

**Nagaland Board of School Education  
Kohima**

**NOTIFICATION NO. 5 /2025**

Dated Kohima, the **28** th January 2025

NO.NBE-10/Ex-XI/2024-25 :: It is hereby notified for information to all Heads of Institutions that the following guidelines for the conduct and submission of result for **Class XI Promotion Examination 2025** should be noted carefully.

1. The examination shall be conducted in **offline mode** by the institutions in the respective schools.
2. Question papers will be uploaded in the NBSE portal [nbsenl.edu.in](http://nbsenl.edu.in) 2 (two) hours ahead on the day of the examination **i.e. 11:00 am.** and the institutions shall download at the stipulated time using the passwords provided by the Board. Institutions shall then print the question papers.
3. In case of any problem or difficulty, the matter should be reported to the Board immediately.
4. **All appropriate measures should be taken to keep the printout of the question papers strictly confidential until the time of the examination. Any lapses in keeping the confidential printouts safe shall invite appropriate departmental action as per the rules/Notification no. 25/2016.**
5. The confidential papers should be kept ready at least half an hour before the hour fixed for the examination i.e at **12:30 p.m** on each day of the examination.
6. The question papers must be distributed to the examinees at **1:00 p.m.** sharp.
7. Subject combinations in Form no. 45 (progress report cum result sheet) are given as per Form no. 42 submitted by the institutions.
8. The result must be prepared adhering strictly to the Board's criteria.
9. The result of examinees whose names are not listed in **Form no. 42 as on 1<sup>st</sup> August 2024** and who are not in possession of Registration Card shall not be accepted. Results of examinees who are in possession of incorrect or false registration numbers shall be cancelled.
10. Forms for Specimen Signature of the Principal can be downloaded from the portal [nbsenl.edu.in](http://nbsenl.edu.in).
11. The Head of the Institution must check and verify the Registration Number, Student's particulars and marks secured before sending their results. **The Head of the Institution shall be held solely responsible in case of any mistake in the result.**
12. Schools should ensure that the particulars and results of the candidates are correct before sending. **Incorrect/additional results shall not be accepted.**
13. The institutions must enter and upload the **Class XI results** in NBSE portal [nbsenl.edu.in](http://nbsenl.edu.in) . Results sent to other address shall not be verified. The result can be uploaded on any day after the examination is over. The last day of submission is **15<sup>th</sup> March 2025.**
14. The Head of the Institution must ensure that their results are uploaded to the **portal** well ahead of time for approval from the Board's office before it is declared. On approval, the uploaded Form 45 status will be uploaded from pending to approved in the portal.

**15. Documents to be submitted through Speed Post after the conduct of examination within 18<sup>th</sup> March 2025**

- (i) Specimen signature of the Principal
- (ii) Valued answer scripts in the following range of marks;
  - 3 (three) scripts within 0-26
  - 3 (three) scripts within 27-44
  - 3 (three) scripts within 45-80

16. The password file of the question papers will be uploaded on **7<sup>th</sup> February, 2025**. The schools are to login to the portal and download the password file. On downloading the file, **the code for opening the password file of the question papers will be automatically sent via SMS to the registered mobile number of the schools given in the portal**. This is done to do away with the previous method of obtaining password from the Board's Officials/Office.

**N.B:** *Schools should update the registered mobile number in the portal to get the SMS.*

17. For any query/clarification, contact **Additional Secretary -9436005353** or **Chief Coordinator (IT) – 9436000947**.

- Note:
1. Once the Password is given by the Board for downloading of Class-XI question papers, it shall be kept securely by the Head of the Institution. **The passwords should not be shared with others. Strict confidentiality shall also be maintained while printing the question papers.**
  2. **Disciplinary action shall be taken against the Head and the Institution as per rules if the Question papers after being printed are lost or leaked.**

Sd/- Asano Sekhose  
Chairperson

NO.NBE-10/Ex-11/2024-25/ 184

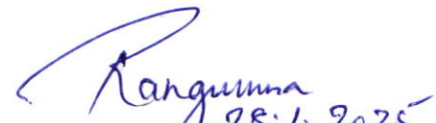
Dated Kohima, the 28<sup>th</sup> January 2025

**A. Copy for information and necessary action:**

1. The Principals of Higher Secondary Schools under NBSE.

**B. Copy for information:**

1. The Commissioner & Secretary to the Government of Nagaland, School Education & SCERT, Nagaland, Kohima.
2. The Principal Director, School Education, Nagaland, Kohima.
3. Office copy.

  
( Rangumma Nsarangbe )  
Secretary