

NAGALAND BOARD OF SCHOOL EDUCATION
KOHIMA

**HSSLC EXAMINATION 2023
RULES AND REGULATION FOR FILLING UP FORMS
AND SUBMISSION THEREOF.**

The Candidates: Candidates at the HSSLC Examination are placed under 4 (four) categories.

Category I:

Regular :

A student studying in a recognized hr. sec. school/registered college of this Board.

Category II

a) **Regular Repeater :**

A candidate who appeared and failed at the last HSSLC Examination 2022 of the NBSE.

b) **Centre Repeater :**

A Regular Repeater who appeared HSSLC and failed at the last HSSLC Examination of the Board or a candidate of a recognised school/college or a regular repeater who appeared and failed prior to the last HSSLC Examination of the Board.

The recognised institution shall forward the forms of candidates under **category I & II(a)**. The HSSLC examination centres shall forward the forms of candidates under **category II(b)**

Category III

Improvement of performance :

The forms of regular candidates of this category shall be forwarded by the recognised institutions and in respect of private candidates by the centre where they appeared last.

Category IV

Change of Examination Centre : Change of Examination Centre is permissible to Kohima

Town only. A student seeking for change of centre shall download Form no. 50 from the portal and duly filled in Form should be scanned and email to hsslcorder@gmail.com

Online Submission of form: Candidates are to visit nbsen.edu.in and fill the forms by following the steps given in the portal with intimation to the school where he /she is studying within the specified date and give their examination fee to the forwarding schools.

The particulars of the candidates are based on Class XI records as on 1st June. As such, any discrepancy or correction in the particulars must be applied in written separately.

GUIDELINES FOR CHECKING AND FORWARDING OF APPLICATION FORMS FOR HSSLC EXAMINATION

1. (a) While filling up the forms, the candidate must know his/her Registration no. in the case of Regular students and previous Roll number in respect of Regular Repeaters, Centre Repeaters and Improvement of Performance. Candidates must check that their particulars/details are correct in the form in respect of full name, surname, date of birth, father's name, mother's name, community to which they belong, Second language, Optional subject (if any).
- (b) The Principals must check and ensure that all the students appearing from his/her institution have submitted their Online Application Form.
- (c) Photo/Signature – (i) Student/candidate shall scan a recent passport photograph and signature in JPG/JPEG format.
 - (ii) Size of passport photo : 470 x 470 pixel (width x height)
 - (iii) Size of signature : 470 x 170 pixel (width x height)

Or take photograph directly from the NBSE mobile app.

(d) Certification/verification(online): The Principal shall check/verify the Online Application Forms submitted by their students and be satisfied with it before it is forwarded to the Board.

(e) Candidate under category II shall surrender their Admit Card and Marksheet in original to the institution/centre from where they fill up their application form.
The original Admit Card and Marksheet collected by the institutions shall be submitted to the Examination Centre for onward submission to the Board.

The Centre shall submit the original documents to the Board, the dates of which will be notified later.

(f) Schools should forward the application of students with disabilities stating the specific exemptions in examination alongwith medical certificate from the competent authorities.

2. **Marks of Internal Assessment and Grades for Work & Art Education and Physical Health Education:**

Form no. 63 in the NBSE offline shall be uploaded after the allotment of HSSLC Roll numbers. Institutions shall download the NBSE offline and do the entry of internal/practical marks, grades and upload it in portal nbsenl.edu.in

Students who secure E grades in Internal Assessment subjects and failed marks in internal assessment in the subjects shall not be accepted.

3. **Payment of Examination Fees :**

Institutions/Examination Centres shall collect the prescribed examination fees from all categories of the students and make online payment in the portal after verifying and confirming online submission for their students.

After successful submission of forms by the student a message will appear stating the school where he/she is to submit the examination fee.

Schools are to collect the fees of the repeater students whose reference ID appear against the school, make online payment of fee & verify the forms.

Revised Rate of Examination fees:

i) HSSLC - ₹ 1500.00 (one thousand five hundred)

ii) Change of Centre - ₹ 200.00 (two hundred)

iii) Late Fee - ₹ 500.00 (five hundred)

N.B: Failed Centre repeaters shall pay ₹ 100.00 (one hundred) extra to the Centre School during submission of forms to be utilized by the centre school.

Students with disabilities will be exempted from payment of the examination fee (**For those who have furnished relevant certificate/documents**).

It is advisable to make bulk payment

(i) Registered Hr. Sec. Schools (HSSLC regular and regular repeaters/Improvement of performance).

(ii) Centre Schools (HSSLC regular and regular repeaters/Improvement of performance and Centre Repeater).

INFORMATION

1. **Roll nos. are allotted only after the institutions submit the Forms. And the institution are to forward the internal/practical marks/grades only after the roll nos. are allotted.**
2. Signing for another person in his/her name or putting thumb impression for another person in his/her place, is an act of deceiving and also forgery.*
3. Examination centres shall be allotted by the Examination Committee of the Board.
4. Detail instructions for conduct of Practicals will be given at a later date.
5. For further details, please refer Management of Examinations.

*** Forgery is a criminal offence and is punishable under section No. 468 of IPC.**

**Sd/- Additional Secretary
NBSE**