

Nagaland Board of School Education Kohima

MANAGEMENT OF EXAMINATIONS

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1. DEFINITIONS

- i. **'Board'** means Nagaland Board of School Education.
- 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, 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.

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 next 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. He/she also has to qualify the examination at the end of the concerned academic session qualifying him/her for promotion to the next higher class.
5. Science stream at higher secondary level.

A student desiring to go for Science stream must get qualifying grades in Mathematics and Science at Class X.
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 does not get qualifying grade in one of the following subjects- Mathematics, Science, Social Sciences and Second Language but gets qualifying grade in the sixth subject can 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 MILs to Alternative English 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 coaching 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.
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 qualify 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 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.
13. 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.
14. 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.

15. 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.
16. 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. HSSLC Examination at the end of Class XII.
 - ii. Class XI Promotion Examination at the end of Class XI.
 - iii. HSLC Examination at the end of Class X.
 - 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 by 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** : The examinations conducted by the Board shall be in accordance with the curricula and syllabi prepared and approved by the Board.
- 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.

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 IX 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 was not sent up for the HSSLC examination

Conditions for category b. of private candidates are:

- a. they shall seek permission from the Controller of Examinations, NBSE, Kohima within the month of August,
- b. get themselves registered with an institution for the internal subjects.

This category is applicable only to Arts and Commerce streams.

They shall not be allowed to offer vocational courses.

iii. IMPROVEMENT OF PERFORMANCE :

See Rule No. 9.

iv. 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 August.

The conditions shall be the same with category ii. b.

v. MIGRATING STUDENTS :

See Rule No. 8

B. DOCUMENTS TO BE ATTACHED :

i. REGULAR CANDIDATE :

Photocopy of pass certificate of Class XI

ii. PRIVATE CANDIDATE :

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

C. PASSPORT SIZE PHOTOGRAPH :

One copy of recently taken photograph in the size of 4 x 5 cms, shall be pasted on the application form by the candidate.

- D. THE AUTHORITY TO FORWARD THE DOCUMENTS/FORM SHALL BE AS FOLLOWS:
- | | | |
|-----|--|---|
| i. | Regular Candidates
(Fresh and institutional repeater) | Head of a recognized institution |
| ii. | Others | Centre Superintendent of the HSSLC Examination centre where they appeared last. |
- A regular candidate failing in the 1st attempt is termed as institutional/regular repeater.
- E. SUBMISSION OF FORM :
- Last date for submission of the prescribed form with supporting documents and fees of the candidate is fixed by each school/centre for timely onward submission in accordance with the academic calendar of the Board.
- The institution shall give a minimum of 5(five) days to the students to fill up the forms. No form or fee shall be accepted by the Board's Office directly from any intending candidate.
- F. FEES :
- Examination and other fees realised from the intending candidate shall be paid by bank draft or banker's cheque in favour of the Chairman, Nagaland Board of School Education, Kohima or by crediting into the current account of the Chairman, Nagaland Board of School Education, Kohima at the State Bank of India, Main Branch, Kohima.
- 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 normally 5(five) days before 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:
- In Class XII, the provision for change of stream is applicable only for the failed candidate(s) of HSSLC examination. Such 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.

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.

M. CHANGE OF CENTRE

See Rule No. 10.

N. SUBJECT OF EXAMINATION

Repeaters shall not be allowed to change the subjects.

O. ADDITIONAL SUBJECT

Repeaters shall be allowed to drop additional subject provided they seek prior permission before filling up the form.

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, 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 Controller of Examinations 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, Nagaland Board of School Education before the **31st August** for permission to sit at the examination.

iv. MIGRATING STUDENT :

See Rule No. 8.

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/colleges at the time of granting permission.

C. FEES :

The examination and other fees are to be paid by Bank Draft or Banker's Cheque in favour of the Chairman, Nagaland Board of School Education, Kohima by recognised higher secondary schools/colleges or by crediting into the current account of the Chairman, Nagaland Board of School Education, Kohima at the SBI, Main branch, Kohima.

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

D. COLLECTION OF CONFIDENTIAL PAPERS :

Confidential papers must be collected from the Board's office 7 (seven) days ahead of the commencement of the examination for schools/colleges from the far-flung areas.

Schools/Colleges who can collect and return back to their stations in a day or two shall collect the confidential papers from the Board's office five days ahead of the commencement of the examination.

The Principal shall collect the confidential packets. In case, the Principal cannot come, the Vice Principal or a senior Lecturer/Teacher shall be deputed with an authorization letter.

The specimen signatures of the authorised person should be attested by the Principal while collecting the same. **Grade III and IV staff should not be detailed for collecting the confidential packets.**

The officer collecting the confidential packets shall make necessary verification at the time of collection.

The responsibility for collecting the confidential packets from the Board's Office and its safe custody lies with the institution.

E. EVALUATION AND DECLARATION OF RESULTS :

- i. Recognised higher secondary schools/registered colleges shall declare the results after it is approved and countersigned by the Controller of Examinations, Nagaland Board of School Education, Kohima.
- ii. The valued scripts of all the subjects must be submitted in the following manner along with the result for approval:
 - 3 (three) scripts within 0 - 32 marks
 - 3 (three) scripts within 33 - 50 marks
 - 3 (three) scripts within 51 - 100 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 and countersigned 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.

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' in 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 August** for permission to sit for the examination. They shall apply to the Board for permission along with necessary documents (PCR, Class IX certificate of qualification etc).

iv. MIGRATING STUDENT :

See Rule No. 8.

v. IMPROVEMENT OF PERFORMANCE :

See Rule No. 9.

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 should be conducted at the end of completion of the course based on the design of question paper of the Board to orient the students to sit for 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 coaching 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.

C. PASSPORT SIZE PHOTOGRAPH :

1(one) copy of recently taken photograph of good quality in the size of 4x5 cms shall be pasted (not stapled) in the given space in the application form. Scanned photo will not be accepted. (See also Miscellaneous rules).

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

Category	Authority
i. Recognised Regular and Regular Repeater	Head of recognised school.
ii. Permitted Regular and Permitted Regular Repeater	Head of Permitted school.
iii. Centre Repeater	Centre Superintendent of HSLC Examination centre where they appeared last.

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:

Last date for submission of the prescribed form with supporting documents and fees of the examinees is fixed by each school/centre for timely onward submission in accordance with the academic calendar of the Board.

The institution shall give a minimum of 5 (five) days to the students to fill up the forms. No form or fee shall be accepted by the Board's Office directly from any intending candidate.

F. FEES :

Examination and other fees realised from intending candidate shall be paid by bank draft or banker's cheque in favour of the Chairman, NBSE, Kohima or by crediting into the current account of the Chairman, NBSE, Kohima at the State Bank of India, Main Branch, Kohima.

G. EXAMINATION CENTRE :

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

H. ADMIT CARD :

The admit cards are issued normally 5 days before 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 :

i. REGULAR CANDIDATE :

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

ii. PRIVATE CANDIDATE :

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.

iii. 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.

iv. MIGRATING STUDENT :

See Rule No. 8.

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 :

i. All fees shall be paid by bank draft or banker's cheque in favour of the Chairman, Nagaland Board of School Education by centre schools. The statement of question paper fees (form no. 14) is to be submitted in triplicate.

ii. Fees for stationery, evaluation etc. realised from private candidates at the rate approved by the Directorate of School Education must be kept by the Centre Superintendent for centre contingency by maintaining proper account which is subject to departmental audit.

D. BIRTH CERTIFICATE :

Migrating candidates shall submit attested photocopy of birth certificate during submission of the particulars as on 1st April. The particulars of the birth certificate must be consistent with that of the PCR book/school records. The birth certificate should be identical with the one submitted to the school at the time of admission.

E. **COLLECTION OF CONFIDENTIAL PACKETS :**

Confidential packets must be collected from the Board's Office 7 (seven) days ahead of the commencement of the examination by centre schools from the interior and far-flung areas.

Centre schools which can collect and return back in a day or two should collect it 5 (five) days ahead of the commencement of the examination.

N.B. At least 2 (two) days prior to the commencement of the examination, the centre schools must have in their possession by then, the confidential packets.

The Principal/Headmaster shall collect the confidential packets. In case, the Principal/Headmaster cannot come, the Vice Principal/Asstt. Headmaster or a senior Teacher shall be deputed with an authorization letter.

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.

The officer collecting the confidential packets shall make necessary verification at the time of collection.

The responsibility for collecting the confidential packets from the Board's Office and its safe custody lies with the schools.

F. **DECLARATION OF RESULTS :**

i. Registered schools/centre schools shall declare results 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 valued 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 - 60	iii. 61 - 80
70	i. 0 - 23	ii. 24 - 45	iii. 46 - 70

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 results are handed over to the Board, the registered school/centre school shall preserve all the answerscripts for 3 months after which it can be destroyed.

G. **QUESTION PAPER**

The number of question paper to be supplied to the institution shall be based on the information given in form no. 14.

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 without practical	100	3 hours
ii. Subject with practical		
Theory	70	3 hours
Practical	30	3 hours
iii. Subject with internal/project work		
Theory	90	3 hours
Internal/project work	10	
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. 33 marks in subject having 100 external marks
 - b. 30 marks and 3 marks separately in subject having 90 external and 10 internal/project work
 - c. 21 marks in theory and 12 marks in practical separately for those subjects involving practical including the subject Environmental Education.
 - 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 marksheet.
- 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. If the grades are also tied, then the performance at the Class XI Promotion Examination shall be the deciding factor.

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.

D. 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.

4.2 CLASS XI PROMOTION EXAMINATION

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

Subject	Marks	Duration
i. Subject without practical	100	3 hours
ii. Subject with practical		
Theory	70	3 hours
Practical	30	3 hours
iii. Subject with internal/project work		
Theory	90	3 hours
Internal/project work	10	
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 & Commerce. In addition, a candidate shall have the option to choose an additional subject from the same stream.

- 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. For Class-XI Promotion Examination, the Board shall set and supply the question papers and the institutions shall conduct the examination internally.
 - iv. The institutions shall declare the results only after it is approved and countersigned by the Controller of Examinations, Nagaland Board of School Education, Kohima.
 - v. The institutions shall conduct the practical examinations, wherever provided in the syllabus at the specified time.
 - vi. All project works must be done before the conduct of the written examination.
 - vii. 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 practicals, project works, internal assessment are not eligible to appear the promotion examination.

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 :

<i>Sl.no.</i>	<i>Subject</i>	<i>No.of papers</i>	<i>Marks</i>	<i>Duration</i>
1.	Language I	One	80	3 hours
2.	Language II	One	80	3 hours
3.	Mathematics	One	80	3 hours
4.	Science	One	80	3 hours
5.	Social Sciences	One	80	3 hours
6.	Sixth subject (any one)			
	i) Environmental Education	One	80	3 hours
	ii) Home Science	One	70	3 hours
	iii) Book Keeping & Accountancy	One	70	3 hours
	iv) FIT	One	70	3 hours
	v) Music	One	70	3 hours
7.	2(two) internally : Assessed subjects:	Work & Art Education and Physical 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.

The examinees who have scored the qualifying grade i.e. D and above shall be awarded grades in the following way:

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		

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 IX or 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. The percentage shall vary from subject to subject.
20% or more of the total weightage of marks shall be assessed through CCE by the institutions. The percentage shall vary from subject to subject.
- 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. If the grades are also tied, then the performance at the Class IX Final Examination shall be the deciding factor.

C. **REPLACEMENT :**

The words 'passed' and 'failed' shall be replaced by 'qualified' and 'needs improvement' respectively.

In the PCR, the level of performance of a child will be indicated as 'qualified' or 'needs improvement' instead of 'passed or failed' respectively.

D. **CRITERIA FOR QUALIFYING TO THE NEXT HIGHER CLASS:**

The students are expected to study 5 (five) externally assessed subjects and 2(two) internally assessed subjects.

It is expected that a child who has studied the secondary course has basic knowledge of the core subjects - languages, Mathematics, Science and Social Sciences.

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 – Foundation of Information Technology/Home Science/ Book Keeping & Accountancy/Music/Environmental Education.

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

To qualify 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.

- 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 for promotion at the following examinations :

 - a. Class IX Final Examination,
 - b. H.S.L.C. 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

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

4.4 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 an 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 marks of 70% and above from the examinees who have been declared passed or qualified.
- 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 and pass certificate/certificate of qualification shall be issued within a week after the declaration of the results to the recognised schools in respect of regular candidate and the examination centres in respect of centre repeaters and change of centre.
- ii. Certificate of Qualification/Pass Certificate shall be issued within 6 months from the date of publication of the results to the recognised schools in respect of regular candidate and to the examination centres in respect of private examinees.
- iii. Institutions shall not issue provisional Pass Certificate or Certificate of Qualification.

- 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. The centre school (s) shall be the forwarding authority for the next examination if these failed or needs improvement regular students fail to qualify again at the examination.

4.5 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. For Class IX Final Examination, the Board shall set and supply the question papers and the schools shall evaluate.
- D. The schools shall declare the results only after the results are approved and countersigned by the Controller of Examinations, Nagaland Board of School Education, Kohima.
- E. Marksheets shall be issued by the Examination Centres.
- F. Certificates of Qualification shall be issued by the Board.
- G. 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.

- H. Question Paper:
The Board for the final examination shall supply a common question paper.

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 (including Adolescence 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

Students 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. Heads of registered institutions shall collect the 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.

- B. 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.
- C. 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.
- D. 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.
- E. The particulars and the marks of the regular candidates 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.
- F. In case provisional pass certificate is to be issued, the Head of the Institution/Centre Superintendent shall compare, verify and be satisfied that the result written in the marksheet tallies with the result published in the Result Gazette.
- G. 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.
- H. The signature and name of the receiver shall be recorded and kept by the Institution/Centre.
- I. Original admit cards, marksheet-cum-certificate, marksheets and pass certificates shall not be issued directly to the candidates by the Board.

- J. 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).

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.

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.

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 as per "Rules to deal with the candidates resorting to malpractices".
- 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. They shall offer at the ensuing examination the same subjects opted for at the last examination.
- 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. An addendum if any, of the Result Gazette shall be published within 90 days after declaration of the results.
- E. 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.
- F. Clerical mistakes committed by the Board in the admission 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.
- G. In case of any clerical mistake committed by the Board in the marksheet, it must be reported within 30 days after the publication of the Result Gazette for rectification.
- H. Application for addendum/corrigendum after the specified dates in no case shall be accepted.
- 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 a sister 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.

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 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. 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 including the regular students for verification when form nos. 42 & 46 are submitted.

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 IX and X

Marksheet and transfer certificate issued by the school and countersigned by the Inspector of Schools/District Education Officer of the State last studied.

b. Class XI and XII

- i. Photocopy of HSLC Admit Card, Marksheet and Pass Certificate/Certificate of Qualification
- 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

- A. A successful candidate at the HSSLC/HSLC Examination desirous of improving his/her performance at the next examination shall have to appear in all the subjects.
- B. The self-handwritten application for permission addressed to the Chairman of the Board should be submitted **on or before 30th September.**
- C. This facility shall be made available to a candidate who has not pursued further studies after passing the examination, the result of which the candidate desires to improve.
- D. Admit card, marksheet and pass certificate/certificate of qualification in original, should be submitted along with the application.
- E. Only one chance that is at the immediate next examination is permissible.
- F. An applicant who is permitted to appear for improvement 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.
- G. The candidate shall be given an option to choose his/her result from the two examinations.
- H. The surrendered admit card, marksheet cum certificate, marksheet and pass certificate/certificate of qualification are returnable only after publication of the results of the examination at the option given by candidate in writing within thirty days.

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:
- Transfer of parent/legal guardian,
 - Transfer in the case of employed candidates above 18 years of age,
 - 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 or the candidate in Government or semi-Government service,
- a photocopy of the transfer/posting order shall support the application,
 - a photocopy of release order from the old office, and
 - 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 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 :

1. The Principal/Headmaster or the duly authorised Vice Principal/Headmaster/Sr. Lecturer/ Sr. Teacher shall collect the packets from the Board's office.
2. At the time of collection, he/she must ensure that the numbers written on the packing slip is sufficient for his/her centre.
3. The confidential packets shall be opened in the presence of at least two different invigilators on each day of the examination and their signatures obtained on the packing slip. If there are more than one school in a centre, these invigilators should be from the other school(s).
4. The packing slips are to be kept till the declaration of results and can be destroyed only after the results are accepted by the Board.

On reaching the institution, the bundle shall be opened to verify the number of packets/question papers as stated in the forwarding letter.

Under no circumstances, the question paper packets are to be opened before the specified date and time.

- C. Failure to keep the packets in safe custody which may cause leakage of question or tampering of packets shall lead to punishment as per the service rules for the government employees and withdrawal of recognition and permission for the private schools.
- 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 needs improvement and does not sit for the examination in certain subjects 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.

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 July 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. (This rule is not applicable for students who have been studying at the same institution or place for a year or more).
 - 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 CANDIDATURE FOR STUDENTS WITH SPECIAL NEEDS

- A. Candidature :
- i. Students with special needs who are pursuing formal schooling and appear at the Board's examinations but requires additional facilities shall seek prior permission from the Board.
 - ii. Students with special needs who are not pursuing formal schooling but are desirous of appearing at the Board's examination shall also 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. The application with necessary educational documents must be submitted to the Board 6(six) months ahead of the examination. It should be forwarded by the school in which one is studying or the institution who is willing to assess the internally assessed areas and subjects.

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

- C. Exemption and concession to students with special needs:
- i. Students with special needs appearing for the Board's examination shall be permitted to use an amanuensis (writer) who must be a student of a class lower than the one for which the candidate is taking the examination. The particulars of the writer should be enclosed along with the application.

The amanuensis shall only read out the questions and then write down the answers dictated by the blind examinee. For the partially blind student, the invigilator shall read out the questions only and the candidate shall write down the answers.

Such students must submit a medical certificate certified by a Medical Board under the Chairmanship of Medical Superintendent certifying that the examinee is unable to write and an amanuensis is required.

Use of amanuensis and appointment of amanuensis

Amanuensis may be allowed in the following cases:

- a. *to a blind or physically handicapped/spastic candidate who cannot write;*
- b. *on sudden illness rendering the candidate unable to write as certified by a Medical Officer;*
- c. *in the case of an accident rendering the candidate unable to write the examination as certified by a Medical Officer.*

- ii. Students with special needs shall be allowed an extra time to write down the answers in each subject.
- | | | |
|---|---|---|
| <i>For paper of 3 hours duration 60 minutes</i>
<i>For paper of 2½ hours duration 50 minutes</i>
<i>For paper of 1½ hours duration 30 minutes</i> | } | <i>In addition to the allotted time</i> |
|---|---|---|
- iii. Students undergoing physio-therapeutic exercises shall be treated as equivalent to Physical and Health Education course of the Board.
- D. The centre/school shall arrange a suitable room(s) for these candidate for whom an amanuensis is allowed and appoint one invigilator to supervise his/her examination.
- E. A Board's Official shall verify the authenticity of the case before permission is granted. The exact nature of concession to be given shall be notified only after verification.
- F. The Centre Superintendent(s) are directed to send the answer books of special needs students in separate covers.

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, need NOT apply 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:

- i. the **31st of March** of the academic year for Class IX.
- ii. the **30th of June** 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-totaling of marks. The total is then compared with that evaluated by the examiner.

- A. A candidate desiring re-scrutiny of marks/result shall apply to the Controller of Examinations, Nagaland Board of School Education, Kohima within 15 (fifteen) days from the date of publication of result through the institution/centre.
- B. There shall be no restriction on the number of subjects for rescrutiny. The application should be forwarded by the Head of the Institution for regular students and Centre Superintendent for repeaters.
- C. All such applications must be accompanied by the original copies of admit card, marksheet cum certificate, marksheet, pass certificate or certificate of qualification and the fee prescribed by the Board.
- D. In no case will the re-scrutiny and re-checking be done in the presence of the examinee or any one 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 original marksheet or 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.
- 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 ANSWERS SCRIPT(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. The application shall be submitted in the prescribed form **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 shall be accompanied by the prescribed fee along with original documents i.e., (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 COMPARTMENTAL EXAMINATION (HSLC)

- A. A candidate with needs improvement grades in 3 (three) or less subjects is eligible to sit for the HSLC Compartmental Examination.
- B. Only 1 (one) chance will be permissible to appear at the compartmental examination to be held after the result of the main examination is declared.
- C. A candidate who fails to qualify at the compartmental examination will have to appear in all subjects at the subsequent main 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 of the main examination will be carried over to the compartmental examination.
- F. The criteria for qualifying the compartmental examination shall be the same with that of the main HSLC Examination.

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

Only the repeaters (failed candidates) of class XII who secured pass marks in the practical examinations are eligible under this rule.

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

- A. The practical marks of all such candidates who do not wish to take practical examination in subjects involving practicals may be taken from the previous year's achievement.
- B. Self-handwritten applications of such candidates who wish to take the previous year practical marks shall be routed through the institution/centre at the time of submitting the prescribed forms.

24. RULES RELATING TO ISSUE OF DUPLICATE EXAMINATION DOCUMENTS

The following are the rules and procedures for issue 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 or certificate of qualification 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. At the time of applying for duplicate, he/she must produce 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 Damage :
If the document is damaged, the owner of the document may apply for duplicate copy attaching the damaged documents.

- D. At the time of applying for a duplicate, the following are to be submitted:
- i. a report from the concerned police station with the FIR number and date of filing or concerned Administrative Officer
 - ii. a documentary proof of identity,
 - iii. 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.

25. 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 birth certificate of migrating students of Class IX should be submitted along with form no. 13 (particulars as on 1st April). 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 of good quality in the size of 4 x 5 cms. of the intending candidate (taken not earlier than three months) shall be submitted along with the prescribed form. Scanned photo shall not be accepted.

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 and 1st July (for Classes IX,X,XI,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 year only (see rules of absence from the examination).
- 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 National level Competition :**
A student of Class IX or XI who is selected to represent the State at the National Level Competition during the final examination shall be assessed for promotion.
This will be done on the performance at the terminal tests during the year by the head of recognised institutions for regular students and by the concerned District Education Officer for private students.
The state/district authority concerned shall give a certificate of actual participation.
- 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.** Candidates who could not secure the minimum qualifying grade in the 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.
- 18.** 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.
- 19.** 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.
- 20.** The ability of candidates to express themselves clearly and to present their answers neatly and accurately is taken into account in assessing their performance.
- 21.** An institution shall not admit students for a subject, if there is no qualified teacher even though the subject is recognised for the examination.
- 22.** 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.
- 23.** Institution desirous of adding new subjects or new streams shall apply one year ahead of the proposed year of starting the new subjects/new streams as per the Board's curricula and syllabi. Application shall be submitted as per the dates given in the academic calendar.
- 24.** The responsibility for the correct selection of subjects to meet the university or professional requirements of a student(s) shall be that of the institution.
- 25.** If any of the rules or regulations for the conduct of the examination is contravened or violated, the candidate(s) concerned shall be disqualified.
- 26.** It is mandatory for all registered institutions of the Board to follow the rules given in the "Management of Examinations".

26. INFORMATION:

1. The academic year for schools under the School Education Department of Nagaland is February to January. (The schools in the plain areas are usually opened in January and have longer summer holidays).
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 Class-IX Final Examination nor the High School Leaving Certificate Examination.
4. Government middle schools cannot run Classes IX & X privately without the upgradation order/approval of the Government. 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. A school desiring to upgrade its classes or to introduce new subjects or stream must apply at least 4 (four) months ahead of the academic year. A school may not run classes in anticipation of approval.
6. 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).
7. A student cannot sit for the final examination unless he/she completes a full academic year.
8. A student cannot be admitted to the next higher class without passing the promotion/final examination.
9. A student to appear in Class-IX Final Examination or in the HSLC Examination shall produce his/her registration number/certificate of qualification.
10. 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).
11. 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.
12. It is advisable for a student to use a surname or title and not to use initials i.e. single letters.
13. A candidate must personally sign the form(s) wherever necessary.
14. It is mandatory that all the entries in the prescribed form are checked by the candidate personally under the supervision of an experienced teacher.

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

15. The signatures of the candidates must be legible (readable). Signatures in all necessary places must tally (e.g. The signature in the prescribed form must tally with the ones in the attendance sheet).

16. Particulars once recorded in the Board and entered in the admit card is for a life time.
17. 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.
18. A school having Classes upto X cannot have a Principal.
19. 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.
20. 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.
21. In an authorisation letter, the signature of the authorised person is to be countersigned by the person who is authorising.
22. Green/Red ink is not used for signing academic certificates, letters, etc.
23. The first copy of the letter, not the carbon copy, is to be sent to the addressee.
24. A Demi Official (D.O) letter cannot be written by a subordinate officer to a superior who is two ranks above him/her.
25. To get the personal attention or for confidential matters, the name of the officer should be written before his/her designation.
26. The State Level Education Committee is the authority for approving the change of the name of school and change of ownership of the school.
27. An interchange of a letter, a deletion or an addition can change the meaning of the names/words.
28. The signing authority is responsible for what is written above his/her signature.
29. Overwriting/correction creates doubt and as such should not be accepted.
30. 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.
31. A person can also be underage and not only overage for certain courses or for certain jobs.
32. 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*.
33. Sister Boards (members of COBSE) give reciprocal recognition to each other provided the curriculum/syllabus is based on the core curriculum.
34. Core curriculum is the curriculum framed by 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.
35. HSLC Examination application forms 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.**

27. SAMPLE OF CERTIFICATES

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.

ii. **SAMPLE**

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.

28. PARTICULARS OF FORMS/NUMBERS

A. Classes 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	CRSH/PCR Record.
Form No. 4	Data/Statistics of Institution.
Form No. 5	Statistics of Upper Primary School.
Form No. 6	Statistics of Secondary School.
Form No. 7	Academic Report of Classes IX & X.
Form No. 8	Assessment on transaction of curriculum/syllabus of Classes IX & X.
Form No. 9	Question paper Observation Schedule of Classes IX, X, XI & XII.
Form No.10	
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 1st April
Form No. 14	Statement of Question Paper fee for Class IX Final Examination.
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	Statement of Examination fee for 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 of HSLC Examination.
Form No. 27	List of Absentees for HSLC.
Form No. 28	Mark list for examiner Class X.
Form No. 29	Progress report cum result sheet.
Form No. 30	Head Examiner Slip (HSSLC/HSLC Examination)
Form No. 31	Re-scrutiny Slip (HSSLC/HSLC Examination)

B. Classes XI and XII

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 June.
Form No. 43	Subject-wise details.
Form No. 44	Statement for payment of examination fees for Class XI.
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.
Form No. 48	Application Form for Regular HSSLC.
Form no. 49	Application form for Repeater/Improvement/External Private.
Form No. 50	Application form for Change of Examination Centre (HSSLC).
Form No. 51	Statement of payment of examination fees for HSSLC Examination.
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 (Class-XII).
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).