

NAGALAND BOARD OF SCHOOL EDUCATION
KOHIMA

**HSLC EXAMINATION 2022
RULES AND REGULATION FOR FILLING UP FORMS
AND SUBMISSION THEREOF.**

The Candidates: Candidates at the HSLC Examination are placed under 5(five) categories as shown below:

Category A:

Regular :

- i) A student studying in a recognised school of this Board.
- ii) A student studying in a permitted school of this Board.

Category B:

Private

- i) Needs Improvement/Regular Repeater - A candidate who appeared and secured Needs Improvement at HSLC Examination of the NBSE.
- ii) Centre Repeater - A candidate who appeared and secured Needs Improvement as a Repeater/Centre Repeater.

Category C: Compartmental

Eligible Compartmental candidates shall fill up the form separately at a later date for which information will be given. This has been necessitated due to technical reason.

Category D : Improvement of performance - A candidate who qualified in HSLC 2021 and wanted to improve his/her performance.

Category E : Change of Centre - Change of Examination Centre is permissible to Kohima only.

A student seeking for change of centre shall download Form no.19 from the portal and duly filled in Form should be scanned and email to hslcorder@gmail.com.

GUIDELINES FOR CHECKING AND FORWARDING OF APPLICATION FORMS FOR HSLC 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 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 Heads of the Institution must check and ensure that all the intending students appearing from their institution have submitted their Online Application Form correctly.
- (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)
- (d) Certification/verification(online): The Heads of Registered school shall check/verify the online Application Form submitted by their students and be satisfied with it before it is forwarded to the Board(online).

2. (a) Marks of Internal Assessment:

Form no. 32 in the NBSE offline shall be uploaded after the allotment of HSLC Roll numbers. Schools shall download the NBSE offline and do the entry of internal/practical marks and upload it in **nbsen.edu.in.** portal.

Student who do not secure qualifying marks in the internal assessment are not eligible to sit for the external papers.

(b) Grades for Work & Art Education and Physical & Health Education :

The internal assessment grades of Work & Art Education and Physical & Health Education must be entered in grades by the school in Form No.32 and submit it online.

Students with E grades i.e. Needs Improvement/failed shall not be accepted.

3. Submission of certificates/order :

For a candidate with **Special Needs**, a certificate from a competent authority identifying the disability must be obtained and the scanned copy shall be emailed to **hslcorder@gmail.com**

4. Payment of Examination Fees :

Schools/Examination Centres shall collect the prescribed examination fees from the students (for all categories) and make online payment through the portal after verifying and confirming online submission for their students.

It is advisable to make bulk payment

- (i) Registered Schools (HSLC regular and regular repeaters/Improvement of performance).
- (ii) Centre Schools (HSLC regular and regular repeaters/Improvement of performance and Centre Repeater).

INFORMATION

1. **The form of a candidate who do not have the qualifying grade/marks in the internal assessment in any of the subjects shall not be forwarded.**
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. 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**