge)**