

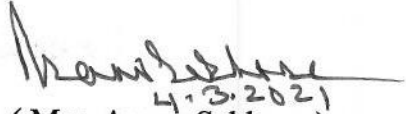
# NAGALAND BOARD OF SCHOOL EDUCATION, KOHIMA

## INSTRUCTIONS FOR CONDUCT OF CLASS-XI PROMOTION EXAMINATION 2021

1. The examination shall be conducted in offline mode by the institutions in the respective schools/colleges.
2. Question papers will be uploaded in the NBSE official web portal [nbsenl.edu.in](http://nbsenl.edu.in) and the institutions shall download at a 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 failing to keep the confidential printouts 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 9:30 am on each day of the examination.
6. The question papers must be distributed to the examinees at 10:00 am sharp.
7. While conducting the offline examination, the institutions shall function with strict adherence to the SOPs issued by the Government of Nagaland as on 1<sup>st</sup> February 2021.
8. Subject combinations in Form no. 45 (progress report cum result sheet) are given as per Form no. 42 submitted by the institutions.
9. While preparing the result, it must strictly adhere to the Board's criteria.
10. The result of examinees whose names are not listed in Form no. 42 as on 1<sup>st</sup> June 2020 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.
11. The schools are to download the software/softcopy of Form no. 45 and accordingly, do the results entry using NBSE offline software. Forms for Specimen Signature of the Principal can be downloaded from the portal [nbsenl.edu.in](http://nbsenl.edu.in).
12. The marks and corresponding grades of all examinees whether 'passed' or 'failed' must be indicated in the Form no. 45 (Progress report cum result sheet).
13. The Head of the Institution must check and verify the Registration Number, student particulars and marks secured before sending their results. The head of the institution shall be solely responsible in case of any mistake in the result.
14. The institutions must upload the Class XI results in [nbsenl.edu.in](http://nbsenl.edu.in) portal. Results if 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> April 2021**.

15. 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 school will receive a message in their registered mobile number and email.
16. Schools should ensure that the particulars and results of the candidates are correct before sending it. **Incorrect/ additional results shall not be accepted.**
17. **Documents to be submitted through Speed Post after the conduct of examination within 15<sup>th</sup> April 2021:**
- (i) Specimen signature of the Principal  
(ii) Valued answer scripts (Refer Management of Examinations.)
18. For any query/clarification, contact **Controller of Examinations -9436005353** or **Chief Coordinator (IT) – 9436000947.**
19. Institutions having Class XI shall contact the following Officers for obtaining passwords to download the Class XI question papers on **8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> March 2021 from 10:00 a.m. to 4:00 p.m.**  
For Dimapur, Tuensang, Mon, Zunheboto, Longleng and Noklak districts, contact Ms. Siduniu-9856071932, Mr. Zalio -9436266156  
For Kohima, Mokokchung, Wokha, Phek, Kiphire, Peren districts, contact Mrs. Araile- 9436013999, Mr.Seyiekhriezo-7005694808

- Note: 1. Once the Password is issued 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 if the Question papers after being printed are lost or leaked as per rules.

  
( Mrs. Asano Sekhose )  
Chairman

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I have read the above information and instructions and shall abide by them.

\_\_\_\_\_  
Signature with date

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Institution: \_\_\_\_\_