



Management of Examinations

MANAGEMENT OF EXAMINATIONS

Approved by the Government of Nagaland vide letters:

- **No.DSE/NBSE/15-2/2011-12 dated Kohima, the 21st April 2015**
- **No.DSE/NBSE/15-2/2011-12/831 dated Kohima, the 17th August 2016**
- **No.DSE/NBSE/15-2/2011-12/275 dated Kohima, the 15th March 2022 and**
- **No.DSE/NBSE/15-2/2011-12(Vol-1)/914 dated Kohima, the 23rd March 2023**

*The Board reserves the right to change the contents as
and when necessary.*

Effective from the academic session 2023.

Published by : Chairman, Nagaland Board of School Education, Kohima.

Revised Edition : 1500 copies (2023)

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1. DEFINITIONS

- i. **'Board'** means Nagaland Board of School Education (NBSE).
- ii. **'Centre'** means the Examination Centre for holding any examination of the Board.
- iii. **'Centre School'** is an institution selected as per rules for holding Board's Examinations.
- iv. **'Centre Superintendent'** means the Principal/Headmaster/Headmistress or any other officer-in-charge of the Examination Centre appointed by the Board or by other authority empowered by the Board.
- v. **'Supervisor'** is a magistrate who is also one of the members of the examination centre committee looking after the law and order situation at the Board's Examination Centre(s).
- vi. **'Custodian'** is an officer entrusted with the custody of the sealed confidential packets for the examination centre(s).
- vii. **'Observer'** means an official appointed by the Government of Nagaland or the Board to observe the conduct of the Board's Examination at a centre or centres.
- viii. **'Head of Institution'** is the Principal/Headmaster/Headmistress of a registered college or school.
- ix. **'Principal'** is the head of a college or a higher secondary school.
- x. **'Headmistress or Headmaster'** is the head of a high school.
- xi. **'Institution'** is an affiliated college or a registered higher secondary school or a high school of the Board.
- xii. **'Middle School'** is a school having upto Class VIII with the permission of the Directorate of School Education.
- xiii. **'Permitted School'** is a high school permitted by the Board to open Classes IX and X but yet to get recognition.
- xiv. **'Recognised School'** is a registered full-fledged high school/higher secondary school with Classes VI to X/XII and granted recognition by the Board.
- xv. **'Registered Institution'** is a high school/higher secondary school or a college either recognised or permitted by the Board having Classes VI to X/XII or a college having higher secondary section.
- xvi. **'College'** is an institution affiliated to the NBSE and the Nagaland University having Classes XI and XII along with degree classes.
- xvii. **'Examination Centre Committee'** is a committee formed at each Board Examination Centre with the Civil Administrative Officer of the locality as its Chairman.
- xviii. **'Qualifying Examination'** means an examination - the passing of which makes a student eligible for admission to the next higher class.
- xix. **'Equivalent Examination'** means an examination conducted by a recognised Board/ Council recognized by Association of Indian Universities (AIU) and a member of Council of Boards of School Education in India (COBSE) and is recognised by this Board as equivalent to the corresponding examination conducted by this Board.
- xx. **'Regular course of study'** means at least 80% of attendance in the classes held, of the academic year.
- xxi. **Grading** - A method of measuring students achievement using a grading symbol instead of presenting in numeric/raw marks.
- xxii. **Direct grading** - The performance of the students/examinees assessed/observed by the teachers/examiners and the impression obtained is directly expressed in grades.

- xxiii. **Indirect grading** - Achievements of the students are assessed in terms of marks and converted into grades.
- a. Absolute grading: The grade that a student gets signifies his/her own achievement and it is not based on the general level of performance of the group.
 - b. Relative grading: The grade a student gets signifies his/her achievement. It is based on the general level of performance of the group.
- xxiv. **Qualifying grade** : The minimum grade to be obtained by a student to be eligible for the next higher class.
- xxv. **Needs Improvement** : Indicates that the examinees achievement is not satisfactory and he/she has to appear the examination again.
- xxvi. **Continuous and Comprehensive Evaluation (CCE)** - Signifies the assessment, which is to be done on a regular basis throughout the academic year. Comprehensive means the assessment of other co-scholastic aspects of growth and development.
- xxvii. **Internal assessment** - means the school based evaluation of both scholastic and co-scholastic achievements of the students.
- xxviii. **'Candidate'/'Student'** means a person who is appearing in one of the Board's Examinations.
- xxix. **Pupil Cumulative Record (PCR)** means schooling history of the student

Interpretation :

On any question as to the interpretation of any provision of the Management of Examinations, the decision of the Board shall be final.

Jurisdiction to file suits :

- i. *The Chairman shall be the legal person in whose name the Board may sue and be sued.*
- ii. *The legal jurisdiction for the suits to be filed against the Board shall be Kohima.*

2. ELIGIBILITY OF STUDENTS

1. A student seeking admission to any class in an institution will be eligible for admission to that class only if he/she:
 - a. has been studying in an institution recognised by or affiliated to this Board or the Directorate of School Education, Nagaland or any other recognised Board, Council in India or the Education department of the concerned state,
 - b. has qualified at the qualifying or equivalent examination making him/her eligible for admission to that class, and
 - c. produces document(s) (marksheets, transfer certificate) in support of his/her having qualified the qualifying or equivalent examination.

2. Migrating students to Classes IX & X shall not be eligible for admission unless they get the permission from this Board. Permission shall be granted only after the Board is satisfied that the course of study undergone and examination qualified is equivalent to the corresponding class and course of this Board.

Permission shall not be granted if the course of study undergone and examination qualified is not based on the core curriculum which is followed by this Board.

3. Admission to a class in an institution shall be allowed only to such a student who :
 - a. has completed a regular course of study in the immediate lower class,
 - b. has qualified the qualifying or equivalent examination from an institution registered with this Board or the Directorate of School Education, Nagaland or under any recognised Board, Council or the Education department of the concerned state,
 - c. has not qualified the examination corresponding to the class for which admission is sought or the next higher examination,
 - d. was studying in that class or a class equivalent to the class in which admission is sought and
 - e. has been permitted by this Board.

4. No student shall be admitted to any class or examination or promoted to any subsequent higher class in any institution without completing the course. He/she has to complete the regular course of study of the class to which he/she was admitted at the beginning of the academic session.

5. Science stream at higher secondary level.

A student having passed HSLC examination and desiring to go for Science stream must get qualifying grades in Mathematics-A and Science.
For migrating students, the mathematics grades must be equivalent to Mathematics A of this Board.

6. Commerce stream at higher secondary level.

A student desiring to go for Commerce stream must get the qualifying grades in Mathematics at Class X.

7. Arts stream at higher secondary level.

A student who qualifies at the HSLC examination is eligible to be admitted to Class XI under Arts stream.

8. Change of subject
 - (i) A subject which is **NOT** studied in Class IX shall **NOT** be offered as a subject of study in Class X.
 - (ii) After passing Class IX, students shall **NOT** be allowed to change the 6th subject in Class X.
 - (iii) In special cases, change of subject from (a) MILs to Alternative English and (b) ITES (voc) to FIT or vice-versa shall be permissible with the prior approval of the Board. Change of Alternative English to MIL is not permitted.
9. Detention of eligible candidates:

Registered schools (recognised or permitted) may debar a student from appearing at the final examination on account of any of the following reasons:

 - a. if there is no sign of academic improvement or if the student has a deteriorating performance in the weekly/monthly tests and terminal examination.
 - b. gross misconduct and insubordination to the school authority,
 - c. failure to attend remedial/enriching classes.
 - d. non-payment of fees (school fees, examination fees etc).
 - e. failure to abide by the school rules.
 - f. any grave reason which necessitates such an action.
 - g. attendance less than the required percentage (refer Rule No. 15)
10. A candidate who has been expelled or is under punishment or rustication or is debarred for appearing in or taking an examination for any reason by this Board or any member Board of COBSE shall not be permitted to appear the High School Leaving Certificate Examination as private candidates.
11. To be eligible for sitting at the Board's examination, a student must study and complete the prescribed regular course of study and also appear in all the required subjects of study at the examination.
12. Candidates who could not secure the minimum qualifying mark/grade in the internal/practical/internally assessed areas/subjects shall not be allowed to appear at any of the Board's final examinations. As such, institutions need not forward such cases to the Board.
13. Candidates appearing for any of the Board's examination shall not be admitted to the examination if he/she has qualified the equivalent or higher examination of any other Board, Council or University.
14. No student from an institution affiliated to the Board shall be eligible to take any of the Board's examination unless he/she has acquired the required percentage of attendance.
15. No institution registered with/affiliated to the Board shall endeavour to present the candidates who are not on its roll nor will it present the candidates of its unaffiliated branch/schools to any of the Board's examinations.
16. A student who has been studying in an institution which is not recognised by this Board or by any other recognised Board, Council or University shall not be admitted to any class of an institution on the basis of certificate(s) of such unrecognised institution attended earlier nor shall be allowed to sit at any of the Board's examination.
17. If the statement made by the parent or guardian of a student or by the student himself/herself in any of the document(s) at the time of admission in school/concerned examination is found to be false or contain any willful misrepresentation of facts, the admission to school shall be cancelled or the candidature for the examination shall be rejected.

3. THE EXAMINATIONS

- A. EXAMINATIONS : The Nagaland Board of School Education shall conduct the following examinations :
- i. a. HSSLC Examination at the end of Class XII.
b. HSSLC Compartmental/Improvement Examination.
 - ii. Class XI Promotion Examination at the end of Class XI.
 - iii. a. HSLC Examination at the end of Class X.
b. HSLC Compartmental/Improvement Examination
 - iv. Class IX Final Examination at the end of Class IX.
 - v. Other examinations at any time according to the exigencies of the situation.
- B. CENTRE OF EXAMINATION: The examination shall be conducted at the centres selected by the Board or any authority empowered by the Board.
- C. DATE OF EXAMINATION: The examination shall be held on such dates as the Board may decide. The examination routine shall not be altered whatsoever on account of any unexpected and/or local holiday.
- D. MODE OF EXAMINATION: Candidates shall be examined or assessed by means of :
- i. Written questions which shall be required to answer in writing.
 - ii. Continuous and Comprehensive Evaluation.
 - iii. Practical tests/Project works wherever provided in the syllabus.
 - iv. Oral tests wherever provided in the syllabus.
 - v. Assessment of Listening and speaking.
- E. LANGUAGE OF EXAMINATION : The language of examination shall be English except for Major/Modern Indian Language subjects, in which case, the language concerned shall be used.
- F. CURRICULA AND SYLLABI :
- i. The examinations conducted by the Board shall be in accordance with the curricula and syllabi prepared and approved by the Board.
 - ii. Repeater candidate shall appear the HSLC/HSSLC examination as per the existing prescribed syllabi and course of the examination concerned.
- G. RATES OF EXAMINATION FEES : The rates of examination fees shall be as notified by the Board.
Examination fees once remitted shall in no case be refunded or adjusted against subsequent examination under any circumstances.
- H. All written replies (answer scripts) and any other work done by examinees during the examination and the copyright therein are the property of the Board and shall not be returned.

3.1 HIGHER SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION

A. THE CANDIDATURE :

i. REGULAR CANDIDATE :

A student studying in Class XII in an institution of the Board and is in possession of the Class XI pass certificate and registration card and whose name is enrolled as on 1st June. The class attendance of a student must be 80% or above.

ii. PRIVATE CANDIDATE:

- a. A candidate who had previously failed at the HSSLC Examination under NBSE.
- b. A candidate who had studied the Class XII course of this Board but did not sit for the HSSLC examination.
 - i. They shall seek permission from the Secretary, NBSE, Kohima before 31st July.
 - ii. If the internal subjects were not assessed they should get themselves registered with an institution for assessment.
- c. Student specially permitted by the board: Any student who does not fall under the above categories shall apply to the Secretary, NBSE, Kohima for permission to sit for the examination before 31st July.
The conditions shall be the same with category ii. b.
- d. Compartmental candidate : See Rule No. 21.

B. DOCUMENTS TO BE ATTACHED :

PRIVATE CANDIDATE :

- a. Admit card and marksheet of HSSLC Examination (NBSE, other Boards or Councils) in original.
- b. Permission order in original.

C. PASSPORT PHOTO AND SIGNATURE:

A recently taken passport photo in the size of 470 x 470 pixel (width x height) and signature in the size of 470 x 170 pixel (width x height) shall be scanned and uploaded with the application form by the candidate or take photograph directly from the NBSE mobile app.

D. THE AUTHORITY TO FORWARD THE DOCUMENTS/FORM SHALL BE AS FOLLOWS:

- | | |
|---------------------------------------|--|
| i. Regular Candidates | Recognized institution |
| ii. Regular repeater | School last attended |
| iii. Centre repeater/change of centre | HSSLC Main Examination centre last appeared. |
| iv. Compartmental Candidates | Compartmental centre |

A regular candidate failing in the 1st attempt is termed as institutional/ regular repeater.

E. SUBMISSION OF FORM:

Submission of the prescribed form with supporting documents for all categories of students is done online through the portal by the forwarding school/centre.

. No form or fee shall be accepted by the Board's Office directly from any intending candidate.

F. FEES:

Payment of examination and other fees realised from the intending candidate shall be made online through the portal after proper verification and confirmation by the forwarding school/centre.

G. EXAMINATION CENTRE:

A candidate shall sit for the examination at the centre allotted by the Board. No candidate shall be allowed to choose a centre of examination according to his/her own choice.

H. ADMIT CARD:

The admit cards are issued prior to the commencement of the examination to the centre(s).

Registered Institutions shall collect the admit cards of their candidates from the respective Higher Secondary School Leaving Certificate Examination Centres.

I. QUESTION PAPERS:

The sealed packets of confidential papers shall be deposited with the Officer-in-charge of Government Treasury, Nationalised Bank or any other place considered safe by the Board.

J. CHANGE OF STREAM:

Candidate desiring to change the stream shall seek prior permission from the Board to join in Class XI. Permitted candidates shall apply for new registration number by surrendering the old registration card of the previous stream.

K. CHANGE OF SUBJECT :

A student, after passing Class XI, shall be allowed to change his/her subject only with the prior approval of the Board in the following subjects:

- i. MILs to Alternative English
- ii. Psychology to Education
- iii. Computer Science to Informatics Practices

For such cases, approval shall be sought on or before 30th April of the academic year. Candidates shall be allowed to drop additional subject provided they seek prior permission before filling up the form.

L. CANCELLATION OF CANDIDATURE FOR REGULAR CANDIDATES :

- i. An institution may debar a student from appearing at the examination on account of gross misconduct, bad character or non-payment of examination fee or other fees.
- ii. Students whose names are not included by the institution in the list (form no.46) shall not be allowed for candidature.
- iii. Students who do not possess the pass certificate of Class XI shall not be allowed for candidature.
- iv. Attendance less than the required percentage (refer Rule No. 15)

M. CHANGE OF CENTRE

See Rule No. 10.

3.2 CLASS XI PROMOTION EXAMINATION

A. THE CANDIDATURE:

i. REGULAR CANDIDATE :

A student studying in Class XI in an institution of the Board with an annual class attendance of 80 % or above, whose name is enrolled as on 1st August and who has passed HSLC Examination under a recognised Board. He/She must be in possession of a Registration Card issued by this Board.

ii. PRIVATE CANDIDATE :

A student who failed at the Class XI Promotion Examination of this Board in the preceding year.

Application with the necessary documents (like Pupil Cumulative Record) must be submitted by the candidate for permission before **31st August** to the Secretary, NBSE for necessary action.

iii. STUDENT SPECIALLY PERMITTED BY THE BOARD :

Any student who does not fall under the above categories must apply to the Secretary, NBSE before the **31st August** for permission to sit at the examination.

B. CENTRE OF EXAMINATION :

All the recognised higher secondary schools of the Board and colleges registered with the Board shall be Centres of Examination for their own students. For the private candidates, the Board shall make allocation of Centre in any of the recognised higher secondary schools at the time of granting permission.

No financial assistance will be given to the Examination Centres by the Board for holding this examination whether theory or practical examination.

C. FEES :

Payment of the examination and other fees shall be made online through the portal by recognised higher secondary schools.

D. CONFIDENTIAL PAPERS :

Confidential papers shall be uploaded in the NBSE web portal.

The Principal shall login and download the confidential papers. In case of unavoidable circumstances, only the Vice Principal or a senior Teacher should be authorised to download the confidential papers.

The responsibility for safe custody of the confidential papers lies with the institution.

E. EVALUATION AND DECLARATION OF RESULTS :

Evaluation and declaration of results for Class XI shall be done by the registered institutions with the approval of the Board.

F. CHANGE OF STREAM :

Failed candidates of Class XI are eligible for change of stream. Such candidates shall seek prior permission from the Board for change of stream before taking admission.

3.3 HIGH SCHOOL LEAVING CERTIFICATE EXAMINATION

A. THE CANDIDATURE :

REGULAR CANDIDATE :

i. Recognised Regular:

A student studying in Class X in a recognised school at least for the past 1(one) academic year after qualifying at the Class IX final examination from a registered school and in possession of the Class IX certificate of qualification and whose name is enrolled as on 1st April

ii. Permitted Regular:

A student studying in Class X in a permitted school at least for the past 1(one) academic year after qualifying at the Class IX final examination from a registered school and in possession of the Class IX certificate of qualification and whose name is enrolled as on 1st April.

The class attendance of a student in both the above i and ii must be 80% or above.

PRIVATE CANDIDATE :

i. REGULAR REPEATER :

An examinee, who secured 'needs improvement' at the last HSLC Examination from a recognised school or permitted school.

NOTE: The concerned school shall forward the documents of its 'needs improvement' regular candidates as category regular repeater.

ii. CENTRE REPEATER :

Any category of candidate who secured 'needs improvement' for second time or more at the HSLC Examination.

iii. STUDENT SPECIALLY PERMITTED BY THE BOARD :

Any student who does not fall under the above categories may apply to the Chairman, NBSE, Kohima before the **31st July** for permission to sit for the examination. The application must be appended with necessary documents (PCR, Class IX certificate of qualification etc).

iv. COMPARTMENTAL CANDIDATES :

See Rule No. 21.

B. MODEL TEST

- i. The students of both recognized and permitted schools (government and private) who have studied the same course and have qualified the Class IX Final Examination shall be treated as regular students in Class X. Schools shall **NOT** conduct a separate selection test to screen out the weak students.

The head of the registered schools shall ensure that the course is completed in the academic year and revision of the topics administered by the concerned subject teachers. Necessary steps shall be taken to give remedial classes to weak students.

The registered schools shall continuously evaluate the performance of the students through class tests, assignments. In addition to these, a Model Test shall be conducted to update and improve the performance of the students.

The model test shall be conducted after the completion of the course based on the design of question paper of the Board to orient the students to sit for the HSLC Examination.

Conduct of the model test is compulsory for all registered schools.

- ii. Registered schools (recognised or permitted) may debar a student from appearing at the final examination on account of any of the following reasons:
 - a. if there is no sign of academic improvement or if the student has a deteriorating performance in the weekly/monthly tests and terminal examination.
 - b. gross misconduct and insubordination to the school authority,
 - c. failure to attend remedial/enriching classes.
 - d. non-payment of fees (school fees, examination fees etc).
 - e. failure to abide by the school rules.
 - f. Attendance less than the required percentage (refer Rule No. 15)
 - g. any grave reason which necessitates such an action.

C. **PASSPORT PHOTO AND SIGNATURE :**

A recently taken passport photo in the size of 470 x 470 pixel (width x height) and signature in the size of 470 x 170 pixel (width x height) shall be scanned and uploaded with the application form by the candidate or take photograph directly from the NBSE mobile app.

D. **THE AUTHORITY TO FORWARD THE DOCUMENTS/FORMS SHALL BE AS FOLLOWS :**

	Category	Authority
i.	Regular Candidates	Recognized institution
ii.	Regular repeater	School last attended
iii.	Centre repeater/change of centre	HSLC Main Examination centre last appeared.
iv.	Compartmental candidates	Compartmental centre

Note: A regular CANDIDATE who does not qualify in the 1st attempt is termed as Regular Repeater. In case, he/she fails to qualify again, he/she will be termed as Centre Repeater.

E. **SUBMISSION OF FORM:**

Submission of the prescribed form with supporting documents for all categories of students is done online through the portal.

No form or fee shall be accepted by the Board's Office directly from any intending candidate.

F. **FEES :**

Payment of examination and other fees realised from the intending candidate shall be made online through the portal after proper verification and confirmation.

G. **EXAMINATION CENTRE :**

A candidate shall sit for the examination at the centre allotted by the Board. No examinee shall be allotted a centre of examination of his/her own choice.

H. **ADMIT CARD :**

The admit cards are issued prior to the commencement of the examination by the High School Leaving Certificate Examination Centre.

Registered institutions shall collect the admit cards of their candidates from the respective High School Leaving Certificate Examination Centres.

I. QUESTION PAPERS :

The sealed packets of confidential papers shall be deposited with the Officer-in-Charge of Government Treasury, Nationalised Bank or any other place considered safe by the Board.

J. CHANGE OF EXAMINATION CENTRE :

See Rule no. 10

3.4 CLASS IX FINAL EXAMINATION

A. THE CANDIDATURE :

REGULAR CANDIDATE :

A student studying in Class IX in a school registered with the Board with class attendance of 80% or above and whose name is enrolled as on 1st April. He/She must be in possession of registration card and 'certificate of completion of elementary education' issued by this Board.

PRIVATE CANDIDATE :

- i. A student, who gets 'needs improvement' grade at the Class IX Promotion Examination in the preceding year and has discontinued formal schooling thereafter in a registered school.
- ii. **STUDENT SPECIALLY PERMITTED BY THE BOARD :** A student who does not fall under the above categories may apply to the Secretary, NBSE within the month of August for permission to sit for the examination.

B. CENTRE OF EXAMINATION :

The registered schools of the Board shall be centres of examination for their own students. For the private candidates, the Board shall make allocation of centres in any of the registered schools. The Board reserves the right to withdraw/ reallocate the examination centre of a school.

No financial assistance shall be given to the Examination Centres by the Board for holding this examination.

C. FEES :

Payment of the examination and other fees shall be made online through the portal by registered secondary schools.

D. CONFIDENTIAL PACKETS :

Confidential papers shall be uploaded in the NBSE web portal.

The Headmistress/Headmaster shall login and download the confidential papers. In case of unavoidable circumstances, only the Assistant Headmistress/ Headmaster or a senior Teacher should be authorised to download the confidential papers.

The responsibility for safe custody of the confidential papers lies with the institution.

E. EVALUATION AND DECLARATION OF RESULTS :

Evaluation and declaration of results for Class IX shall be done by the registered institutions with the approval of the Board.

4. RULES RELATING TO PUBLICATION OF RESULTS

4.1 HIGHER SECONDARY SCHOOL LEAVING CERTIFICATE EXAMINATION :

A. *Details of subjects, marks and duration of examination are as given below:*

	Subject	Marks	Duration
i.	Subject with internal/project work		
	Theory	80	3 hours
	Internal/project work	20	
ii.	Subject with practical		
	Theory	70	3 hours
	Practical	30	3 hours
iii.	Vocational Subject		
	Theory	50	2 hours
	Practical	50	
iv.	Internally assessed subjects	in grades	continuous evaluation

There are five external subjects and three internally assessed subjects for a stream i.e. Arts, Science and Commerce. In addition, a candidate shall have the option to offer an additional subject from the same stream.

B. *Pass criteria and classification of successful candidates:*

- i. **The pass criteria for the examinations of Classes XI and XII shall be as follows:**
 - a. 27 marks and 6 marks separately in subject having 80 external and 20 internal/project work
 - b. 21 marks in theory and 12 marks in practical separately for those subjects involving practical including the subject Environmental Education.
 - c. 16 marks in theory and 17 marks in practical separately for all vocational subjects.
 - d. 165 marks in the aggregate out of 500 marks.
 - e. minimum D grade in all the internally assessed subjects.
- ii.
 - a. 3 division 165 - 224 marks
 - b. 2 division 225 - 299 marks
 - c. 1 division 300 marks and above
- iii. For promotion to the next higher class, a candidate must pass in 5 (five) subjects which includes the compulsory subjects.
- iv. Grades obtained in the internally assessed subjects will be indicated in the mark sheet.
- v. The rank of a successful candidate shall be decided on the basis of best 5 (five) subjects. This is subject to having passed the compulsory subjects as per the scheme of studies for each respective stream.

In case of a tie in the ranks while preparing the results, the grades of the internally assessed subjects shall be taken into consideration for deciding the ranks.

C. **Conduct of Examination :**

- i. The higher secondary final examination shall be conducted by the Board at its recognised examination centres. The marks obtained in the final examination only will determine the result of the candidate.
- ii. The institutions shall conduct mid term examinations for the students so as to maintain a continuity in their regular studies.

4.2 CLASS XI PROMOTION EXAMINATION

- A. The subjects in Class XI and Higher Secondary School Leaving Certificate Examination Courses are same except in respect of the syllabus contents.
- B.
- i. The result of the candidates shall be decided on the performance of this examination.
 - ii. The criteria for passing the Promotion Examination shall be the same as in the case of HSSLC Examination.
 - iii. The institutions shall declare the results only after it is approved by the Controller of Examinations, Nagaland Board of School Education, Kohima.
 - iv. The institutions shall conduct the practical examinations, wherever provided in the syllabus at the specified time.
 - v. All project works must be done before the conduct of the written examination.
 - vi. The institutions shall conduct mid-term examinations for the students so as to maintain a continuity in their regular studies.

Note: Candidates who do not appear or secure the minimum pass marks in practical, project works, internal assessment are not eligible to appear the promotion examination.

- C. **DECLARATION OF RESULTS :**
- i. Recognised higher secondary schools/registered colleges shall declare the results after it is approved by the Controller of Examinations, Nagaland Board of School Education, Kohima.
 - ii. The evaluated scripts of all the subjects must be submitted in the following manner along with the result for approval:
 - 3 (three) scripts within 0 - 26 marks
 - 3 (three) scripts within 27 - 44 marks
 - 3 (three) scripts within 45 - 80 marks
 - iii. The marks of both the successful and failed students must be indicated in the progress report at the time of submission of the results.
 - iv. The progress report cum result sheet must be submitted in duplicate.
 - v. Results once approved by the Controller of Examinations, NBSE shall be final. Additional results shall NOT be accepted.
 - vi. Pass certificates in respect of successful candidates shall be issued by the Board.
 - vii. In case of any complaints - verbal or written against any school in the declaration of results, the Board reserves the right to take necessary action.
 - viii. Once the examination is conducted and results are submitted to the Board, the registered school/centre school shall preserve all the answers scripts for 3 months after which it can be destroyed.
- C. Marksheets shall be issued by the Institutions.
- D. Pass Certificates shall be issued by the Board.

4.3 HIGH SCHOOL LEAVING CERTIFICATE EXAMINATION

A. DETAILS OF THE SUBJECTS AND EXTERNAL MARKS :

Sl.no.	Subject	No. of papers	Marks	Duration
1.	Compulsory Subject:			
i.	Language I	One	80	3 hours
ii.	Language II	One	80	3 hours
iii.	Mathematics	One	80	3 hours
iv.	Science	One	80	3 hours
v.	Social Sciences	One	80	3 hours
2.	Optional Subject (Any one from i & ii):			
i.	Sixth subjects	One	80/70	3 hours
ii.	Vocation Subjects	One	50	2 hours
3.	2 (two) internally Assessed subjects (in grade):			
i.	Work & Art Education and Physical			
ii.	Health Education including Adolescence Education.			

B. SCHEME OF EVALUATION :

- i. HSLC Examination: To evaluate the performance of the students in the externally assessed subjects, relative grading on a nine point scale shall be used as given below:

Grade	% of Examinees	Terms of performance
A ₁	Top 2%	Truly outstanding
A ₂	Next 8%	Outstanding
B ₁	Next 12%	Excellent
B ₂	Next 18%	Very good
C ₁	Next 25%	Good
C ₂	Next 23%	Above average
D	Next 12%	Average
E ₁		} Needs improvement
E ₂		

Note: Grade D to A₁ is allotted to students who secured minimum qualifying marks in the subject

ii. Internally assessed subjects: Grading Scale

The 5(five) point grading scale for assessing the internally assessed subjects and Co-Scholastic areas is given below:

Indicators	Grade
Most indicators in a skill	A
Many indicators in a skill	B
Some indicators in a skill	C
Very few indicators in a skill	D
No indicators identifiable in a skill	E

Note: Students who secure 'E' grade shall not be allowed to appear at the final examination of Class HSLC Examination

iii. Evaluation :

- a. For the externally assessed subjects, 80% or less of the total weightage of marks shall be evaluated by the Board.
20% or more of the total weightage of marks shall be internally assessed by the institutions.
- b. For the internally assessed subjects such as (i) Work & Art Education and (ii) Physical & Health Education in both the classes, 100% of the syllabus shall be assessed continuously and comprehensively by the institutions.
- iv. To determine the rank of a candidate, it shall be decided from the marks obtained out of 500 for students without optional subject and out of 600 marks for students with optional subject.
- v. Grades obtained in the internally assessed subjects will be indicated in the marksheet.
- vi. In case of a tie in the marks while preparing the results, the grades of the internally assessed subject shall be taken into consideration for deciding the ranks.

C. CRITERIA FOR QUALIFYING TO THE NEXT HIGHER CLASS:

The students shall study 5 (five) externally assessed subjects and 2(two) internally assessed subjects.

To qualify for the next higher class, a student shall have to secure the following :

- i. Externally assessed subjects :-
 - a. D grade or a higher grade in First Language (English)
 - b. D grade or a higher grade in any 4 (four) from the following :
 - i. *Second Language (Ao/Tenyidie/Sumi/Lotha/Bengali/Hindi/ Alternative English)*
 - ii. *Mathematics*
 - iii. *Science*
 - iv. *Social Sciences*
 - v. any one from the optional subjects

Students who do not opt for the optional subject, in order to qualify to the next higher class, shall have to secure the minimum qualifying grades in all the 5 (five) compulsory subjects i.e. i. First Language, ii. Second Language, iii. Mathematics, iv. Science and v. Social Sciences.

A student who do not secure qualifying grade in one of the compulsory subjects (excluding Language-I) but securing qualifying grade in the optional subject, the qualifying grade of the optional subject shall replace the 'needs improvement' grade (**not** an absent subject).

- ii. Internally assessed subjects:-
 - a. D grade or a higher grade in Work & Art Education
 - b. D grade or a higher grade in Physical & Health Education

- iii. Minimum Qualifying marks:
The minimum qualifying marks has been fixed in both the external and internal areas of assessment in order to qualify at HSLC Examination.

Subject	External marks	Minimum qualifying marks	Internal/ practical marks	Minimum qualifying marks
1 Language I	80	32	20	8
2 Language II	80	32	20	8
3 Mathematics	80	32	20	8
4 Science	80	32	20	8
5 Social Sciences	80	32	20	8
6 Environmental Edn.	80	32	20	8
7 Home Science	70	28	30	12
8 BK & Accountancy	70	28	30	12
9 FIT	70	28	30	12
10 Music	70	28	30	12
11. ITES	50	20	50	20
12. Tourism & Hospitality	50	20	50	20
13 Retail	50	20	50	20
14 Beauty & Wellness	50	20	50	20
15. Electronic	50	20	50	20
16. Agriculture	50	20	50	20
17 Plumbing	50	20	50	20
18 Multi Skilling	50	20	50	20
19. Automotive	50	20	50	20

Evaluation or assessment in external and internal shall be numerical scores and then the grades shall be derived from the scores obtained.

Note: The words 'passed' and 'failed' are replaced by 'qualified' and 'needs improvement' respectively.

This will be reflected in the PCR and other relevant documents of the Board.

4.4 CLASS IX FINAL EXAMINATION

- A. The subjects in Class IX and High School Leaving Certificate Examination Courses are same except in respect of the syllabus contents.
- B. i. The results of the candidates shall be decided on the performance of this examination.
ii. Criteria for qualifying the Class IX Final Examination shall be the same as in the case of High School Leaving Certificate Examination.
iii. Absolute grading on a nine point scale shall be used for evaluating the performance of the students.
- C. The schools shall declare the results only after the results are approved by the Controller of Examinations, Nagaland Board of School Education, Kohima.
- D. Marksheets shall be issued by the Examination Centres.
- E. Certificates of Qualification shall be issued by the Board.

F. Evaluation:

The externally assessed subjects shall be evaluated on a 9 (nine) point absolute scale of grading. The qualifying grade will be D.

The range of grades on this 9 (nine) point absolute scale shall refer to a particular level of performance as shown below :

Grade	Mark Range	Terms of performance
A ₁	91-100	Truly outstanding
A ₂	81-90	Outstanding
B ₁	71-80	Excellent
B ₂	61-70	Very good
C ₁	51-60	Good
C ₂	41-50	Above average
D	40	Average
E ₁	31-39	} Needs improvement
E ₂	Below 30	

The grades will be determined for each subject and declared subject-wise.

For the externally assessed subjects, 80% or less of the total weightage of marks shall be evaluated by the institutions. The percentage shall vary as per subject weightage.

20% or more of the total weightage of marks as per the subject shall be assessed through CCE by the institutions.

G. DECLARATION OF RESULTS:

- i. Registered schools/centre schools shall declare the result of their regular candidates after it is approved by the Board.
- ii. The results of the examination must be submitted to the Board as per guidelines and rules laid down and within the specified period with intimation to the concerned District Education Officer.
- iii. The marks of both the successful and failed students must be indicated in the progress report at the time of submission of the result.
- iv. All the Centre Superintendents must send evaluated answer scripts of each subject to the Controller of Examinations at the time of submitting the results in the following manner:

In every subject, 3 (three) scripts of each range of marks shall be submitted. The range of marks for the different subjects shall be as follows:

Subject Marks	Range of marks		
80	i. 0 - 31	ii. 32 - 48	iii. 49 - 80
70	i. 0 - 27	ii. 28 - 42	iii. 43 - 70
50	i. 0 - 19	ii. 20 - 30	iii. 31 - 50

- v. In case of any complaints - verbal or written against any school in the declaration of results, the Board reserves the right to take necessary action.
- vi. Once the examination is conducted and results are submitted to the Board, the registered school/centre school shall preserve all the answerscripts for 3 months after which it can be destroyed.

4.5 HSSLC AND HSLC EXAMINATIONS

A. PUBLICATION OF RESULTS :

- i. The Board shall declare the results of the candidate who have appeared for examination on such date and in such manner as the Board may decide.
- ii. In cases where it is found that the results of the examination have been affected by error or other matter of whatsoever nature, the Board shall have the power to amend such result in such manner as shall be in accordance with the true position and to declare such results as it may consider necessary on that behalf.
- iii. In cases where the results of the examination have been ascertained and declared and is found that such results have been affected by malpractice, fraud or any other improper conduct whereby a candidate has, in the opinion of the Board, been a party or privy to, or connived at such malpractice, fraud, improper conduct, the Board shall have the power at any time, notwithstanding the issue of the certificate or the award or a prize or scholarship, to amend the result of such candidate and to make such declaration as it may consider necessary on that behalf.

B. INDICATION OF MARKS IN THE RESULTS OF MERITORIOUS EXAMINEES:

- i. Subject-wise highest marks shall be compiled from amongst the successful examinees who have secured an aggregate of 70% and above.
- ii. List of the toppers shall be compiled from amongst the successful examinees who have secured an aggregate of 70% and above.
- iii. The topper, with the highest grand total mark at any single examination (HSSLC/HSLC) shall be awarded by the Board, provided that the candidate secures 80% or more in the aggregate.
- iv. The decision of the Board in matters relating to the Award shall be final and binding.

C. ISSUE OF MARKSHEET AND PASS CERTIFICATE / CERTIFICATE OF QUALIFICATION :

- i. Marksheet-cum-certificate, marksheet and pass certificate shall be issued after the declaration of the results to the recognised schools in respect of regular candidate and the examination centre in respect of centre repeaters and change of centre.
- ii. Institutions shall not issue provisional Pass Certificate

- NOTE :
1. The registered institutions shall be responsible for its failed or needs improvement category of regular students.
 2. The registered institutions shall conduct special coaching classes for all subjects for their failed or needs improvement category of regular students.
 3. These steps are aimed at reducing the workload of the centre schools and more specifically to make the institution aware of its responsibilities towards the students by taking certain assertive and diagnostic steps.

4.6 GRADING PATTERN FOR INTERNALLY ASSESSED SUBJECTS

The subjects to be continuously and comprehensively evaluated by the registered institutions are to be done on a 5 point grade scale of A, B, C, D and E.

A. Subjects :

- a. Classes XI and XII
 - i. Environmental Education
 - ii. Work and Art Education
 - iii. Physical and Health Education.
- b. Classes IX and X
 - i. Work and Art Education
 - ii. Physical and Health Education

B. For Classes XI & XII, the equivalence in performance and its meaning are as follows:

Grade	Marks	Term of performance
A	75% to 100%	excellent
B	60% to 74%	very good
C	45% to 59%	good
D	33% to 44%	satisfactory
E	32 and below	unsatisfactory

Student who secure 'E', grade, shall not be allowed to appear at the final examination. They must secure the minimum qualifying grade 'D' to be promoted or declared passed.

C. For Classes IX & X, it shall be assessed as given below :

Grading Scale

The 5(five) point grading scale for assessing the internally assessed subjects and Co-Scholastic areas is given below:

Indicators	Grade
Most indicators in a skill	A
Many indicators in a skill	B
Some indicators in a skill	C
Very few indicators in a skill	D
No indicators identifiable in a skill	E

Note: *Students who secure 'E' grade shall not be allowed to appear at the final examination of Class IX or HSLC Examination*

D. Grades obtained in internally assessed subjects shall be indicated in the marksheet of the HSSLC and HSLC Examinations.

5. RULES FOR DISTRIBUTION OF DOCUMENTS TO CANDIDATES

- A. The Centre Superintendent shall hand over the admit cards of the institutions to the Principal/Headmaster/Asstt. Headmaster and not to individual candidates.

Other categories of private candidates shall personally collect the document from the Centre Superintendent by producing proof of identity.

- B. Heads of registered institutions shall collect the marksheet-cum-certificate, marksheets and pass certificates of their fresh regular students and regular repeater students from the Board's Office for distribution to the candidates.

The Centre Superintendents shall collect the marksheet-cum-certificate, marksheets and pass certificates in respect of external privates, centre repeaters, special permission and change of centre candidates.

- C. The Officer shall on the spot verify/check and be satisfied that the documents handed over to him/her by the concerned Board official are correct in respect of the total number of documents received and shall also ensure that, there is no mistake on any of the documents received.

- D. The Head of the Institution/Centre Superintendent shall scrutinise and check to see that there is no mistake in any of the documents before these are issued. He/she shall be personally responsible and accountable for issue of defective documents to any candidate.

- E. Discrepancy, if any, must be reported immediately to the Board for necessary verification and correction. Such documents, in no case, shall be handed over to the concerned candidate.

- F. The particulars and the marks of the regular candidates including the regular repeater shall be recorded in a separate register at the Institution. The particulars of the private candidates of all categories including change of centre and the marks secured shall also be recorded in a similar manner at the centre.

- G. The signature and name of the receiver shall be recorded and kept by the Institution/Centre.

- H. Original admit cards, marksheet-cum-certificate, marksheets and pass certificates shall not be issued directly to the candidates by the Board.

- I. After distribution of the documents, the Head of the Institution/Centre Superintendent shall send to the Board a certificate to the effect, that

1 "Documents issued to candidates were checked and found correct". This certificate will be given by an Institution/Centre whose documents are free from any kind of mistake.

Or

2 "Documents were checked and only correct documents were issued to candidates. The defective documents have already been sent to the Board for correction".

This certificate shall be given by an Institution/Centre which may happen to receive any defective documents. (Please see sample of certificates on page No.76)

Note : The Principal/Headmaster shall collect the documents. In case, the Principal/ Headmaster cannot come, the Vice Principal/Asstt. Headmaster or a senior Teacher only shall be deputed with an Authorization Letter (Sample I - Page No. 77).

The specimen signatures of the authorised person shall be attested by the Principal/Headmaster. Grade III and IV staff shall not be detailed for collecting the confidential packets/documents.

6. RULES RELATING TO CANCELLATION OF RESULT/EXAMINATION

- A. If any of the documents issued by the Board are found to be defaced/overwritten or tampered by the candidates themselves, their result shall stand cancelled and the documents shall be seized and retained by the Board.
- B. Malpractice/Impersonation in the examination, if any, detected before/during/ after the examination or after publication of the Result Gazette shall lead to cancellation of the candidate's examination/result.
- C. Examination of a candidate who resort to malpractices shall be cancelled. Refer 'Rules for conduct of HSSLC & HSLC examination'.
- D. The result of the withheld cases (HSSLC/HSLC) shall be cancelled if the candidates fail to contact the Office within 30 (thirty) days of the notification. Subsequent upon the cancellation of the result, the candidate shall be treated as failed and categorized as private.
- E. Candidates who appear in a subject not opted for or not entered in the prescribed form or particulars of students shall lead to the cancellation of his/her result.
- F. The decision of the Board in all cases shall be final.

7. RULES RELATING TO ADDENDUM/CORRIGENDUM

- A. Omission/Mistakes committed while preparing results, if any, detected after the publication of the Result Gazette shall be rectified by the Board.
- B. Corrigendum or Addendum shall be done in case of misprint/technical error in the Result Gazette.
- C. Mistakes, if any, detected by the candidate shall be forwarded to the Board through the respective Head of Institution in case of regular candidates and Centre Superintendent in case of private candidates within 30 (thirty) days after the publication of the Result Gazette.
- D. Any mistake detected in the admit card should be reported immediately to the respective head of the institution or centre superintendent. Failing which no application for any rectification of their particulars shall be entertained. The head of the institutions or centre superintendent shall forward such cases to the Board immediately after the examination is over for necessary action. Corrections shall not be done if it is submitted after the declaration of results.
- E. Clerical mistakes in the admit card shall be done basing on the particulars or records of the candidate's furnished in the prescribed form immediately after the examination is over and before the result is declared.
- F. In case of any clerical mistake committed by the Board in the marksheet-cum-certificate, marksheet and pass certificate it must be reported within 30 days after the publication of the Result Gazette for rectification.
- G. Application for addendum/corrigendum after the specified dates in no case shall be accepted.
- H. An addendum if any, of the Result Gazette shall be published within 90 days after declaration of the results.
- I. The Board reserves the right to insert addendum/corrigendum in any of the documents (i.e. Admit Cards, Marksheet cum certificate, Marksheets, Certificates, Result Gazette etc.) issued by the Board.

8. RULES RELATING TO CANDIDATURE OF MIGRATING STUDENTS

A migrating student is one who had previously studied in an institution recognised by the state/central Board, Council or the State Government and is desirous of joining an institution registered by the NBSE/School Education Department of Nagaland.

Admission of migrating students to Classes IX & X shall be allowed on the following grounds :

- i. transfer of parents/legal guardian
- ii. medical reasons
- iii. death of parents/legal guardian.
- iv. continuation of studies
- v. any other valid reason

Documents in support of the reason/ground of migration should be enclosed at the time of applying for permission.

The Board is the sole authority to permit the admission of migrating students to Classes VIII, IX, X, XI and XII as a regular student and to grant them permission to appear at these final examinations.

Documents received shall be sent for verification to the concerned Board/ Council.

Permission shall be confirmed after verification.

Migrating students whose admissions are confirmed shall apply for Eligibility Certificate from the Board on payment through the heads of the institutions where they are provisionally admitted.

The provisional admission of those students whose documents cannot be verified and those found false shall be cancelled.

The decision of the Board in granting permission to migrating students to sit in any of its examinations shall be final.

Self-handwritten application of the student stating the reason of migration with documentary proof and other educational documents for provisional permission must be submitted on or before **31st March** for Classes IX and X. For Classes XI and XII, the last date for submitting the application is 31st July and 31st May respectively. Applications shall be routed through the school, which intends to give admission. The school authority is to certify that it is willing to admit the student.

After obtaining provisional permission from the Board for its migrating student(s), the institution shall forward all the documents of these students for verification at the time of submitting forms (forms 13, 16, 42,& 46).

REGULAR CANDIDATE:

A student intending to join Class IX, X, XI or XII as a regular student in a registered institution shall produce the following documents:

- a. Class VIII, IX and X
 - i. Marksheet and transfer certificate in original issued by the school and countersigned by the Inspector of Schools/District Education Officer of the State last studied.
 - ii. Birth certificate
- b. Class XI and XII
 - i. Photocopy of HSLC Admit Card, Marksheet and Pass Certificate
 - ii. Migration Certificate in original.

THERE SHALL BE NO PRIVATE CANDIDATURE FOR MIGRATING STUDENTS IN CLASSES IX, X, XI and XII.

9. RULES RELATING TO CANDIDATURE FOR IMPROVEMENT OF PERFORMANCE FOR HSLC & HSSLC EXAMINATION:

- A
- i. A successful candidate at the HSLC/HSSLC Examination desirous of improving his/her performance shall be allowed to appear in three or less subjects.
 - ii. Improvement provision shall be given for HSLC/HSSLC candidate who qualified the examination but secured Needs Improvement grade/failed in one subject.
- B Only **one chance** (i.e. in June/July of the same year) is permissible for improvement of performance.
- C The result of the improvement examination shall in no way affect the overall ranking of the main examination.
- D The candidate shall be given an option to choose his/her result from the two examinations (main and the improvement).
- E Candidate, who intended to appear the Improvement Examination shall immediately contact the head of institution in respect of regular candidates or the superintendent of examination centre where appeared last, in respect of private candidate to get their forms forwarded after the declaration of the results.
- F The surrendered original admit card, marksheet cum certificate, marksheet and pass certificate are returnable only after publication of the results of the examination at the option given by candidate in writing within fifteen days.

Note: *A successful candidate at the HSLC/HSSLC Examination with one needs improvement subject/failed subject are advised to avail the chance of improving his/her performance.*

10. RULES AND PROCEDURE FOR CHANGE OF EXAMINATION CENTRE

- A. A candidate shall sit for the HSSLC/HSLC examination at the centre allotted by the Board. No candidate shall be allowed to choose a centre of examination according to his/her own choice.
Change of examination centre to Kohima town (not district) only is permissible.
- B. A candidate may apply for change of examination centre on the following unavoidable grounds:
 - i. Transfer of parent/legal guardian,
 - ii. or any case in the opinion of the Board is a valid reason of the change of centre.
- C. In case of transfer of parent, legal guardian in Government or semi-Government service,
 - i. a photocopy of the transfer/posting order shall support the application,
 - ii. a photocopy of release order from the old office, and
 - iii. a certificate from the head of the new office mentioning the date of joining.

The transfer order should not be more than 3 months old.
- D. Applications should be submitted to the Secretary, Nagaland Board of School Education in duplicate on the prescribed forms (form no. 19/50). The application shall be supported by the valid documents in respect of the aforesaid ground. The head of the institution/centre superintendent along with the prescribed fee shall forward it.
- E. Incomplete application and application with doubtful signature(s) shall summarily be rejected.

- F. The candidate shall arrange an identifier other than the parent or legal guardian of the candidate who should be an inhabitant of the locality (the new centre) where the candidate desires to appear. The Centre Superintendent should know the identifier.
- G. An identifier shall not be an identifier of more than one candidate for the same examination.
- H. In case, the person who has agreed to identify fails to do so on the first day of examination or any other day as and when required at the Centre, the Centre Superintendent has the right not to allow the candidate to sit for the examination.
- I. The Board reserves the right to allow or withdraw the provision of Change of Centre from/to any centre/place.

Note : Candidates who has applied for a change of centre shall correspond well ahead of the examination to verify whether their application for change of centre has been granted or not. Change of centre is allowed to **Kohima Town only**.

11. RULES ON CUSTODY OF CONFIDENTIAL PACKET

Custodian is an officer in whose custody the confidential packets are kept for safety. He/She is expected to be a man of integrity and is fully responsible for the packets from the time the Board officials deposit the packets in his/her custody till they are handed over to the Centre Superintendents.

A. HSSLC AND HSLC :

1. At the time of receiving the packets from the Board officials, the custodian must ensure that the packets are properly packed and sealed in the presence of the Centre Superintendent.
2. The Centre Superintendent shall take delivery of the confidential packet(s) from the custodian as per the timing given below :-
 - a. Centre located within 5 km. radius
from the Treasury/Bank - 45 minutes before the examination begins
 - b. Centre located within 10 km. radius
from the Treasury/Bank - 60 minutes before the examination begins.

N.B. Failure to keep the packets in custody or leakage of question from the hands of the custodian will lead to punishment as per the government service rules.

B. CLASSES XI AND IX :

Confidential papers shall be uploaded in the NBSE web portal.

The Headmistress/Headmaster shall login and download the confidential papers. In case of unavoidable circumstances, only the Assistant Headmistress/Headmaster or a senior Teacher should be authorised to download the confidential papers.

- C. All appropriate measures should be taken to keep the printout of the question papers strictly confidential until the time of the examination. Any lapses in failing to keep the confidential printout shall invite appropriate departmental action as per the rule as follow:
 - i. For private schools, withdrawal of the permission and recognition of the School.
 - ii. In the case of private school, the service of the head or teacher or staff who committed the leakage shall be terminated and he/she shall not be allowed to serve in any of the registered school of the Board.

- iii. For Government school, the annual increment/promotion of the head of the institution/teacher/staff who is responsible for the leakage shall be withheld.
- iv. The school management shall also be held accountable for the lapses committed by the faculty or employees.

Note: Government approval No.DSE/NBSE/15-2/2011-12/831, 17/08/2016

- D. THE BOARD RESERVES THE RIGHT TO CONDUCT SURPRISE CHECKS OF CONFIDENTIAL PACKETS AFTER IT IS HANDED OVER TO THE CUSTODIAN.

12. RULES RELATING TO CORRECTION OR CHANGE OF NAME

Correction of name means correction of spelling error, factual errors or typographical errors in the candidate's name or surname or father's name or mother's name.

- A. Application for correction of name may be considered provided that the mistake detected is reported immediately to the Centre Superintendent. The Centre Superintendent shall forward such cases to the Board immediately after the examination is over for necessary action. The Board may effect necessary correction after verifying the necessary documents and on receiving the prescribed fee.
- B. Change of name, surname means alteration, addition or deletion.
Application regarding change of name or surname may be considered provided the change have been done in the form of an affidavit from a competent Court of law and supported by the Govt. Gazette Notification before the submission of particulars of students.
NO CHANGE OF NAME SHALL BE ALLOWED AFTER THE HSLC FORMS ARE ACCEPTED BY THE BOARD.
- C. The particulars of the HSSLC Examination shall be based on the HSLC documents. As such, correction/change of particulars in HSSLC documents shall be done on the basis of the HSLC documents.

13. RULES RELATING TO CORRECTION IN THE DATE OF BIRTH

Correction in the date of birth means removing typographical and other errors to make it consistent with the school record and birth certificate.

- A.
 - i Correction in the date of birth of a student shall be done in case of genuine clerical errors basing on the particulars of students submitted to the Board.
 - ii Corrections in the date of birth such as 31st September, 29th February (not in a leap year) etc. shall be done.
- B. A total change in the date of birth i.e. year, month and day, shall not be accepted. The date of birth once recorded in the Board's records shall be final.

The date of birth recorded in the Board's records, which should be consistent with the school records/birth certificate, shall be the base for effecting the necessary corrections.

NO CORRECTION IN THE DATE OF BIRTH SHALL BE DONE AFTER THE HSLC RESULT IS DECLARED.

14. RULES RELATING TO ABSENCE FROM HSSLC AND HSLC EXAMINATIONS:

- A. A student sent up/selected for an examination of a particular year and does not sit for that examination in that year is eligible for the subsequent examination, provided the student seek permission to appear in the subsequent examination.
The application will be addressed to the Chairman, NBSE. The concerned head of the institution should forward it. Last date for such application is 30th June.
- B. A candidate who is eligible to sit for the Compartmental Examination and did not sit for the Examination shall be treated as failed for the purpose of deciding one's eligibility to appear at the subsequent examination.

15. RULES RELATING TO CONDONATION OF SHORTAGE IN ATTENDANCE

- A. The shortage in attendance in Classes X and XII may be condoned upto 15% in the following cases:
- i. Prolonged illness,
 - ii. Participation at the national and international level competitions, NCC/NSS Camps, Scouts & Guides Camps, etc., and
 - iii. Loss of parent(s) or other incident that needs special consideration.
 - iv. Refer Government Notification in page Nos. 51-52

In such case(s), the head of the institution shall forward his/her recommendation for condonation to the Chairman, NBSE, at the time of submission of prescribed forms. The recommendation shall be forwarded along with the required documents such as medical certificate, certificate of participation, death certificate, etc.

N.B: The head of an institution may also forward special cases to the Board for consideration.

- B. The head of an institution shall condone shortage in attendance upto 15% for Classes IX and XI on the above grounds. The institutions shall inform the Controller of Examinations, NBSE, Kohima for such cases of condonation.

16. RULES RELATING TO CHANGE OF INSTITUTION

"Change of institution" means change of school or college from one village/town/district to another school or college in another village/town/district in the state after getting admission in an institution and is desirous of changing the institution.

- A. Permission for change of institution before the 1st April for Classes IX and X and 1st June for Classes XI and XII i.e. before the submission of particulars need not be obtained from the Board.
- B. Change of institution is permitted on the following grounds :
- i. Transfer of parent/legal guardian :
In such a case, the application should be supported by the following documents:
 - a. an attested copy of transfer/posting order,
 - b. an attested copy of release order from the old office and
 - c. a certificate from the head of the new office mentioning the date of joining.
 - ii. Medical reasons :
The change of institution on medical reasons shall be permitted on the following cases :-
 - a. the climate in the present place of study is unsuitable (in medical term) for the student.
 - b. Sickness/illness for which continuous medical supervision is required, the facilities for which is not available at the present place where the school is located. (A medical certificate signed by the Medical Superintendent specifying the medical reason must accompany the application).
 - iii. Personal reasons (to specify)
- C. Application for change of institution should be submitted on or before:-
- i. **31st May** for Classes IX and X.
 - ii. **30th September** for Classes XI and XII.

Note : It is advised that a student completes the course of studies for Classes VIII and below, IX and X or XI and XII in the same institution. Frequent change of institutions is discouraged.

However, a child or a parent has the right to select his/her institution, as such, if the student/parent/legal guardian ask for Transfer Certificate (TC) or other documents at the end of the academic year or in the beginning of the academic year, the institution must issue the Transfer Certificate (TC) or the other documents.

17. RULES RELATING TO STUDENTS WITH DISABILITIES

A. Candidature :

- i. Students with disabilities who are pursuing formal schooling and appearing at the Board's examinations but require additional facilities shall seek prior permission from the Board.
- ii. Students with disabilities who are not pursuing formal schooling but are desirous of appearing and requiring additional facilities at the Board's examination shall satisfy the following conditions before seeking permission:
 - a. that they are unable to join an institution or there are such other reasons compelling them to appear at the examination as a private candidate.
 - b. that the head of an institution is willing to assess the internally assessed areas and subjects of the candidate.

B. Submission of application:

The application with necessary documents must be submitted to the Board 2(two) months ahead of the examination for Classes VIII, IX and XI and for HSLC and HSSLC while filling up the Examination Application Form. It should be forwarded by the school in which one is studying or the institution that is willing to assess the internally assessed areas and subjects (Sample II - Page No. 78).

The students with disabilities must clearly indicate their present address and specify the nature of his/her needs at the time of applying with supporting documents.

C. Issuing Authority of Medical Certificate:

The medical certificate issued by the following agencies/organizations will be considered for granting concessions to students with disabilities -

- i. Disability Certificate issued by Medical Authorities/ Hospitals notified by States and Union Territories as Competent Certifying Authority.
- ii. Certificates granted through the Unique Disability Identity Card portal, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment.
- iii. The disability certificate issued by the competent authority at any place shall be accepted.
- iv. The proforma of the certificate regarding physical limitation for an examinee to write (Sample III- Page No. 79).

D. Exemptions and concessions:

i. Facility of Reader:

Provision of reader will be allowed to Candidates with disabilities as defined in The Rights of Persons with Disabilities Act, 2016, but the role of such person will be limited to reading of question paper only.

ii. Facility of Scribe:

Candidates with disabilities as defined in The Rights of Persons with Disabilities Act, 2016 are permitted to use a scribe. The role of such person will be to only read out the questions and then write down the answers dictated by the candidate.

iii. Compensatory Time:

Candidates with disabilities are allowed compensatory time.

For paper of 3 hours duration – 60 minutes

For paper of 2 hours duration – 40 minutes

Compensatory time may change relative to duration of examination, which will be notified by the Board.

iv. Appointment of Scribe/Reader and related instructions:

- a. Request for scribe/reader should be submitted to the Board by the candidate through the Head of the Institution with specific recommendation by the authorized competent Medical Authority.
- b. The Board shall verify the authenticity of the case before permission is granted for any exemption/concession. The exact nature of exemption/concession to be given shall be notified to the centre/school only after verification.
- c. The candidate shall have the discretion of opting for his own scribe/reader or request the examination centre for the same.
- d. In case, the scribe/reader is provided by the Examination Centre/school, the qualification of the scribe should not be more than the minimum qualification of the examination.
- e. In case, the candidate is allowed to bring a scribe, he/she should not be related to the examinee. The qualification of the scribe should be a student of a class lower than the candidate taking the examination. The candidate should submit the details of the scribe/reader as per the proforma (Sample IV - Page No. 79).
- f. Candidates will be allowed to change scribe/reader in case of emergency. The candidate shall be allowed to take more than one scribe/reader for writing different subjects. However, there can be only one scribe/reader per subject.
- g. The school shall forward to the Board, a report giving full particulars of the candidate and of the scribe/reader.
- h. The centre/school shall arrange a suitable room(s) for the candidate for whom a scribe/reader is allowed and appoint one invigilator to supervise his/her examination.
- i. A Certificate of Appreciation will be given to those who act as scribe/reader for a candidate with disabilities.

E. Other General instructions/facilities:

- i. To facilitate easy access, the Board will allot accessible examination centres to the candidates with disabilities.
- ii. The centre Superintendent(s) are directed to send the answer books of the students with disabilities separately.
- iii. Computer/laptop will be allowed as per the actual need and skill of the student with disabilities, duly supported by certificate issued by an authorized competent Medical Authority recommending use of computer facility for writing the examination citing the ground on which recommendation had been made. Such permission shall be subject to the following -
 - a. Use of computer shall be limited to only for typing the answers and for viewing the questions in enlarged font size.
 - b. The concerned candidate shall bring his/her own computer/laptop and shall not have any internet connection.
 - c. The centre/school shall allow such candidate after an inspection by the computer teacher and the same teacher may do the monitoring of the use of computer during the examination. The candidate will have to report an hour in advance to the centre/school to complete the inspection of the computer/laptop.
 - d. For such concession, prior permission from the Board shall be taken with the specific recommendation by the competent authority.
 - e. The centre/school shall ensure adequate power supply and a printer to print the answer scripts of the candidates with disabilities.
 - f. Responsibility for use of computer shall rest on the candidate and Board shall not be liable for any consequences arising out of any mis-happenings on account of use of computer.

- iv. Relaxation in attendance up to 50% may be considered for candidates with disabilities who are unable to attend school for prescribed days. Such recommendations with attendance details must come from the Head of the school of the candidate along with supporting certificate from an authorized competent Medical Authority.

F. Fee:

Examination fee for classes VIII, IX, X, XI and XII will not be charged from Candidates with disabilities as defined in the Rights of Persons with Disabilities Act, 2016.

G. Exemptions in Subjects/Flexibility in choosing subjects:

- i. Class VIII- Candidates with disabilities as defined in The Rights of Persons with Disabilities Act, 2016 will be exempted from third language.
- ii. Class IX, X- Candidates with disabilities as defined in The Rights of Persons with Disabilities Act, 2016 will have to study English as a compulsory subject and will have the option of choosing any 4(four) subjects from the following group of subjects:
- Group I: Social Sciences, Mathematics, Science, Alternative English /MIL (Tenyidie, Ao, Sumi (Sütsah), Lotha, Hindi, Bengali)
- Group II: Optional subject: (Any one)

N.B.: Exemptions in subjects/flexibility in choosing subjects may change depending on the subjects offered by the Board.

- iii. Class XI, XII- Candidates with disabilities as defined in The Rights of Persons with Disabilities Act, 2016 will be given separate question paper containing questions based on practical components in lieu of practical in Physics, Chemistry and Biology subjects.
Alternate questions will be given for the visually impaired candidates in lieu of questions with visual inputs in History, Geography and Economics.
- iv. Classes VIII, IX, X - Alternate questions will be given for the visually impaired candidates in lieu of questions with visual inputs in English, Science and Social Sciences subjects.
In subjects where internal assessment involves practical tasks, school/ teacher may give alternate activities/assignments suitable for students with disabilities.
- v. Students undergoing physio-therapeutic exercises shall be treated as equivalent to Physical and Health Education course of the Board.

N.B.: Exemptions for candidates with disabilities as defined in The Rights of Persons with Disabilities Act, 2016.

TABULAR SUMMARY OF EXEMPTIONS

1. PHYSICAL DISABILITY-A. Locomotor Disability

Sl. No	Disability-wise exemptions to disabled students in Board's Examinations	1A(a) Leprosy cured person	1A(b) Cerebral palsy	1A(c) Dwarfism	1A(d) Muscular Dystrophy	1A(e) Acid Attack Victims
1.	Relaxation of attendance (on request)	Yes	Yes	Yes	Yes	Yes
2.	Flexibility in choosing subjects	Yes	Yes	Yes	Yes	Yes
3.	Exemption in studying third language (Class VIII)	Yes	Yes	Yes	Yes	Yes
4.	Examination through computers	Yes	Yes	-----	Yes	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes	Yes	-----	Yes	Yes
6.	Scribe and compensatory time in case of hand dysfunction	Yes	Yes	Yes	Yes	Yes
7.	Examination room on ground floor/separate room	Yes	Yes	Yes	Yes	Yes
8.	In subjects where practical are involved, alternate question paper of the same marks are provided	Yes	Yes	Yes	Yes	Yes
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes	Yes	Yes	Yes	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

2. Any other physical disability due to any other condition or incident not mentioned above, resulting in significant locomotor disability, which is assessed and certified by an Authorized Competent Medical Authority, shall be given the exemptions.

1. PHYSICAL DISABILITY – B. Visual Impairment

Sl. No.	Disability-wise exemptions to disabled students in Board's Examinations	1B(a) Blindness	1B(b) Low vision
1.	Relaxation of attendance (on request)	Yes	Yes
2.	Flexibility in choosing subjects	Yes	Yes
3.	Exemption in studying third language (Class VIII)	Yes	Yes
4.	Examination through computers	Yes	Yes
5.	Permitting assistive devices during examination (with doctor's advice)*	Yes	Yes
6.	Reader/scribe and compensatory time	Yes	Yes
7.	Examination room on ground floor/separate room	Yes	Yes
8.	In subjects where practical/visual inputs are involved, alternate question paper/questions of the same marks are provided	Yes	Yes
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

* The Board shall assess the individual needs of the students and the devices they have access to.

1. PHYSICAL DISABILITY – C. Hearing Impairment

Sl. No.	Disability-wise exemptions to disabled students in Board's Examinations	1C(a) Deaf	1C(b) Hard of hearing
1.	Relaxation of attendance (on request)	Yes	Yes
2.	Flexibility in choosing subjects	Yes	Yes
3.	Exemption in studying third language (Class VIII)	Yes	Yes
4.	Examination through computers	----	----
5.	Permitting assistive devices during examination (with doctor's advice)	Yes	Yes
6.	Reader/Scribe and compensatory time	Yes	Yes
7.	Examination room on ground floor/separate room	Yes	Yes
8.	In subjects where practical/visual inputs are involved, alternate question paper/questions of the same marks are provided	Yes	Yes
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

1. PHYSICAL DISABILITY – D. Speech and language disability

Sl. No.	Disability-wise exemptions to disabled students in Board's Examinations	1D Speech and language disability
1.	Relaxation of attendance (on request)	Yes
2.	Flexibility in choosing subjects	Yes
3.	Exemption in studying third language (Class VIII)	Yes
4.	Examination through computers	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes
6.	Reader/Scribe and compensatory time	Yes
7.	Examination room on ground floor/separate room	Yes
8.	In subjects where practical/visual inputs are involved, alternate question paper/questions of the same marks are provided	----
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

2. (A) SPECIFIC LEARNING DISABILITIES

Sl. No	Disability-wise exemptions to disabled students in Board's Examinations	2(a) Specific learning disabilities - Perceptual disabilities Dyslexia, Dysgraphia, Dyscalculia, Dyspraxia, Developmental aphasia
1.	Relaxation of attendance (on request)	Yes
2.	Flexibility in choosing subjects	Yes
3.	Exemption in studying third language (Class VIII)	Yes
4.	Examination through computers	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes
6.	Reader/Scribe and compensatory time	Yes
7.	Examination room on ground floor/separate room	Yes
8.	In subjects where practical are involved, alternate question paper of the same marks are provided	Only for dyspraxia
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

2. Besides the conditions/disorders mentioned above, any other condition/ disability assessed and certified by an Authorized Competent Medical Authority shall be given the exemptions.

2. (B) AUTISM SPECTRUM DISORDER

Sl. No	Disability-wise exemptions to disabled students in Board's Examinations	2(b) Autism spectrum disorder
1.	Relaxation of attendance (on request)	Yes
2.	Flexibility in choosing subjects	Yes
3.	Exemption in studying third language (Class VIII)	Yes
4.	Examination through computers	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes
6.	Reader/Scribe and compensatory time	Yes
7.	Examination room on ground floor/separate room	Yes
8.	In subjects where practical are involved, alternate question paper of the same marks are provided	Yes*
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes

** If the student's locomotor functions are affected by the autism.*

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

2. (C) INTELLECTUAL DISABILITY

Sl. No	Disability-wise exemptions to disabled students in Board's Examinations	2(c) Intellectual Disability
1.	Relaxation of attendance (on request)	Yes
2.	Flexibility in choosing subjects	Yes
3.	Exemption in studying third language (Class VIII)	Yes
4.	Examination through computers	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes *
6.	Reader/Scribe and compensatory time	Yes
7.	Examination room on ground floor/separate room	Yes
8.	In subjects where practical are involved, alternate question paper of the same marks are provided	Yes #
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes

* Only if comorbidity with other impairment that requires use of assistive devices.

If the student's impairment hinders locomotion and/or movement.

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

3. MENTAL BEHAVIOUR

Sl. No.	Disability-wise exemptions to disabled students in Board's Examinations	3 Mental illness
1.	Relaxation of attendance (on request)	Yes
2.	Flexibility in choosing subjects	Yes
3.	Exemption in studying third language (Class VIII)	Yes
4.	Examination through computers	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes
6.	Reader/Scribe and compensatory time	Yes
7.	Examination room on ground floor/separate room	Yes
8.	In subjects where practical/visual inputs are involved, alternate question paper/questions of the same marks are provided	----
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

4. DISABILITY CAUSED DUE TO – (a) Chronic neurological conditions & (b) Blood disorder

Sl. No.	Disability-wise exemptions to disabled students in Board's Examinations	4(a) i. Multiple sclerosis ii. Parkinson's disease	4(b) i. Haemophilia ii. Thalassemia iii. Sickle cell disease
1.	Relaxation of attendance (on request)	Yes	Yes
2.	Flexibility in choosing subjects	Yes	Yes
3.	Exemption in studying third language (Class VIII)	Yes	Yes
4.	Examination through computers	Yes	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes	Yes
6.	Reader/scribe and compensatory time	Yes	Yes
7.	Examination room on ground floor/separate room	Yes	Yes
8.	In subjects where practical/visual inputs are involved, alternate question paper/questions of the same marks are provided	Yes	Yes
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

2. Besides the conditions/disorders mentioned above, any other condition/ disability assessed and certified by an Authorized Competent Medical Authority shall be given the exemptions.

5. MULTIPLE DISABILITIES

Sl. No.	Disability-wise exemptions to disabled students in Board's Examinations	5 Multiple disabilities
1.	Relaxation of attendance (on request)	Yes
2.	Flexibility in choosing subjects	Yes
3.	Exemption in studying third language (Class VIII)	Yes
4.	Examination through computers	Yes
5.	Permitting assistive devices during examination (with doctor's advice)	Yes
6.	Reader/Scribe and compensatory time	Yes
7.	Examination room on ground floor/separate room	Yes
8.	In subjects where practical/visual inputs are involved, alternate question paper/questions of the same marks are provided	Yes
9.	Exemption of examination fees for IX/X/XI/XII Examinations	Yes

N.B : 1. Definition of various disabilities may be seen from The Right of Persons with Disabilities ACT, 2016.

18. RULES RELATING TO GAP IN STUDIES

- A. A student of Class IX/XI possessing the registration no. issued by this Board **or** a repeater of Class IX/XI, who had discontinued formal schooling for one or more years, but who wishes to continue again with formal schooling, shall apply to the Board for gap permission.
- B. A student of Class IX or XI who is not registered with this Board and have discontinued formal schooling for one or more years, but wishes to continue again with formal schooling must first apply for gap permission from the Board.
- The self-handwritten application shall be forwarded by the institution who is willing to admit the student to the Secretary, NBSE, stating the reason for the gap in studies, along with necessary documents such as PCR, Pass Certificate (if any) and other documents on or before:
- the **31st of March** of the academic year for Class IX.
 - the **31st of July** of the academic year for Class XI.
- A failed candidate or needs improvement candidate of HSSLC and HSLC Examinations need not apply for special permission from the Board but can directly contact the Centre Superintendent of the examination centre where he/she sat for the last examination.
- C. The decision of the Board in all these cases shall be final.

19. RULES RELATING TO RE-SCRUTINY OF MARKS/RESULTS FOR HSSLC AND HSLC EXAMINATIONS

Re-scrutiny of an answer book or re-checking does not mean re-evaluation of the answer book. It means re-checking to see if there is any answer left unmarked and marking thereof, together with the re-totalling of marks. The total is then compared with that evaluated by the examiner.

- A. A candidate desiring re-scrutiny of marks/result shall apply online within 15 (fifteen) days from the date of publication of result.
- B. There shall be no restriction on the number of subjects for rescrutiny. The application should be routed through the Head of the Institution for regular students and Centre Superintendent for repeaters.
- C. All such applications must be accompanied by the scanned copy of payment receipt of the fee prescribed, admit card, marksheet cum certificate/marksheet/pass certificate or certificate of qualification.
- D. In no case will the re-scrutiny and re-checking be done in the presence of the examinee or anyone else on his/her behalf nor will the answer book be shown to him/her or to any representative.
- E. Re-scrutiny shall be done by the officials appointed by the Board.
- F. Re-scrutiny fees once paid shall not be refunded.
- G. Candidates shall be bound to accept any change in marks if it so happens during re-scrutiny/ re-checking.
- H. The result of re-scrutiny/re-checking shall be notified to the registered institutions.
- I. The Board shall not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent upon revision of marks or delay in communication for reasons beyond control.

- J. The revised marksheet (if there is a change) shall be collected by the candidates from the Board's office within 20 (twenty) days after the declaration of the re-scrutiny results by producing the original marksheet.
- K. All examination works including evaluation and re-scrutiny of answer scripts is within the jurisdiction of the Board and therefore, no outside person or authority has the jurisdiction to check/scrutinize the answer scripts or other works done by the candidates.

20. RULES RELATING TO PHOTOCOPY OF ANSWERScript(S) OF HSSLC AND HSLC EXAMINATIONS

- A. Passed or failed candidates who have appeared for HSSLC or HSLC Examination conducted by the Board in the concerned year can apply for a photocopy of the answerscripts provided they had applied for re-scrutiny first.
- B. Candidates who did not apply for re-scrutiny shall **NOT** be eligible to apply for photocopy of the answerscripts.
- C. Photocopies of the answer script(s) in which a candidate applied for re-scrutiny only shall be given.
- D. No candidate, person or organisation shall be allowed to apply for a photocopy of answer-script of other candidates. Only the candidate can apply for photocopy of his/her answerscript.
- E. Candidates shall apply online **within 15 (fifteen) days** from the date of declaration of the **re-scrutiny results**. On the expiry of this period, applications shall not be entertained.
- F. The applications must be accompanied by the prescribed fee along with scanned copies i.e., (payment receipt, admit card, marksheet-cum-certificate/marksheet/pass certificate). The fee paid for issue of photocopy of answer-scripts shall not be refunded.
- G. A candidate who desires to get a photocopy of the answer-script(s) of the subjects shall have to sign an undertaking with a pledge to abide by the terms and conditions.
- H. A Committee constituted by the Board shall look into all matters relating to the issue of photocopy of the answer-scripts. Basing on the recommendation of the committee, mistakes, if any, detected shall be rectified. The decision of the Committee shall be final and binding.
- I. The Board will not be responsible for any loss or damage or inconveniences caused to the candidate upon any changes/revision of marks for reasons beyond control.
- J. The identity of the examiner, head examiner or any other person involved in the process of evaluation shall not be revealed.
- K. The photocopy of the answer-scripts along with the original documents shall be given to the applicants on the date(s) specified/notified by the Board.
- L. Failure to abide by the rules will lead to cancellation of the result if the Board deems fit.
- M. All examination works including evaluation and issue of photocopy of answer-scripts is within the jurisdiction of the Board. No claims of outside person or authority shall be entertained.

21. RULES RELATING TO HSLC & HSSLC COMPARTMENTAL EXAMINATION

- A. i. A candidate securing Needs Improvement grade in 3 (three) or less subjects at the HSLC Examination or failing in 3 (three) or less subjects at the HSSLC Examination is eligible to sit for the Compartmental Examination.
- ii. Candidate specially permitted by the Board.
- B. Eligible candidate for compartmental shall reappear at the immediate compartmental examination to be held in June/July (*after the result of the main examination is declared*) same year. A candidate who fail to qualify/pass at the Compartmental Examination (1st Chance) held during June/July can reappear in the failed compartmental subject(s) in February/March HSLC/HSSLC main Examination next year under compartmental category.

An eligible compartmental candidate who fails to avail the 1st chance of appearing the Compartmental Examination in June/July will also be given the 2nd chance to appear in the next HSLC/HSSLC main Examination held during February/ March under compartmental category. Such candidate will apply for permission to the Secretary, NBSE before 31st July.

- C. A candidate who do not appear or fail at one or both the chances of compartment shall be treated to have failed the examination and shall be required to reappear in all subjects at the subsequent main examination of the Board as per the prescribed syllabi and courses laid down for the examination concerned in order to pass the examination.
- D. The syllabi and course for the Compartmental Examination will be the same as applicable for the main examination of the year concerned.
- E. The marks of internal assessment/practical/project marks of the main examination will be carried over to the compartmental examination.
- F. The criteria for qualifying/passing the compartmental examination shall be the same with that of the main HSLC/HSSLC Examination.
- G. A candidate who is eligible for Compartmental Examination and intend to appear the said examination shall immediately contact the head of institution in respect of regular candidates or the superintendent of examination centre where appeared last, in respect of private candidate to get their forms forwarded.

22. RULES RELATING TO RE-EVALUATION OF MARKS/RESULTS FOR CLASSES IX AND XI

A. Re-evaluation at the Centre :

- i. Application for re-evaluation of the marks/results for the above classes shall be addressed to the concerned Centre Superintendent within 7 (seven) days after the declaration of the result.
- ii. Students failing in three or more subjects shall not be allowed to apply for re-evaluation.
- iii. The fees for re-evaluation shall be ` 100/- (rupees one hundred only) per paper which is payable to the Centre Superintendent.
- iv. Fees once paid shall not be refunded.
- v. The re-evaluation result shall be submitted to the Board for approval and declared within 14 (fourteen) days after declaration of the main result.
- vi. After re-evaluation, the Centre Superintendent shall forward the relevant documents i.e. answer scripts, marksheet and result of the re-evaluation immediately to the Board for further action.

B. Re-evaluation by the Board :

In case of any complaint received for gross/deliberate discrepancy in the declaration of the result, the Board reserves the right to seize the answer scripts and re-evaluate it. The Centre shall bear the expenditure of re-evaluation done at the Board's Office if it is found that the centre has committed gross discrepancy, which shall be termed as a deliberate act.

C. The decision of the Board shall be final.

23. RULES RELATING TO PRACTICAL MARKS FOR REPEATERS

1. A repeater (failed candidates) of class X & XII who secured pass marks in the practical examinations.

The practical marks of all such candidates who do not wish to take practical examination again in subjects involving practical may opt for the previous year's marks.

Self-handwritten application of such candidate who wished to take the previous year practical marks shall be routed through the institution/centre at the time of submitting the prescribed forms.

2. Examinees failing in the practicals have to reappear for the same.

24. RULES RELATING TO REPEATERS OF HSLC AND HSSLC EXAMINATIONS

A candidate who appeared the HSLC/HSSLC Examination conducted by the Board and placed in Needs Improvement/Failed category shall be eligible to appear in all the subjects as Repeater in the subsequent Board Examination. This category of candidates shall appear the HSLC/HSSLC Examination **as per the prescribed syllabi and courses laid down for the examination concerned.**

25. RULES RELATING TO ISSUE OF DUPLICATE EXAMINATION DOCUMENTS

The following are the rules and procedures for issuing of duplicate copy of admit card, marksheet, migration certificate, pass certificate or marksheet-cum-certificate and other documents of the Nagaland Board of School Education.

- A. The duplicate copy of admit card, marksheet-cum-certificate, marksheet, migration certificate, pass certificate and registration card shall be issued on the ground of loss, theft, burnt or damage only.
- B. The duplicate marksheet shall not be issued within three months from the date of publication of the results of the examination concerned.
- C. The following procedures shall be followed for issuing/obtaining duplicate copy of the documents:
- i. Loss :
If the document(s) is/are lost/stolen, the owner of the document(s) must file an FIR (First Information Report) in the concerned Police Station and then apply for the documents after 10(ten) days with certificate from the Police Station.
 - ii Burnt :
If the document is/are destroyed by fire, the owner of the document(s) must report it to the Fire Service Station or Civil Administrative Officer of the area.
 - iii Damage :
If the document is damaged, the owner of the document may apply for duplicate copy by attaching the damaged documents.
- D. At the time of applying for a duplicate, the following are to be submitted:
- i. original copy of the report from the concerned police station with the FIR number and date of filing or concerned Administrative Officer
 - ii. a certificate from the nearest Fire Service Station or the Civil Administrative Officer certifying that the document(s) is/are destroyed in the fire.
 - iii. a documentary proof of identity,
 - iv. in case of a duplicate admit card, the photo shall be attested by a Civil Administrative Officer in the rank of S.D.O. (Civil) and above. The attestation shall be done at the back of the photo.
But if the head of the institution who forwarded the prescribed form of the candidate (applicant for duplicate document) is still serving in the same institution, he/she can also attest the photograph of the candidate applying for duplicate document.
- E. All applications for issue of duplicate documents shall be submitted on the prescribed form with the prescribed fee.
- F. The duplicate document shall be issued to the applicant 3 (three) days after receiving the application by the Board's Office.
- G. A fine of `1000/- (rupees one thousand only) per document shall be realised for tampered documents.
- H. The Board reserves the right not to issue duplicate/triplicate documents.

26. MISCELLANEOUS RULES

1. **Minimum Attendance :**

The minimum required class attendance of a student is 80% at Classes IX, X, XI and XII.

2. **Birth Certificate :**

The school shall carefully scrutinize the date of birth recorded in the birth certificate with that of the PCR book/Pass Certificate. The date of birth shall be recorded at class-1/entry point basing on the birth certificate. Any discrepancy detected in the school records/birth certificate to make it different from the Board's office records in regard to date of birth shall invite appropriate penalties.

3. **Photograph:**

Recently taken photograph in the size of 470 x 470 pixel (width x height) of the intending candidate (taken not earlier than three months) shall be submitted along with the prescribed form.

4. **Identification marks of a candidate :**

Only permanent distinguishing birth marks such as moles, patches etc. on the body shall be recorded. Scars or marks of injury/surgical operation shall not be recorded by the forwarding authority as personal identification marks.

5. **Change of sex :**

Change of sex means changing the sex and name of the child only. The date of birth and the names of the parents shall not be changed in cases of change of sex.

Change of sex shall be allowed provided a medical certificate is given by the doctor in the rank of Civil Surgeon certifying the operation or the miraculous biological change, which shall also be countersigned by an Administrative Officer in the rank of Deputy Commissioner.

Candidates applying for change of sex shall apply for the same before the submission of particulars (form no. 16/46).

6. **Enrolment List :**

Intending candidates of registered institutions whose names are not in the enrolment list as on 1st April for Classes IX & X, 1st August for lass XI and 1st June for Class XII shall be rejected for candidature.

Deletion of names of the students from the enrolment list shall be accepted on the following grounds :

- i Death of the student
- ii Terminal illness of the student (medical certificate to be submitted)
The deletion of names for such cases shall be accepted at any time.
- iii Students migrating to other states with documentary proof.
The last dates for acceptance of deletion under iii are:
 - a. 30th June for Classes IX and X.
 - b. 20th October for Classes XI and XII

7. **Last date :**

i. Candidate and Institution:

Last date for submission of forms, documents and fees for the intending candidates shall be fixed by each institution/centre for timely onward submission of the statements of candidates and other relevant documents to the Board for the examination.

- ii. **Institution and Board :**
The institution shall submit the necessary documents and fees to the Board as per the given calendar. No late submission shall be accepted.
No form or fee shall be accepted by the Board's Office directly from the intending candidates.
- 8. Validity of Candidature :**
The candidature of a student sent up/selected for the examination of a particular year shall be valid for that examination only.
- 9. Refund of Fees:**
Fees once paid and received by the Board shall not be refundable under any circumstances.
- 10. Duplicate Document :**
No duplicate admit card or marksheet shall be issued unless the other supporting document is produced at the time of taking delivery of the duplicate document.
- 11. Migration Certificate :**
Migration Certificate shall be issued to the successful candidates of HSSLC and HSLC Examinations seeking admission outside the state on receipt of application with fee and on production of original admit card and marksheet.
Migration certificate shall not be issued after 5 years of passing the examination.
- 12. Participation at the State/National level Competition :**
Refer Government Notification in page No. 58 (26)
- 13. Registration/Recognition of school:**
Registration/Recognition is granted when the concerned institution conforms with the rules and norms of the Board or School Education Department.
- 14. Date of Examination :**
The Board reserves the right to prepone or postpone the dates of an examination.
- 15. Cancellation :**
The Board reserves the right to cancel an examination.
- 16. Admission :**
A person who is under the sentence of rustication/expelled from/debarred from appearing in the examination for whatever reasons by any other Board/ University/School shall not be admitted to any class in any institution nor shall be permitted to appear at any examination under NBSE.
If the Board has reasons to believe that an institution is not following the above rule, the Board shall resort to penalties as deemed fit.
- 17.** All entries in the Pupil Cumulative Record (PCR) shall be written legibly without any overwriting after every examination. Correction of particulars in the PCR book shall be done only with due approval from the Board.
- 18.** An institution shall not admit students for a subject, if there is no qualified teacher even though the subject is recognised for the examination.

19. A student who is enrolled in the secondary/higher secondary level under this Board shall register himself/herself with the Board.
Students who are not registered with the Board will not be allowed to sit at the Board's examination.
20. Continuous and comprehensive evaluation (CCE) report card has to be maintained by the school for its regular students of secondary level mandatorily.
21. Institution desirous of adding new subjects or new streams shall apply ahead of the proposed year of starting the new subjects/new streams. Application shall be submitted as per the dates given in the academic calendar.
22. The responsibility for the correct selection of subjects to meet the Board/University or professional requirements of a student(s) shall be that of the institution.
23. If any of the rules or regulations for the conduct of the examination is contravened or violated, the candidate(s) concerned shall be disqualified.
24. It is mandatory for all registered institutions of the Board to follow the rules given in the "Management of Examinations".

27. INFORMATION:

1. The academic year for schools under the School Education Department of Nagaland is February to January.
2. Students studying in schools which are not recognised nor permitted by the Directorate of School Education, cannot appear at the Board's Examinations.
3. Students studying in schools which are not registered with the Board, shall not be allowed to appear at the Board's Examinations.
4. Middle schools cannot run Classes IX & X privately without the upgradation order/approval of the Government/NBSE. Students from such schools shall not be allowed to appear at the Board's Examinations.

The authority of upgradation of the government schools lies with the Director of School Education.

5. Institutions which fail to pay the examination fees and forms within the stipulated time shall have to pay a fine of ` 30,000/- (rupees thirty thousand only).
6. A student cannot sit for the final examination unless he/she completes a full academic year.
7. A student cannot be admitted to the next higher class without passing the promotion/final examination.
8. A student to appear in Class-IX Final Examination or in the HSLC Examination shall produce his/her registration number/certificate of qualification.
9. The course of a Higher Secondary School Leaving Certificate Examination and a High School Leaving Certificate Examination for the Boards is two years (Class-XI and XII and (Classes-IX and X) which is also followed by NBSE, a member Board of the COBSE (Council of Boards of School Education in India).
10. With an aim to lighten the workload of the students, the course is bifurcated into 2 one-year courses. So, the examination is conducted after the completion of each academic year.
11. It is advisable for a student to use a surname or title and not to use initials i.e. single letters.
12. It is mandatory that all the entries in the prescribed form are checked and signed by the candidate personally.

Mistakes not corrected in the prescribed form are the responsibility of the candidate. The Head of the Institution as the forwarding authority of the prescribed form is responsible in ensuring that candidate check and there is no mistake.

13. The signatures of the candidates must be legible (readable). Signatures in all necessary places must tally (e.g. The signature in the admit card must tally with the ones in the attendance sheet).
14. Particulars once recorded in the Board and entered in the admit card is for a life time.
15. The head of an institution having Classes upto X is a Headmaster/Headmistress. The head of an institution having Classes XI and XII is a Principal.
16. A school having Classes upto X cannot have a Principal.

17. The Centre Superintendent(s) of HSSLC/HSLC Examination(s) is/are expected to be at the station(s) at the time of receiving the confidential packets and other documents. If for some genuine reasons, the Centre Superintendent is unable to be in station, a senior teacher should be authorised by the Centre Superintendent to receive the same.
18. All correspondence from the Board are addressed to the heads of the institutions. In case of a complaint against him/her, it is addressed to the Chairman of the School Managing Board.
19. In an authorisation letter, the signature of the authorised person is to be countersigned by the person who is authorising.
20. Green/Red ink is not used for signing academic certificates, letters, etc.
21. A Demi Official (D.O) letter cannot be written by a subordinate officer to a superior who is two ranks above him/her.
22. To get the personal attention or for confidential matters, the name of the officer should be written before his/her designation.
23. The State Level Education Committee is the authority for approving the change of the name of school and change of ownership of the school.
24. An interchange of a letter, a deletion or an addition can change the meaning of the names/words.
25. The signing authority is responsible for what is written above his/her signature.
26. Overwriting/correction creates doubt and as such should not be accepted.
27. A child is expected to be 6 years at the time of admission to Class-I and is expected to study for ten years before he/she appear HSLC Examination.

The age of a child at entry into Class-1 is subject to change as per national policy on education.

A child has the right to enjoy his/her childhood.
28. A person can also be underage and not only overage for certain courses or for certain jobs.
29. Signing for another in his/her name or putting thumb impression for another person in his/her place, which is an act of deceiving, is forgery*.
30. Members of COBSE give reciprocal recognition to each other provided the curriculum/syllabus is based on the core curriculum.
31. Core curriculum is followed by members the COBSE.

Core curriculum consists of five subjects: - two languages, Mathematics, Science and Social Sciences. Passing the HSLC level of examination without studying these core subjects can debar a student from getting admission in some Boards/Universities. The pass criteria of HSLC Examination may however differ from Board to Board.
32. The application forms of HSLC/HSSLC Examination shall also be accepted with a late fine if submitted within the period specified.

***Forgery is a criminal offence and is punishable under Section NO. 468 of I.P.C.**

**GOVERNMENT OF NAGALAND
DEPARTMENT OF SCHOOL EDUCATION
NAGALAND : KOHIMA**

NOTIFICATION

Kohima, dated the 28th February, 2023.

NO.DSE/PET/SPORTS/16-4/2020 :: In exercise of the powers conferred by the proviso of Article 309 of the Constitution of India, the Governor of Nagaland is pleased to make the following rules relating to students participating at the state/national/international level games/sports events.

- i. Candidates participating in sports/games event representing the State of Nagaland at the State/National/International Level recognised by the Government of India/Nagaland shall apply to the concerned school for condonation of attendance or for other relaxations. Accordingly, the Head of the Institution shall forward his/her recommendation for condonation /relaxation through the Director, Youth Resources & Sports, Nagaland to the Chairman, NBSE.

The application of such candidate(s) shall be enclosed with the calling/ participation/ nomination letter or other relevant documents from the appropriate Federation/ Association/Authority recognised by the State Government/ Government of India.

- ii. Candidate (s) participating as a State representative **only** shall be given the provision of relaxation. The Director of Youth Resources & Sports, Nagaland, Kohima shall verify and ensure that the student(s) is/are an athlete(s) representing the State before forwarding the application to NBSE.
- iii. The candidate(s) must be enrolled in an Institution registered under the NBSE to be eligible to apply for condonation of attendance/relaxation of rules.
- iv. Candidates participating in events approved by the Sports Authority of India/Federation of Sports recognized by the Government of India shall be given condonation of shortage of attendance upto 15% to appear Nagaland Board's Examinations i.e. HSLC & HSSLC for that particular academic year only. (*The minimum class attendance prescribed for regular candidates is 80% or above for Classes IX to XII*).
- v. For intending candidates of the HSLC/HSSLC Board examinations, in exceptional circumstances where students have to participate in the Sports events at the National/International Level as a State representative, such students whose attendance is below 65% in Class X or XII and intending to appear the Board's Examination as the case may be shall be considered for condonation of shortage of attendance by the Chairman, NBSE only. But in any case, attendance shall not be below 50%.
- vi. If the student's participation in National/International sports events coincides with Board's examination i.e. HSLC & HSSLC, NBSE shall conduct a separate examination for such students at an appropriate date after the conduct of the main examinations as a one-time arrangement. The provision will be applicable for those students who apply/submit the Individual Application Form (IAF) to the Board to appear the HSLC/HSSLC Examination of that particular year. Provision for filling up of the IAF is available for all students in the Board's website www.nbsenl.edu.in.

The centre of examination and the examination routine shall be allotted/ announced by the Board.

- vii. There shall be no provision of re-examination or re-scrutiny or compartmental examination or overall ranking for this category of students.

- viii. Student(s) to be promoted to the next higher class and participating in the sports events shall not be exempted from appearing the internal assessment/school-based examination/Board examinations.
- ix. The Head of an Institution shall condone shortage in attendance upto 15% for Classes V, VIII, IX and XI. The Head of the Institution shall inform the Chairman, NBSE for such cases of condonation through the Director, Youth Resources & Sports, Nagaland, Kohima.
- x. If student athlete(s) /sports person cannot be part of the regular assessment /internal assessment /practical conducted by the school due to participation in the sports event at the State/National/International Level, the school shall make necessary arrangements to conduct the internal assessment , school based board examination.
- xi. Any student of Class XI, nominated for State/National/International sports event and who is unable to sit for their internal assessment/practical or cannot appear school based examination, the respective school shall conduct the internal assessment separately with the design of question paper and pass criteria of the Board for those students. The school shall submit the marks/result to the Board's office for consideration/approval.
- xii. If any students(s) of Classes VIII & IX participating in the State sports event is unable to sit for the examination during any Phase (either Phase I or Phase II of the examination), the school shall make necessary arrangement and conduct a separate examination for such student(s) in all the subjects of that Phase on the dates approved by the Board. The results of each student shall be submitted to the Board for approval.
The design of question paper and pass criteria of the Board shall be followed by the school for VIII & IX Examination.
- xiii. If any student(s) of Class V participating in the State/ National/ International Sports Event is unable to appear the final Examination, the respective school(s) shall make necessary arrangements and conduct a separate examination in all the subjects for such student(s). The dates and results of examination shall be approved by Directorate of School Education, Kohima.

For Class V, the design of the question papers and pass criteria of the Directorate of School Education, Kohima shall be followed.

Sd/- J.Alam, IAS

Chief Secretary to the Government of Nagaland

Kohima, dated the 28th February, 2023.

NO.DSE/PET/SPORTS/16-4/2020

Copy to :-

1. The Secretary to the Hon'ble Governor, Nagaland, Kohima.
2. The Principal Secretary to the Hon'ble Chief Minister, Nagaland : Kohima.
3. The P.S. to Advisor, School Education, Nagaland : Kohima.
4. The P.S. to Advisor, Youth Resources & Sports, Nagaland : Kohima.
5. The Deputy Secretary to Chief Secretary, Nagaland : Kohima.
6. The Secretary, Youth Resources & Sports, Nagaland : Kohima.
7. The Secretary, School Education, Nagaland : Kohima.
8. The Principal Director, School Education, Nagaland : Kohima.
9. The Director, School Education, Nagaland : Kohima.
10. The Director, Youth Resources & Sports, Nagaland : Kohima.
11. The Chairman, NBSE, Nagaland: Kohima with request for dissemination of information.
12. The Mission Director, Samagra Shiksha, Nagaland : Kohima.
13. Office Copy/Guard File.

Sd/- KEVILENO ANGAMI

Commissioner & Secretary to the Government of Nagaland.

Rules for conduct of HSLC & HSSLC Examinations

I. DUTIES & POWERS OF THE CENTRE SUPERINTENDENT:

The foremost duty of the Centre Superintendent is to ensure that the examination is conducted (i) in time, (ii) according to the given rules/instructions, (iii) in a peaceful and conducive manner and the final reports, accounts, etc. are submitted within a week's time after the last date of examination.

In performing the duties of the Centre Superintendent, the following are to be executed by him/her before, during and after the examination.

Hereafter, 'CS' shall stand for 'Centre Superintendent'.

1. Instruction:

The CS shall acquaint himself/herself with the rules and guidelines issued by the Board for the conduct of examinations. **The CS should be present at the centre on all days of examination.**

- (i) 2 (two) days before the commencement of the examination, the CS shall apprise the Assistant Centre Superintendent(s) and the invigilators of their duties and responsibilities. They shall be directed to perform their duties as per the rules.
- (ii) The CS shall ensure that the **instructions to examinees, penalties for malpractices and violation of rules** are pasted on the notice board or at some prominent places for the information of the examinees.

2. Convener of Examination Centre Committee:

- (i) There shall be only 1(one) Examination Centre Committee for both the HSLC and HSSLC Examinations in a place.
- (ii) In places where there are 2 (two) centres or more, the CS of Centre-1 shall be the Secretary of the Examination Centre Committee. It will be the responsibility of the CS of Centre-1 to convene the meeting of the Examination Centre Committee.

(for more details, refer page no. 64)

3. Blank answer booklets:

- (i) CS on receipt of the packets from the Board shall check and ensure that the supplied materials such as answer booklets, additional sheets and other stationeries are sufficient for the Centre.
- (ii) CS shall be the custodian for the supplied materials and shall be personally responsible for the safe custody.
- (iii) CS shall ensure that the blank answer booklets are serialized and distributed according to the serial numbers. All answer booklets must bear the signature/ signature seal of the CS at the given space on the cover of the answer booklets to be issued.

The CS shall put his/her signature/signature seal only on the required number of answer booklets to be used.

- (iv) Only **ruled** answer booklets shall be issued or used in all the subjects.

- (v) An account of the answer booklets shall be maintained on the following- (a) the number of answer booklets received with their serial numbers, (b) the serial numbers of the answer booklets issued room-wise and day-wise, (c) the serial numbers of the defective answer booklets and (d) the serial number of the damaged answer booklets by the examinees.
- (vi) On each day of the examination, the account of the answer booklets shall be checked to ensure that no blank answer booklets are missing.
- (vii) The surplus answer booklets of each day shall not be mixed up with the other unused answer booklets. If there is a requirement and these surplus answer booklets are to be used, it shall be reported in the daily report.

4. Arranging answer booklets for Despatch:

Immediately after the examination of a particular subject, answer booklets shall be collected, sorted out and **serially arranged according to the roll numbers** of the examinees.

(A) Packing:

- (i) The answer booklets of each subject shall be packed separately with the supplied packing paper, markin cloth, stitched and sealed. In a packet, a maximum number of 250 answer booklets can be packed. If a centre has more than 250 examinees, the answer booklets shall be packed in 2 (two) equal packets and labelled as packet 1 and 2, mentioning the name of the subject in each packet. A copy of the filled in forwarding letter shall be placed inside the packet. Question paper should not be given inside the packet
- (ii) (a) For subjects like the second language or sixth subjects/ vocational subjects having less than 150 examinees, **packing shall be done separately for each subject with its own forwarding letter.** After which, the packets of all the second languages shall be packed together in the supplied markin cloth, stitched and sealed.
 Similarly, the packets of all the Sixth subjects/Vocational subjects should be packed together as 1(one) packet instead of 2 or 3 small packets.
- (b) Answer booklets for different subjects and different languages shall be arranged and packed separately with packing paper.
 Each packet shall have a separate forwarding letter (form no. 25/60) - to verify.
- (c) Answer booklets of Children with Special Needs (CWSN) examinees shall be packed separately and repacked together with the main packet.
- (iii) The answer booklets shall neither be rolled nor folded.
- (iv) The forwarding letter of the answer booklets (form no. 25/60) must be correctly filled in. The statement of absentees and expelled examinees shall be entered in the given space. **One** copy of this form (not the carbon copy) must be sent along with the packet of answer booklets. The **second** copy shall be sent along with the final report. If there is no expulsion case on any day of examination, Form no 26 & 61 shall NOT be sent.

(v) The CS shall use the correct colour code and write the correct subject code, date and name of the centre on the packets.

(vi) The colour codes given below shall be used:-

1. HSLC Examination :
 - a. **Blue** for the **address**.
 - b. **Black** for the **subject-** code & date (right side top and in a box.)
2. HSSLC Examination :
 - a. **Green** for the **address**.
 - b. **Red** for the **subject-** code & date (right side top and in a box.)

(B) Despatch:

Prior arrangements should be made with the postmaster of the local Post Office so that the sealed packets are delivered to him on the same day of examination for despatch.

- (i) The postmaster should be advised to take all precautions if the packets are to be kept overnight.
- (ii) In the event of the examination being conducted on a Saturday or holiday, the CS shall make necessary arrangements with the Post Office for the safe custody and despatch of the packets.
- (iii) **In no case, the packets containing the answer booklets, shall be kept at the centre or any other place overnight.**

Disciplinary action shall be taken if the packets are kept overnight in any place except the Post Office/Board's Office.

If, for any unforeseen circumstances, the packets cannot be deposited at the Post Office/Board's Office, directive/ instruction must be obtained from the Secretary, NBSE for its safe custody.

- (iv) A daily report containing total number of examinees appeared, absent, expelled, etc. in each subject and any other relevant information shall be sent to the Secretary, NBSE. It should be packed in the packet of the answer booklets.
- (v) Centres should avail **Speed Post** facilities wherever available. In places where Speed Post facilities are not available, the CS shall take all precautions and send the packets through the safest mode.
- (vi) All parcels/insured packets containing the answer booklets of the examination must be sent to the Secretary, NBSE by **name** in the following address:

Nagaland Board of School Education
Bayavü Hill,
Kohima, Pin Code- 797001.

5. Question papers:

- (i) The CS, on receipt of the required information from the Board, shall prepare a statement to determine the number of examinees in each subject from the statement of candidates supplied.
 - (ii) Once the forwarding letter of the Question paper is received, the CS shall ascertain whether sufficient copies of question papers have been received or not.
 - (iii) In case of any shortage or omission in any subject, it shall be reported to the Secretary, NBSE immediately.
 - (iv) CS shall collect the confidential packet(s) from the custodian. The timing shall be adjusted as per the distance/flow of traffic in collecting the packets from the custodian. The packets should be in the centre 30 (thirty) minutes before the scheduled time but not more than 45 (forty five) minutes.
- * **The Centre superintendent shall NOT in any circumstances assign the task of collecting the confidential materials on their behalf to anyone.**

6. Opening of sealed packets:

- (i) The sealed packets shall be opened at the centre in the presence of 3 (three) invigilators. For centres where examinees from 2 or more institutions are appearing, invigilators from each institution must be present. They will have to endorse on the envelope: OPENED IN OUR PRESENCE AND SECURITY SEALS FOUND INTACT.
As far as possible, this duty should be rotated among the invigilators from the different institutions.
- (ii) The question papers shall be counted before distribution to ascertain that the number tallies with the numbers shown on the sealed envelope and that it is of the scheduled subject. At the time of counting, care shall be taken to ensure that defective question papers are removed. Defective question papers shall be returned to the Board's Office with remark.
- (iii) Only the exact number of question papers shall be given in each hall/room.
- (iv) Immediately after the distribution of question papers to the examinees, the surplus copies (if any) shall be collected from each room and shall ascertain if the number of copies distributed tallies with the number of examinees present.
If there is any discrepancy, the matter shall be immediately reported to the Secretary, NBSE.
- (v) The surplus question papers shall be collected and kept in safe custody till the examination is over.
- (vi) No copy of the surplus question papers shall be kept in any examination room or with anybody including the observer, supervisor, invigilator, etc during examination hours.
- (vii) After the examination is over, it is expected that the CS compile the question papers into sets. A set of the question paper i.e., the major subjects only should be given to the registered (both permitted and recognized) institutions whose students have appeared in the centre.

7. Arrangement of seats:

CS on getting the information about the number of examinees for the centre shall work out a seat plan. The required number of rooms, benches and desks shall be arranged.

- (i) A seat plan shall be prepared and notified well ahead of the examination. **A copy of the seat plan shall be sent along with the daily report on the first day of the examination.**
- (ii) The sitting arrangement shall ensure that examinees from the same institution or two examinees do not sit close to each other in the examination hall/room.
- (iii) CS shall also see that examinees occupy their respective allotted seats only and are seated at a sufficient distance from one another.
- (iv) If, in the opinion of the CS, some examinees are suffering from any contagious or infectious disease or where their presence is otherwise likely to be prejudicial to the rest of other examinees; special accommodation for such examinees shall be arranged in a segregated place.

In such cases, CS shall take steps to have the answer booklets or other materials handled by such examinees properly fumigated, or otherwise rendered innocuous in consultation with a Medical Practitioner before dispatching the same (see sample of medical certificate at page 33).

Under no circumstances, an examinee shall be allowed to appear in an examination from his or her house or at any other place other than the allotted examination centre.

- (v) In Centres where Children With Special Needs (CSWN) examinees are appearing, the CS shall make special seating arrangement. The Children With Special Needs (CSWN) examinees should be seated on the ground floor. Other necessary arrangements may also be looked into as deemed fit.

8. Timing:

Details of marks and timing are as follows:-

a. HSLC Examination

Full Marks	Maximum duration	Minimum duration
80/70	3 hours	1 hour
50	2 hours	40 minutes

b. HSSLC Examination

Full Marks	Maximum duration	Minimum duration
80/70	3 hours	1 hour
50	2 hours	40 minutes

Minimum duration means the period that an examinee is required to sit in the examination hall/room and cannot leave before that.

9. Preparatory and Revision Time:

To facilitate the students to reflect on the questions, and to plan, organise and revise the answers, a cooling time of 15 (fifteen) minutes time is provided for an examination of 3 (three) hours. This time is inclusive of the 3 (three) hours of examination duration. For examinations of less than 3 (three) hours duration, a proportionate preparatory and revision time is allotted.

10. Distribution of question papers and answer booklets:

- (i) **Before the distribution of answer booklets, the question papers shall first be distributed to the examinees present.** This is to give examinees sufficient time to relax and think before attempting the questions.
- (ii) After 5 (five) minutes, the answer booklets shall be distributed to the examinees present.
- (iii) 10 (ten) minutes before the hours of examination is over, the bell shall be rung and the invigilators shall advise the examinees to revise their answers.

However, the invigilators shall not insist on the examinees to stop writing till the allotted time is over.

11. Timing for ringing the bell:

The bell shall be rung at different times to signal the invigilators and examinees about the various timings of examination.

- (i) 15 (fifteen) minutes **ahead** of the scheduled time — as a signal for all persons not connected with the examination to leave the premises of the examination centre.
- (ii) 5 (five) minutes **before** the scheduled time — for the examinees to take their seats.
- (iii) At the **scheduled** time — to distribute the question papers to the examinees.
- (iv) 5 (five) minutes **after** the scheduled time — to distribute the answer booklets to the examinees.
- (v) Hourly **after** the scheduled time — to signal completion of 1 hour of the examination duration.
- (vi) 10 (ten) minutes **before** the completion of the scheduled time — to signal that it is revision time. (However, invigilators shall not insist on the examinees to stop writing).
- (vii) Final bell — to signal that the examination duration is over.

(Invigilators must collect all the answer booklets immediately).

N.B. The CS shall note the extra time/accommodation granted to Children with Special Needs (CWSN) examinees and act accordingly.

12. Other arrangements:

- (i) Safe drinking water shall be made available at the examination centre with disposable cups.
- (ii) The CS shall ensure that the examination centre is clean and properly maintained and cleaned to have a conducive environment for the examination to take place.
- (iii) Separate urinals for male and female examinees shall be provided/constructed at places where there can be no scope for resorting to any malpractice on the part of the examinees in the absence of surveillance.
- (iv) Facilities for first aid, prevention and control of untoward incidents shall be arranged in consultation with the Chairman of the Examination Centre Committee.
- (v) Separate room(s) and necessary facilities shall be arranged for examinees with Special Needs.
- (vi) Arrangement outside the examination room shall be made for the examinees to leave their booklets, notes, papers, mobile phones or other materials, which are not allowed in the examination hall. A notice shall be pasted at a prominent place informing that such materials shall be kept there entirely at the examinees' own risk.
- (vii) In the event of any situation arising before or during the conduct of the examination, the CS shall follow the instructions/Standard Operating Procedure(SOPs) issued by the Government or the Board in conducting the examination(s).

13. Invigilation:

- (i) CS shall inform the heads of the registered institutions whose students are appearing in that centre to depute teachers who are noted for their integrity as invigilators. These teachers shall be on duty for the whole period of examination. The institution shall not send teachers on rotation.
- (ii) CS shall ensure that persons running tuition centres/coaching centres for the said examination are **not** appointed as invigilators. They shall not be given any responsibility in the conduct of the examination.

The CS shall have the right, to refuse to appoint/retain a deputed teacher as an invigilator if he/she is found unfit, as per the rules, to perform the duty.

In the final report, the CS shall give a report if teachers deputed for examination are found to be irresponsible or under the influence of alcohol, drugs, etc.
- (iii) CS shall see that NGO/Student Body are not allowed to enter the examination hall/room during the examination.
- (iv) If for any reason, the CS faces difficulty in appointing invigilators, the matter shall be brought to the notice of the Chairman, Examination Centre Committee or Secretary, NBSE for decision.
- (v) CS shall obtain a written declaration from the invigilators that they shall not render assistance to any examinee in any form and shall not overlook malpractice/ misbehaviour (See sample on page 34).
- (vi) CS shall not delegate his/her duties and responsibilities to the Assistant Centre Superintendent/invigilators without prior approval from the Secretary, NBSE.

- (vii) Experienced invigilators shall not be given duty together in one examination hall / room but shall be paired off separately with new invigilators.
- (viii) Invigilators from the same institution shall not be given duty in the same room.
- (ix) The concerned subject teachers shall not be given invigilation duty in rooms where their students are sitting for the subject.
- (x) The same invigilator shall not supervise the same hall or same group of examinees for more than one sitting.
- (xi) The invigilators shall be informed of their allotted duty room/hall just before the commencement of examination on each day.
- (xii) An invigilator posted at one hall shall not visit another hall during the hours of examination.
- (xiii) No one shall read the answer booklets or make any assessment or comment on the answers or question papers in the examination room.
- (xiv) Disciplinary action shall be initiated against any official who do not adhere to the rules in the conduct of examination.
- (xv) In addition to the above, the invigilators shall follow all instructions/guidelines/SOPs issued by the Government or the Board from time to time.
- (xvi) The CS shall write a confidential report, addressed personally to the Secretary, NBSE on any obtrusive behavior of any official on duty at the examination centre.

14. Identification of Examinees:

- (i) All the examinees shall be identified to the satisfaction of the CS.
- (ii) Examinees coming under orders of *Change of Centre* shall be identified on the first day of the examination by the person who has agreed to be the identifier of the examinee and has signed the application for change of centre and who is approved by the Board.
- (iii) For Children with Special Needs (CWSN) examinees who have been granted permission by the Board to use a writer, the CS shall identify the writer to his/her satisfaction.

15. Admission to Examination Hall:

- (i) On the days of the examination, the bell shall be rung 15 (fifteen) minutes before the commencement of the examination as a signal for all persons not connected with the examination to leave the premises of the examination centre.
CS shall see that no such persons are found loitering in or around the premises before the distribution of the question papers to the examinees.
- (ii) On each day of the examination, the bell shall be rung 5 (five) minutes before the commencement of the examination as a signal for the examinees to take their seats.

- (iii) The bell shall be rung precisely at the hour fixed for the commencement of the examination for distribution of the question papers to the examinees.
Invigilators shall distribute the questions papers first and allow the examinees to read it.
- (iv) After the given time, the bell shall be rung for the invigilators to distribute the answer booklets to the examinees.
- (v) Ordinarily, an examinee shall not be admitted into the examination hall/room or be given a question paper after 15 (fifteen) minutes of the commencement of examination.
In very special circumstances, the CS may extend this limit up to half an hour. No extra time shall be given to the examinees who come late for the examination.
- (vi) During the duration of examination, if an examinee has to be taken to a hospital for treatment and after treatment wants to rewrite the examination again, the matter must be reported immediately to the Board and get the permission. In such a situation, an official from the examination centre shall accompany the examinee to the hospital and ensure that the examinee do not have any contact with others except the doctor and nurse(s) or hospital staff. However, no extra time shall be given to the examinees in such cases.
- (vii) The examinees shall keep all the materials which are not allowed in the examination hall/room at the designated place before entering the examination halls/rooms.

16. Special powers of the Centre Superintendent:

- (i) The CS shall expel an examinee who is found guilty of an offence for which he / she is liable to expulsion under the rules.
The matter shall be reported in the prescribed form stating fully the facts and circumstances, and evidence against the examinee.

This report, together with the answer booklets of the examinee in which he/she has been held guilty under penalty for resorting to malpractice and the incriminating document shall be submitted in a separate sealed cover addressed personally to the Secretary, NBSE while dispatching the answer booklets. [Without evidence, an examinee may not be expelled but should be given warning.
- (ii) CS with prior permission from the Secretary, NBSE, may make necessary modifications or addition to the existing instructions or rules as per the necessity, for the smooth and fair conduct of the examination without contravening the general principles of prevention of malpractice.
- (iii) In the event of any contingency arising during the examination, if in the opinion of the CS, the line of action to be taken on such contingency is not covered by these instructions, the CS shall consult the Chairman, Examination Centre Committee or contact Secretary, NBSE for instruction.
If the time does not permit, CS shall have the discretion to take such action as he/she deems necessary and fit and shall at the earliest opportunity thereafter, report his/her action to the Secretary, NBSE.
- (iv) The CS shall write a **confidential report** on the conduct of the examination, and on officials involved in the examination at the centre addressed personally to the Chairman, NBSE.

17. Officials for Examination Works:

(i) The Chairman of the Examination Centre Committee shall appoint supervising officer(s) from amongst the magistrates/ administrative officers, who shall supervise the entire period of examination.

(ii) CS shall appoint the following officials:

(a) Assistant Centre Superintendent in the following ratio –

One : for examinees numbering upto 250

Two : for examinees numbering upto 500

Note: For centres having 100 (hundred) or less examinees no Asstt. Centre Superintendent shall be appointed.

(b) One invigilator for every 20 examinees plus one additional for every 100 examinees.

(c) Office Assistant – 1(one) for each centre.

(d) MTS/orderly – 4 (four) for each centre.

(iii) Officials from the following department shall also be involved in the conduct of examination.

The number of persons for a place having examination centre(s)

(a) Treasury/Bank – 2 persons

(b) Post Office – 2 persons

The number of persons for an examination centre

(a) Medical – 2 persons

(b) Police

(i) upto 250 examinees - 3 police personnel

(ii) upto 500 examinees - 5 police personnel

The Examination Centre Committee may recommend more police personnel for sensitive centres. However, in such cases, the Board will not pay remuneration as it shall be treated as 'on duty for law and order situation'.

The CS shall send the names of the above officials to the Secretary of the Board along with the final report.

Note: The number of officials to be appointed is subject to revision from time to time.

18. Expenses at the Centre:

(i) Centre expenses shall be given for the expenditure at the examination centre.

(ii) Within a week's time after the examination is over, the CS shall compile the statement of expenditure of the Centre and submit the same to the Secretary, NBSE together with the relevant vouchers along with the final report.

(iii) Remuneration for the officials on duty at the centre and expenses for postage are included in the centre contingency accounts.

(iv) Rates of remuneration and number of officials to be appointed shall be notified from time to time.

19. Submission of Final Report:

CS shall submit a final report to the NBSE after the examination along with the following documents.

- (i) List of expelled examinees in the prescribed form (form no. 26/61) in case of any expulsion.
- (ii) Attendance sheets (form no. 23/54/55/56)
- (iii) Copy of each of the forwarding letter of the answer booklets (form no. 25/60)
- (iv) List of invigilators with addresses, subject of invigilation, room number and dates of the examination and specimen signatures.
- (v) Copy of seat plan
- (vi) Record of used and unused answer booklets, additional sheets (including defective ones) etc. (form no 24/62)
- (vii) Admit Cards not issued for various reasons.
- (viii) Statement of expenditure in duplicate with vouchers.

Sl. nos. (i) to (vii) shall be submitted to the **Secretary, NBSE** and Sl. nos. (viii) to the **Chairman, NBSE**.

Both cases shall be addressed by name with designation.

20. Submission of Confidential Report:

Centre Superintendent shall submit the confidential report to the Chairman, NBSE on the conduct of the examination and officials on duty.

Note: Defective/damaged and unused answer booklets should be submitted to the Board office after the examination along with the final report.

Defective/damaged and unused answer booklets should be packed separately.

The packets should be sent by speed post.

II. EXAMINATION CENTRE COMMITTEE:

1. Composition of Examination Centre Committee:

For the smooth conduct of the examination (s), an Examination Centre Committee shall be constituted. This Committee shall be formed at least 10 (ten) days ahead of the examination and a meeting held. The Committee shall consist of the following:

Chairman	–	Administrative head of the district/sub division.
Secretary	–	Centre Superintendent (in case of multiple centres, the CS of centre 1)
Members	–	<ol style="list-style-type: none">1. District Education Officer or representative2. Superintendent of Police/SDPO3. Custodian (Treasury Officer/Bank Manager)4. Chief Medical Officer/Sr. Medical Officer5. All the CS under the district headquarter/CS under the sub division.6. Magistrate(s)

If required, the Chairman of the Examination Centre Committee can nominate two/three public leaders and some heads of schools as member of the committee.

- N.B:-**
1. Member no. 6 shall be the Supervisor of the Examination Centre(s). In places where there are multiple examination centres, more magistrates may be appointed as supervisors.
 2. In places where there are more than one centre, the Examination Centre Committee shall be a Joint Committee and the Centre Superintendent of Centre-1 shall take the initiative of calling the examination committee meeting in consultation with the Chairman of the Committee.
 3. In the district headquarters, the DEO shall be a member of the Examination Centre committee.
In the Sub-Divisions or any other places, the SDEO/Sr. SDEO/ADEO shall be a member of the Examination Centre Committee.
 4. Custodian means the person in whose custody the confidential packets are kept.

2. Duties and functions of Examination Centre Committee:

The Examination Centre Committee for conduct of HSLC and HSSLC Examinations shall:

- (i) assist the CS in making the necessary arrangements for the conduct of examination at the Centre(s).
- (ii) assist the CS in conducting the examination according to the directions/instructions given by the Board from time to time.
- (iii) advise the CS in the proper discharge of his/her duties.
- (iv) appoint extra invigilators in an extra ordinary situation where it is absolutely necessary.
- (v) provide safe custody of confidential papers and provide proper security to the CS while taking the confidential papers from the custodian to the Centre during the conduct of examination.
- (vi) ensure that the Supervisor(s) is/are on duty throughout the examination days/period.
- (vii) ensure that the answer booklets are properly sealed as per instruction and dispatched to the Board by the safest and quickest means.
- (viii) make necessary arrangements for lodging of outstation candidates, separately for boys and girls where hostel accommodation is not available at the centre school in the rural areas.
- (ix) perform any other function as entrusted by the Board/ Government for the smooth conduct of the examination at the centre and handle the law and order situation when requested by the CS.
- (x) ensure a conducive environment in the examination centre by observing the SOPs/instruction issued by the Government and the Board.

3. Duties of Supervisor:

The duty of the Supervisor is to ensure that the examination is being conducted peacefully and ensure that there is no law and order problem. In case of law and order problem, the Supervisor should take necessary action as applicable.

III. INSTRUCTIONS TO INVIGILATORS:

The foremost duty of the invigilators is to ensure that no scope for malpractices is given to the examinees. Any such practice by the examinees shall be termed as negligence of the invigilators on duty.

The invigilators are to note and follow the 'dos' and 'don'ts' as given below:

'Dos'

1. To acquaint themselves with the rules of examination and instructions to the examinees.
2. To be aware of the rules for prevention and detection of unfair practices on the part of the examinees.
3. To report to the CS any case of infraction or attempted infraction of such rules.
4. To report for duty at least 40 (forty) minutes before the examination.
5. To replace damaged/defective answer booklets or question paper.
6. To see that the examinees is in possession of the question paper with the correct number of pages.
7. To hand over the surplus answer booklets or question papers to the CS and not to any other person.
8. To ensure that each examinee puts his/her signature on the copy of the attendance sheet supplied by the Board, and write '**Absent**' for an absentee, '**Expelled**' for an expelled examinee and put signature in the specified place in the attendance sheet.
9. To put signature on the answer booklets/additional sheets in the given space with the correct date during the examination hour.
10. To issue additional sheets to the examinees only when all the pages have been used and ensure that the examinee ticks the number of additional sheets used in the specified box which is in the front page of the main answer booklet.
11. To ensure that the date written on the main answer booklet tallies with that given by the invigilator on the additional sheets in order to prevent malpractices.
12. To see that the examinee have entered the particulars clearly i.e., subject, date of examination, Roll no. in words and have also darkened the circles corresponding to his/her Roll no. correctly.

In case of any mistake committed by the examinee, it should be corrected. If the mistake is in the OMR area, it can be corrected carefully with a white correcting fluid without disfiguring the circle.
13. To see that the roll number or name is not written on any other page of the answer booklets and on additional sheets/graph/music manuscripts.
14. To see that no clandestine communication takes place between the examinees or with the outsiders.
15. To see that examinees for the purposes of satisfying the call of nature do not go to places other than those specially arranged for the purpose.
16. To see that two or more examinees do not meet outside the hall/room while going to answer the call of nature.

17. To move as silently as possible and not make any noisy communication in the examination hall/room.
18. To see that all examinees submit their answer booklets to the invigilator and do not leave the examination hall/room without submitting the answer booklets.
19. The invigilators shall see that no materials, other than required for writing the answers, shall be in the possession of the examinees.
They shall see that the additional sheets, graph paper, music manuscripts, etc. are properly stapled along with the answer booklets.
20. Mobile phones MUST be on the 'switch off' mode.
21. On completion of the examination, the examinee should be permitted to move out in an orderly manner.

'Don'ts'

1. Invigilators shall not read out the question or explain/translate to the examinees even if asked to do so or even when there are any printing or other mistakes in the question papers.
2. Invigilator shall not disturb the examinees in any manner and must not engage in any other work that is likely to diminish the efficiency of the supervision.
3. The invigilators shall not smoke in the examination hall/room nor come to the hall/room with obnoxious or undesirable odour in the body or clothes.
4. No invigilator shall talk or communicate with any examinee in any manner.
5. No invigilate shall Comment or read any answer of the examinees within the examination hall/room.
6. The invigilators shall not discriminate any examinee in any form while performing their duty. They shall not visit other examination halls/rooms where they are not assigned.
7. The invigilators shall not leave the place of their duty till the examination is over. They shall submit the serially arranged answer booklets and all other materials of their hall / room in connection with the examination to the Centre Superintendent / Assistant Centre Superintendent.
8. The invigilators under no circumstances shall help the examinees in answering questions in any manner. They shall not commit themselves in any manner that may reduce or enhance the examinee's performance directly or indirectly.
9. The invigilators shall not go through the answer booklets of the examinees and make assessment of the same.
10. The invigilators shall not make any attempt to take photograph inside the examination room/hall.

The invigilators have the right to search any examinee on reasonable ground of suspicion. The act of searching shall, however, be done silently without causing any disturbance to other examinees. Female examinees shall be searched by female invigilators only.

IV. INSTRUCTIONS TO EXAMINEES:

1. Examinees shall sit for the examination in the allotted centre only. Regular candidates shall come in their school uniforms. Their candidature shall be rejected if they sit at a centre other than the assigned centre.

The examinees shall sit for the subjects, which they have opted and are eligible.

The answer booklet of the examinees who appear for subjects which they have not opted and/or eligible shall not be evaluated.

Examination will commence at the fixed time on each specified date.

2. The doors of the examination halls/rooms will be opened 30 minutes ahead, on the first day of the examination.

On the other days, the doors will be opened 10 minutes ahead of the examination.

Examinees shall not be admitted nor given the answer booklets or question papers later than 15 (fifteen) minutes after the examination has commenced.

After which, no examinee will be admitted without special permission of the Centre Superintendent.

3. Examinees are required to find their own allotted seats. They shall take their seats before the commencement of the examination.

4. Changing of seats and tampering or disfiguring seat labels are not allowed.

5. **Examinees are required to bring their original admit cards on all the days of the examination.**

They shall put their signatures in full on the attendance sheet or on any other form supplied by the Board as and when directed by the officials on duty.

The signature of the examinee in the Application Form, Admit card, Attendance Sheet, Answer booklet or any other forms must tally.

6. Examinees shall bring their own materials that are permitted and required for examination such as *pen, pencil, scale, eraser, sharpener, geometry instruments, colours* etc.

The Board will supply answer booklets, graph papers & music manuscripts.

7. Examinees shall use **blue ink** for writing their answers. Black colour ink is not allowed for writing the answers.

Appropriate colour inks/pencils may be used for diagrams and sketches.

Correcting fluid shall not be used for correcting any answers written by the examinee in the answer booklet.

Mistakes shall be cancelled by drawing a single line or crossed out.

8. Examinees shall not be allowed to carry into the examination hall/room or have in their possession during the hours of examination any materials not permitted by the Board.

PERMITTED ITEMS

- (a) Admit Card, School Identity Card
- (b) Stationery item i.e. Transparent Pouch, Geometry/Pencil Box, Blue/Royal Blue Ball Point/Gel Pen, Scale, Writing Board, Eraser, Analogue Watch and Transparent Water Bottles.
- (c) Bus card

BARRED ITEMS

- (a) Any stationery item – such as textual material (printed or written), bits of papers, Calculator, Pen Drives, Electronics Pen/Scanner, etc.
- (b) Any communication device – such as Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, Camera, etc.
- (c) Items like Wallet, Goggles, Handbags, Pouches, etc.
- (d) Any eatable item opened or packed, except for diabetic candidates.
- (e) Any other item which could be used for unfair means.

Examinees detected in contravention of this rule shall be disqualified and expelled.

Borrowing or lending of any materials or exchange of answer booklets / question papers is not allowed.

9. Examinees shall check the blank answer booklets given to them and see that no portion is torn or damaged, are properly stitched and all the pages are there in the answer booklet.

On no account shall any leaf or part of it be torn from the answer booklets.

In case a defective blank answer booklet or question paper is received, it should be immediately reported to the invigilator for replacement.

10. Each examinee shall write, distinctly on the cover of the answer booklets, only his/her roll no. (in figures and in words), date of examination, subject in the space provided.

He/she shall not write the roll no, name or institution anywhere in the answer booklets.

11. Examinee shall check the Question Paper to see that all the papers are there as indicated on the top left side of the Question Paper.

12. Examinee shall number the answers according to the numbers given in the question paper.

Marks shall not be awarded if the answer number does not tally with the question number.

13. No examinee shall pass on question papers to anyone inside or outside the examination hall during examination hours.

14. Additional sheets shall be supplied only when the examinee uses all the pages.

The examinee shall see that the dates given by the officials on duty on the main answer booklets and additional sheets tally.

If the examinees write their answers in the additional sheets without using all the pages of the main answer booklets, the answers written in the additional sheets shall not be evaluated.

No paper shall be provided for rough work or for drawings, diagrams, etc.

On the left hand side of the additional sheet, number the additional sheet used as 1, 2 or 3 etc., in the given box.

The examinee(s) shall staple their additional sheets, graph paper, music manuscript etc, securely with the answer booklet, if used.

15. An examinee requiring an additional sheet, or desiring to leave the room for a necessary purpose or for giving up his / her answer booklets shall draw the attention of the invigilators by rising in his/ her seat without making any noise or disturbance.
An examinee is not permitted to speak to an invigilator on any matter with reference to any question and answer.
Silence is to be observed.
16. Examinees shall not write or draw any objectionable or unnecessary remarks, picture or distinguishing mark in their answer booklets or attempt in any manner to render identification of the examinee in the answer booklets.
They shall not give false/wrong roll number.
Examinees shall not write anything on the admit card, question paper nor shall carry in/out any written or scribbled material to/from the examination hall/room.
17. An examinee shall not help or try to help other examinees, or obtain any help in any manner from other examinees or persons in or outside the examination hall/room during the examination hours.
Communication or help of any sort or in any form between the examinees and any other persons, whether inside or outside the examination hall/room, is prohibited.
18. **If it is found at the time of evaluation that the examinees copied their answers from each other, or have helped each other in any manner, then the examination of such examinees shall be cancelled even without any written report of the Centre Superintendent.**
19. Except the additional sheets and any other paper supplied by the Board for the purpose of writing answers, no other materials shall be appended to the answer booklets.
20. No examinee shall be allowed to leave the examination hall/room until one third of the allotted time is over.
An examinee having completed his/her answer booklets shall hand it over to the invigilator before leaving the examination room/hall.
The answer booklets even if blank shall, on no account, be left on the desk but shall be handed over to the invigilator.
No examinee shall be allowed to remain in the examination room/hall after the examination is over, except to allow his/her answer booklets to be collected by the invigilator.
No examinee shall leave the examination hall/room without submitting the answer booklets.
No examinee shall be allowed to re-enter the examination hall/room during the hours of examination after submission of the answer booklets.
21. **Unused pages of the answer booklets shall be crossed out by drawing an oblique line before it is handed over to the invigilator.**
22. An examinee shall leave the examination hall/room to respond to the call of nature, with the permission obtained from the invigilator.
CS shall ensure that such examinees are under the surveillance of a trustworthy person.

23. Any kind of misbehaviour on the part of the examinees like, threatening or intimidating any official on examination duty, tearing/mishandling of question papers or answer booklets, etc. are liable to be punished as per the rules.
24. Any attempt by examinees to use any unfair practices like copying from any source, helping or being helped at the examination or any breach or attempted breach of any of these or other examination rules or impersonation will render them liable to expulsion.
This will also lead to further penalties as the Board may determine.
25. Canvassing directly or indirectly by the examinees or their representatives is a violation of the examination rules.
26. Notwithstanding the issue of the admit card, the Board shall have the right for any reason which may appear sufficient to cancel the admission of any examinee to the examination, whether before, during or after the examination.
27. An examinee who is under the influence of alcohol or any other intoxicating substances shall not be allowed to sit for the examination.
28. Any mistake detected in the admit card should be reported immediately to the respective head of the institution or CS with an application, stating the nature of the mistake failing which, no application for any rectification of their particulars shall be entertained.
The head of the institution or CS shall forward such cases to the Board immediately after the examination is over for necessary action.
Correction will not be made if it is not submitted before the declaration of results.
Mistakes will be corrected on the basis of the records submitted previously by the examinee through the school.
Clerical mistake in the mark sheet shall be corrected within 90 (ninety) days after publication of the results.
The application for such correction shall be routed through the head of the institution last attended or the CS in respect of private candidates.

The decision of the Board, in all cases, shall be final.

V. PENALTIES FOR EXAMINEES RESORTING TO MALPRACTICES

Category – 1

- (i) Examinees possessing the barred items as specified in page no 23.

Penalty

Expulsion and cancellation of the examination.

- (ii) Examinee having in possession of any items or article relevant to the subject of examination but have not yet copied.

Penalty

First Offence : To be given warning. The examinee to give in writing that he/she is being warned.

Second Offence : Expulsion and cancellation of examination.

Category – 2

Examinee:

- (i) destroys or suppresses the evidence of the forbidden material in any way like swallowing, tearing or throwing out, etc.
- (ii) insert unauthorized additional sheet or replaces an answer booklet written outside the examination hall.
- (iii) takes away the answer booklet(s) or leaves the examination hall without handing over the answer booklet(s) to the invigilating staff or tears the answer booklet(s).
- (iv) found to have exchanged or changed roll nos. on the answer booklets or exchanged answer booklet(s) with another examinee or examinees exchange answerbooklet and write for one another
- (v) found throwing the question papers after writing the answers on it to another examinee or sending out the question paper.
- (vi) instigating to boycott the examination.
- (vii) copies or indulges in copying from any paper, booklet or notes with evidence duly reflected in the answer booklet.
- (viii) change of allotted seats, disfiguring or tampering seat labels.
- (ix) tearing of any page of the answer book or additional sheet etc.
- (x) taking away the answer book out of the examination hall/room/centre.
- (xi) smuggling out Question Papers or its part or smuggling out answer books/supplementary answer sheet or part thereof.
- (xii) using or attempting to use any other undesirable method or means in connection with the examination.
- (xiii) forceful entry/exit in/from Examination Centre/Hall.
- (xiv) use or attempted use of any electronic device after entering the examination centre.
- (xv) uploading/sharing any examination related material, correct or wrong, on social media.
- (xvi) affixing/uploading of fabricated photograph on the admit card.
- (xvii) erasing or obliterating any information printed on the ANSWER BOOKLET.

Penalty

Expulsion and cancellation of the examination of the examinee or both the examinees.

Category – 3

Examinee allows other examinee to copy any matter from his/her answer booklet or renders any assistance in any manner to another examinee in solving a question or a part of the question paper.

Penalty

Expulsion and cancellation of the examination of both the examinees.

Category – 4

Examinee is given assistance by a person who is not an examinee or by an invigilator or school staff.

Penalty

The examinee shall be expelled and the examination shall be cancelled.

If the person who is helping the examinee is a government employee, the punishment shall be as per the Conduct Rules of the Government.

In case, the person is a teacher or staff of a private school, the school shall take disciplinary action against the person (s). For others, the Examination Centre Committee shall initiate necessary action against the person(s).

Category – 5

- (i) Examinee or his associates influences or attempts to influence the examiner or the officials of the Board during/after the examination.
- (ii) Examinee has written objectionable, abusive or offensive language or letters to the examiners or officials of the Board, requesting or threatening them to award pass marks/qualifying grades, etc.
- (iii) The answer booklets of an examinee detected to be copied on the basis of internal evidence during evaluation or scrutiny.
- (iv) Examinees en masse boycotting examination.

Penalty

Cancellation of the examination of the examinee(s).

Category – 6

Mass copying by the examinees reported at an examination centre by a competent authority.

Penalty

Cancellation of the examination at the particular centre. No re-examination. Closure of the examination centre.

Category – 7

Physical assault on official(s) who is(are) on examination duty by the examinee.

Penalty

Expulsion and cancellation of the examination. The examinee shall be disqualified to take the subsequent examinations for the next five years.

Category – 8

If a candidate approaches any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorized privilege(s) in these Examinations.

Penalty

Expulsion and cancellation of the examination.

Category – 9

Examinee abuses/threatens or show disrespect towards official(s) of the examination conducting agency within or outside the examination premises.

Penalty

Expulsion and cancellation of the examination. The matter is to be immediately reported to the local police so that the culprit can be punished as per the law.

Category –10

Examinee is impersonated by another.

Penalty

Expulsion and cancellation of the examination. The examinee shall be disqualified to take the examination for the next two years. Action to be taken on the impersonator as per the penal provision.

Category – 11

Examinee found consulting other examinee(s) to get help or trying to help other examinee(s).

Penalty

For the first instance, the CS shall warn the examinee and shall record his/her roll number. Subsequent behavior shall lead to expulsion and cancellation of the examination.

Category – 12

Examinee writes name or initial marks of identification on the front page or inside the answer book or write the roll nos. on the additional sheet.

Penalty

After obtaining an explanation from the examinee, the CS shall issue warning and remove the writings. Repeated offence by the examinee shall lead to cancellation of the examination.

Category – 13

Answer booklets of an examinee found to have been written by another person.

Penalty

Expulsion and cancellation of examination. Appropriate action shall be taken against person(s) involved in writing the answer.

Category – 14

Taking legal course or any other means to influence the Board for gaining advantage in their favour by providing false information.

Penalty

Expulsion and cancellation of examination.

An examinee suspected to have adopted unfair means but the offence not clearly established shall be reported to the Secretary, NBSE along with the answer booklets under separate sealed envelope.

NB: In serious cases, an examinee may permanently be debarred from taking any examination of the Board.

VI. PENALTIES FOR NOT ADHERING TO THE RULES

Sl. No.	Nature of violation	Penalty
1	Non attendance of remedial classes or non payment of school fees.	Admit card shall not be issued which will debar the student from appearing the examination.
2	Coming late to the examination hall/room after the stipulated time.	Shall not be allowed to sit for the examination.
3	Using different types of hand writing.	Answer booklet shall not be evaluated.
4	Not following/using the question numbers as given in the question paper i.e. wrong numbering of question or giving their own question numbers while answering the question. e.g. writing 5 as V, 1 as (a), etc.	Answer booklet shall not be evaluated.
5	Appearing for a subject not opted/eligible.	Answer booklet shall not be evaluated.

SAMPLE OF CERTIFICATES/APPLICATIONS

i. CERTIFICATE FOR ISSUE OF DOCUMENTS

I, Mr/Ms have duly received a total of number of documents from the Board.

*** Admit Cards / Marksheet – cum - certificate, Marksheets / Pass Certificates / Certificate of Qualification from Roll No to Roll No.....

*** (a) I do hereby certify that the documents issued to candidates were checked and found correct. No defective documents were received by me.

*** (b) I do hereby certify that the documents were checked and only correct documents were issued to candidates. The defective documents have been despatched to Board's Office through authorised messenger for verification and correction.

*** I hereby return the following defective documents received from the Board as per particulars given below for verification and correction.

<u>Sl. no.</u>	<u>Name</u>	<u>Roll No.</u>	<u>Name of document</u>	<u>Nature of mistake</u>
1.				
2.				
3.				
4.				
5.				

(Signature of the Head of institution/Centre Superintendent)

I certify that I helped in the checking of the documents/admit cards/marksheets/pass certificates/certificate of qualification/registration card.

Signature.....

Name of the Assistant

Designation

*** Note : Strike off whichever is/are not applicable.

SAMPLE - I

To

The Chairman,
Nagaland Board of School Education,
Kohima.

Subject:- Authorisation letter.

Madam,

I hereby authorise *_____ to
collect the confidential packets/documents of _____ examination
_____ for our institution.

His/her specimen signature is given below :

Specimen signature :

1.

2.

3.

(Signature to be attested by the Principal/HM)

Yours faithfully

(Signature with seal)
Principal/HM

* Only the Vice Principal/Senior Lecturer and Asstt. Headmaster/Senior Graduate Teacher can collect the confidential packets on behalf of the Principal and Headmaster respectively.

SAMPLE - II

Principal/Headmaster/Headmistress
(School name and address)

Sub: Availing exemption as provided for Students with disabilities.

Sir/Madam,

My ward/son/daughter with the following particulars is a student of your school:

1. Name:

2. Class: Section: Roll No:

3. Nature of disability:

It is requested that the following exemption(s) may be granted:

a.

b.

The details of Scribe are as under:

Name:

Age:

Qualification:

Address:

Date:

(Signature of Parent)

Name:

Email:

Contact No:

Address:

Enclosure:

Medical Certificate

SAMPLE - III

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE (Suggestive)

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability) S//D/o _____ a student of _____ (School name & address) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Sr. Medical Officer /Medical Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with seal

Place:

Date:

Note:

Certificate of disability should be issued by an authorized competent Medical Authority.

SAMPLE - IV

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I, _____ a student of _____ (name of the school), S//D/o _____ bearing Roll no. _____ will be appearing _____ examination at _____ (name of the centre).

I, do hereby state that _____ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right and claims relating to this examination.

(Signature of the candidate with disability)

Place:

Date:

EXPULSION ORDER

(Sample)

Mr/Miss _____ Roll No. _____
son/daughter of _____ an examinee of
HSLC/HSSLC Examination _____ is hereby expelled from
the examination in the subject _____
today the _____ .

In compliance with the rules of NBSE in the matter of “Penalties for examinees resorting to malpractices”, he/she is expelled for the offence of _____ category _____.

Further, he/she is hereby debarred from appearing in the remaining subjects as per the aforementioned rules.

Name & Signature of the Centre Superintendent

_____ Centre

HSLC/HSSLC Examination _____

MEDICAL CERTIFICATE

(Sample)

[For examinees requiring isolation / special arrangement during examination period. See Rules relating to conduct of HSLC and HSSLC Examinations 7(iv)].

I, Dr..... holding
Registration No.....certify that I have personally examined
Mr/Msbearing Roll No..... under
centre..... on.....and found that he/she is
suffering from and recommends that he/she should be
isolated during examination period.

A separate room should be provided to him/her.

His / her papers need not be fumigated.

His / her papers must be fumigated as per the following directions:

Date :

(Signature)

Designation

N.B : The Centre Superintendent shall submit the medical certificate along with the final report.

UNDERTAKING
(Sample)

Having been appointed as an invigilator for the HSLC/HSSLC Examination,

I, Mr/Ms hereby declare that I have read the rules /instructions laid down by the Board for invigilation and shall abide by them.

Further, I shall be liable for departmental action in case of any infraction of the rules.

I also declare that I am not teaching in any coaching school/institute.

Signature :

Name :

Institution:

- Note:**
- i. CS shall make copies of the undertaking for the invigilators.
 - ii. Each invigilator shall fill in the form and sign it.
 - iii. CS will collect them and keep them until 3 (three) months after the declaration of result.
 - iv. However, in case of discrepancy, case, etc. the forms shall be sent to the Board's Office.

UNDERTAKING
(Sample)

I Mr/Miss (Name of examinee) bearing Roll No. of HSLC/HSSLC Examination 20.... of centre hereby make this undertaking that I have opted..... as my sixth/MIL/Elective/Vocational subject(s) and not(subject) that is printed in my admit card.

Therefore, I declare that I shall be appearing in(subject) at my own risk and I will abide by the decision of the Board.

C.S. Signature _____

Candidate Name _____

Centre _____

Signature _____

Date _____

Roll no. _____

Note: (i) This undertaking given by the examinee must be dispatched along with the answerscripts.

Form No.4

**NAGALAND BOARD OF SCHOOL EDUCATION
KOHIMA**

APPLICATION FORM FOR PHOTOCOPY OF ANSWERSCRIPT(S)

(Candidate should read the rules carefully before filling up the form)

To

The Chairman,
Nagaland Board of School Education
Kohima, Nagaland.

Madam,

I am hereby submitting my application for photocopy of my answerscript(s) for HSLC/HSSLC Examination. My particulars are given below:

1. Name of the applicant :
2. Roll number :
3. Name of examination :
4. Name of school/Centre:
5. Subject(s) for which photocopy of the answer-script is required:
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____
 - vi. _____
6. Father's name :
7. Mother's name :
8. Address for correspondence _____

_____ Phone no. _____

Yours faithfully,

(Signature of candidate)

N.B. The signature must tally with the signature given in the admit card

DECLARATION

I, Mr/Ms.....
son/daughter of hereby
declare that I have carefully gone through the rules and regulations governing the
photocopy of answerscript(s) given overleaf and I undertake to abide by the same.

Dated:

Signature of candidate

PARTICULARS OF FORM NUMBERS

A. Classes VIII, IX and X.

Form No. 1	Application for Private Schools seeking upgradation of Classes IX & X
Form No. 2	Application for Private Schools seeking provisional recognition
Form No. 3	PCR Record
Form No. 4	Application for photocopy of answerscript(s)
Form No. 5	
Form No. 6A	List of teaching staff (secondary)
Form No. 6B	List of non-teaching staff
Form No. 6C	Enrolment of students (secondary & higher secondary)
Form No. 7	Assessment report on the activities 'Life Skills'
Form No. 8	Particulars of students of Class VIII as on 1 st April
Form No. 9 (R)	Statement of registration fee for Class VIII final examination
Form No.10	Particulars of transferred students of Class IX & X
Form No. 11	Application form for duplicate documents (common)
Form No. 12	Application form for migration certificate (HSLC)
Form No. 13	Particulars of students of Classes IX as on 1 st April
Form No. 14	Application form for Compartmental candidates of HSLC
Form No. 15	Progress Report of Classes IX & X Mid-term Examination
Form No. 16	Particulars of students of Class X as on 1 st April
Form No. 17	Application form for Regular candidates of HSLC
Form No. 18	Application form for needs improvement category of HSLC
Form No. 19	Application form for change of Examination Centre (HSLC)
Form No. 20	Application form for Improvement of Performance of HSLC
Form No. 21	Appointment of HSLC Centre Superintendent
Form No. 22	Statement of candidates (HSLC)
Form No. 23	Attendance sheet for HSLC
Form No. 24	Answer book account (HSLC)
Form No. 25	Forwarding letter of Answer Books of HSLC Examination
Form No. 26	Expulsion Report (HSLC)
Form No. 27	List of Absentees for HSLC
Form No. 28	Mark list for examiner (HSLC)
Form No. 29	Progress report cum result sheet of Class IX final Examination
Form No. 30	Head Examiner Slip (HSSLC/HSLC Examination)
Form No. 31	
Form No. 32	Internal marks/grade of HSLC
Form No. 33	Progress report cum result sheet for Class VIII Final Examination
Form No. 34	Progress report Class VIII mid-term examination

B. Classes XI and XII

Form No. 6D	List of teaching Staff (Hr. Sec.)
Form No. 41	Application for Private Schools seeking upgradation of Classes XI & XII
Form No. 42	Particulars of students of Class XI as on 1 st August
Form No. 43	Subject-wise details
Form No. 44	Application form for Compartmental candidate of HSSLC
Form No. 45	Result Sheet cum Progress Report of Class XI Promotion Examination
Form No. 46	Particulars of students of Class XII as on 1 st June
Form No. 47	Mid-Term Progress Report (Hr. Sec.)
Form No. 48	Application Form for Regular HSSLC
Form no. 49	Application form for Improvement of Performance of HSSLC
Form No. 50	Application form for Change of Examination Centre (HSSLC)
Form No. 51	Application form for repeater of HSSLC
Form No. 52	Statement of candidates (HSSLC)
Form No. 53	Appointment of Centre Superintendent of HSSLC Examination Centre
Form No. 54	Attendance sheet for HSSLC (Arts stream)
Form No. 55	Attendance sheet for HSSLC (Science stream)
Form No. 56	Attendance sheet for HSSLC (Commerce stream)
Form No. 57	Attendance sheet of HSSLC Examination (Practical)
Form No. 58	Details of marks secured by the examinees (HSSLC Practicals)
Form No. 59	Mark list for examiner (HSSLC).
Form No. 60	Forwarding letter of answer book by the Centre Superintendent (HSSLC)
Form No. 61	Expulsion Report (HSSLC)
Form No. 62	Answer book account (HSSLC)
Form No. 63	Practical/internal mark list (HSSLC examination)



**Nagaland Board of School Education
Upper Bayavü, Kohima**

**Email : nagaboard@gmail.com
Website : www.nbsenl.edu.in**