

**Nagaland Board of School Education
Kohima**

**Standard Operating Procedures (SOP) for collection of HSLC & HSSLC 2021
Application Forms and submission to the designated school.**

The following measures shall be observed during collection and distribution of Application Forms.

A. During the delivery of Application Forms to the designated schools.

1. The Board's official will deliver the Application Forms to the District Designated Schools.
2. The Centre Schools of HSLC & HSSLC Examinations 2020 will collect the Application Forms from the designated schools.
3. Wearing of masks by the Board's Officials and the concerned school Heads and staff shall be mandatory. The designated school should ensure that all present should wear masks.
4. Provision for hand washing and sanitizer dispensers in the school compound should be made available.
5. Social distancing shall be observed while handing over the forms.

B. Distribution of Application Forms to the Centre Schools by the Designated Schools

1. The forms will be given out to the centre schools in a staggered manner.
2. The date of distribution of the documents must be made known to the Centre schools.
3. Cleaning/Sanitization of the rooms/office should be done before distribution of the Application Forms to the centre schools.
4. Wearing of masks by the Principal/Headmaster/Designated School staff etc shall be mandatory.
5. Social distancing shall be observed.
6. Provisions should be kept for handwashing along with sanitizers.

C. Distribution of Application Forms to the Schools by the Centre Schools

1. The forms will be given out to the schools in a staggered manner.
2. The date of distribution of the documents must be made known to the registered schools under the centre.
3. Cleaning/Sanitization of the rooms/office should be done before distribution of the Application Forms to the schools.
4. Wearing of masks by the Principal/Headmaster/Centre School staff etc shall be mandatory.
5. Social distancing shall be observed.
6. Provisions should be kept for handwashing along with sanitizers.



D. Distribution of Application Forms to the students by the concerned school.

While distributing the Application Forms to the candidates, the following norms shall be observed.

1. Cleaning/Sanitization of the rooms/office should be done before distribution of the Application Forms to the students.
2. Wearing of masks by the students and school staff shall be mandatory.
3. Social distancing shall be observed.
4. Handwashing provision should be kept at the school.
5. For schools having large number of students, the Application Forms should be distributed spread over two to three days.
6. Schools must ensure staggered movement of the students to avoid overcrowding.
7. Option for calling parents/guardian and students to school on staggered time/date should be planned by the school.
8. Students who are ailing or have any COVID-19 positive members at home should not be allowed to come to school.
9. The school must give clear instructions to the students as to how to fill up the Application Form correctly.
10. Provision for online submission of Application Form is provided. For details, refer the Booklet of "**Rules and Regulation for filling up the forms and submission thereof**" (HSLC & HSSLC Examinations 2021).

E. Kohima District

For Kohima district, Centre School will come and collect the forms from the Board's Office. The Schools will collect the Application Forms from the Centre Schools i.e. 2020, where their students appeared for the last examination.

Dates for collection and submission will be notified in district Whatsapp group.

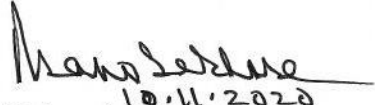
F. Submission of Application Forms by the schools to the centre school:

Schools must ensure that the Application Forms of the students are complete and correct. The Application Forms should be compiled category-wise as given in the instruction booklet and submit along with the relevant forms and payment receipts/DD/Cheque.

Incomplete forms will not be accepted.

G. Compilation of Forms/packets at the Designated School:

The designated school shall receive the packets from the centre schools and keep it properly for onward submission to the Board.


10.11.2020
(Mrs. Asano Sekhose)
Chairman.