Nagaland Board of School Education
Kohima

Guidelines for conduct of Practical examination and Project works for Class XI Promotion Examination & HSSLC Examination, 2027

I. *Guidelines for the conduct of Class XI Practical Examination.*

II. *Guidelines for the conduct of HSSLC Practical Examination.*

General Guidelines for conduct of practical examination and project works for Class - XI (Eleven) Promotion Examination and HSSLC Examination 2027

A. The practical examination and project works shall be conducted internally by the institution. The head of the institution shall be responsible for conducting this examination.
For HSSLC Examination, the head of the institution shall appoint the external examiners. **In no case, external examiner(s) shall be appointed from the same institution.** The list of external examiners must be submitted to the Board 1(one) month ahead of the commencement of the practical examination.

B. The institution shall provide all the materials and equipments required for the conduct of practical examination/project works.

C. Practical examination fee will not be collected by the Board. The institution shall collect the fees at the rate approved by the Board and utilise it for the remuneration of external examiners.

D. The practical examination shall be conducted only on the dates (days)/time notified by the Board in the academic calendar.

E. If it is found that an institution has not conducted the examination at all or has not conducted the examination on the notified dates, the examination for the whole institution shall be cancelled.

F. If, in the opinion of the Board, the integrity of the head of the institution, teacher or examiner(s) is doubted, the Board shall appoint external examiners and take any other action as deemed fit.

G. If, in the opinion of the Board, an institution has awarded marks not according to the performances of the candidate and/or has randomly conducted the examination or have not followed the rules and instructions, marks shall be deducted from all candidates or may even cancel the examination.

H. During the conduct of the practical examination, the examiner(s) shall not help any candidate in setting up of apparatus/equipments nor discuss/explain the procedures of the experiments or help in any other way directly or indirectly.

I. If, in the opinion of the Board, the marking in practical examination has not been fair, the examiner / institution shall be called for explanation. In such a case, all relevant materials such as answerscripts, details of experiment and result/inference, question papers, evaluation scheme, laboratory record, project file/ work, etc shall have to be produced to the Board.

I. Guidelines for the conduct of Class XI Practical Examination:

1. **Arrangement:** - Before the practical examination starts, the institution/centre shall ensure that all the materials and equipments necessary for the conduct of the practical are kept ready. The examiner(s) shall make all arrangements for the conduct of the practical examination.

2. **Allotment of Centre**: - All the recognised Higher Secondary Schools registered with the Board shall be centres of practical examinations unless notified otherwise. The centre of examination for private candidates shall be notified by the Board.

3. **Examiner**: - The subject teacher(s) of the institution shall be the examiner(s) who shall conduct the practical examination, assess/evaluate the answer scripts and award marks under the supervision of the school administration. Incase, due to unforeseen circumstances, the subject teacher of the institution is not able to conduct the examination, the head of the institution must immediately inform the Board.

4. **Conduct of Practical Examination**: - The Class XI Practical examination shall be internally conducted by the institutions basing on the experiments, projects, etc given in the syllabus.

5. **Date of Practical Examination**: - The Practical Examination for Class XI should be completed by **first week of February 2027**.

6. **Question papers**: - Question papers shall not be supplied by the Board. The subject teacher(s) shall set the question paper based on the syllabus and shall evaluate the practical examination strictly in accordance with the marking scheme.

7. **Answer books**: - Answer books shall not be supplied by the Board. The institution shall supply its own answer books to the candidates, with the school's seal and signature of the head of the institution on it.

8. **Duties and functions of the examiner(s)**: -

a) The examiner(s) shall report for duty at least 40 minutes before the examination.

b) The examiner(s) shall jointly oversee the conduct of the practical examination and evaluate the answer books for each subject.

c) On each day of the examination, the examiner is required to collect the signature of the examinees, on the attendance sheet.

d) It shall be the duty of the examiner to see that no communication/ clandestine/unfair means takes place between/by the examinees or with outsiders.

e) The examiner shall perform his/her duty without any discrimination.

f) The examiner shall not leave the place of his/her duty till the examination is over.

g) The examiner, under no circumstances, shall help the examinees in answering questions in any manner. He/she shall not commit himself/herself in any manner that may reduce or enhance marks directly or indirectly.

9. **Project Works**: - It shall be the responsibility of the institution to ensure that all the students are given different project works to perform. It shall be internally assessed by the institutions.

10. **Evaluation**: - For evaluation of the answer books, the examiner must consult the guidelines, marking scheme and the syllabus.

Note: The institution shall keep the laboratory records, Investigatory projects and project file / report done by the candidates in safe custody till the declaration of the final result. It shall be kept ready for verification.

After the declaration of result, the laboratory record, investigatory project, project file / work, etc of failed candidates are to be returned back to them by giving a remark. Care should be taken to see that it is returned back to the right person.

11. **Submission**: -

Class-XI Promotion Examination: - The institutions shall submit the practical marks along with the theory marks and all the necessary forms and documents with a copy of the set/sets of question papers of the practical examination during the submission of Class XI Promotion Result to the Board.

12. **Candidates resorting to malpractices**: - A candidate resorting to malpractices during the Class XI Practical Examination shall be penalized as per the rules laid down for conduct of HSSLC & HSLC Examinations.

13. **Inspection**: - The inspecting officer/team shall be appointed by the Board.

14. **Report of the examination**: - The Principal shall send the names of the paper setters, examiners, laboratory assistants and orderlies who were appointed for the conduct of the practical examinations along with a brief report to the Chairperson, NBSE after the examination.

The Board reserves the right to take any action against an institution in the conduct of the practical examination.

II. Guidelines for the conduct of HSSLC Practical Examination.

1. **Arrangement**: - Before the practical examination starts, the institution/centre shall ensure that all the materials and equipments necessary for the conduct of the practical are kept ready. The examiner shall make the final arrangements for the conduct of the practical examination according to the question paper set by him.

2. **Allotment of Centre**: - All the recognised Higher Secondary Schools registered with the Board shall be centres of practical examinations unless notified otherwise. The centre of examination for private candidates shall be notified by the Board.

3. **Examiner**: - The internal and external examiner shall be a teacher /whose name is submitted to the Board. The subject teacher of the institution and the external examiner shall be the examiner who shall conduct the practical examination, assess/evaluate the answer books and award marks under the supervision of the school administration. In case, due to unforeseen circumstances, the subject teacher or the external examiner appointed by the institution is not able to conduct the examination, the head of the institution must immediately inform the Board.

4. If, in the opinion of the Board the subject teacher is unreliable, the Board shall appoint the examiner(s), or the candidates from the institution shall be made to appear in another institution/centre selected by the Board.

5. **Conduct of Practical**: - Experiments, projects, etc. as given in the practical syllabus shall be followed as per the marking scheme. The examiner shall acquaint himself with the marking scheme and practical syllabus for conducting the practical.

6. **Date of Practical Examination: 2nd December to 11 December 2026. The practical examination shall be conducted within the dates notified by the Board.**

7. **Question Papers**: - The Board shall not supply the question papers of any subjects to be conducted. The concerned institution shall arrange it based on the syllabus along with external examiner(s). The subject teacher along with the external examiner shall set the question paper based on the syllabus, weightage of marks and instructions and shall evaluate the practical answerscripts strictly in accordance with the marking scheme. No question paper for project work will be set by the Board, the marks of the project work shall be sent to the Board in the prescribed form.

8. **Collection**: - Form no. 58 (Details of marks secured by the examinees) can be downloaded from the portal - nbsenl.edu.in

9. **Answer books**: - Answer books shall not be supplied by the Board. The institution shall arrange the supply of answer books to the candidates.

10. **Duties and Functions of Examiner**:-
    a) The examiners shall report for duty at least 40 minutes before the examination.
    b) On each day of the examination, the examiner is required to collect the signatures of the examinees, who are sitting for the practical examination, on the attendance sheet.
    c) It shall be the duty of the examiner to see that no communication/ clandestine/unfair means takes place between/by the examinees or with outsiders.
    d) The examiner shall perform his duty without any discrimination.
    e) The examiner shall not leave the place of his/ her duty till the examination is over.
    f) The examiner, under no circumstances, shall help the examinees in answering question in any manner. He/she shall not commit himself /herself in any manner that may reduce or enhance marks directly or indirectly.

11. Evaluation :-

a) Both the internal and external examiners shall evaluate the answer books. The examiners must consult the guidelines, marking scheme and the syllabus.

b) On Form no. 58 (Details of marks scored by the examinees), the examiner must give the details of marks scored by the examinees.

c) The roll numbers of absentees must be marked with red ink as ABSENT in Form no. 57.

d) Rampant awarding of marks and unfair practices shall invite serious action. Students who scored high marks in the practical examination are expected to score good mark in theory examination also.

If, on comparison, discrepancies are found between the two, and in the opinion of the Board the marking in practical examination has been unfair, the examiner/institution shall be liable for explanation. In such a case, all relevant materials such as answerscripts, details of experiment and results/inference, question papers, evaluation scheme, etc shall have to be produced to the Board.

Note:

i) The institution shall keep the laboratory records and investigatory projects done by the candidates in safe custody till the declaration of the result. It should be kept ready for verification.

ii) In the event of any candidate failing in the Practical examination or Project Work and Whose individual form have been forwarded to the Board to appear the HSSLC examination, the institution shall immediately inform the Board in written to cancel the student's candidature. This should be submitted right after the declaration of practical result.

After the declaration of result, the laboratory record, investigatory project, project file/work etc. of failed candidates are to be returned back to them by giving a remark. Care should be taken to see that it is returned back to the right person.

12. **Submission**: *The following forms shall be submitted to the Board's office on or before* ***15th March 2027.***

(i) Details of marks secured by the examinees (form no. 58)
(ii) Marks statement.
(iii) 1 (one) copy each of question papers.
(iv) Letter of cancellation of students candidature for HSSLC Examination (if any).

13. **Candidates resorting to malpractices**: - As laid down in the rules for conduct of HSSLC & HSLC Examination.

14. **Appointment of Officials**:

a) Supervising Officer: The officer shall be appointed by the Chairman of the centre committee for supervising the conduct of practical examination.

b) Laboratory Assistant: 1 (one) only for each subject with laboratory facility.

c) Orderly: 1 (one) only for each shift.

Note: i) The Principal shall send the names of the above officials to the Chairperson of the Board after the examination.

ii) As per the notification no.16/2008(12) dated Kohima the 1st July 2008, the practical marks of all repeaters who has passed in the practical shall be used till the candidate passes or clears the HSSLC Examination.

* For any clarification, contact
9436001270

12/11/2026

Controller of Examinations

Form no.58

HSSLC Practical Examination/Project Work 20____

Subject:_____

Name of the Institution : .....

Full Marks :

Details of marks secured by the examinees

Sl. no	Name of the candidate	Regd. no	Roll no.(to be allotted by the Board)	Lab. Record	IP/Surv	Viva		Problem solving/ written test	Expt./ Q.no.1	Expt./ Q.no.2	Expt./ Q.no.3	Expt./ Q.no.4	Expt./ Q.no.5	Total	Remarks
						Project	Expt.								

Note:
1) In remarks column, write 'Absent' for an absentee and "Expelled" for an expelled examinee.
2) For Music and Economics subjects the details of marks is not required.
3) Problem solving/Written test column is for Commerce stream only.
4) IP stands for Investigatory Project & Surv. stands for Surveying.

Name and signature of subject teacher

1) _____

_____

Name and signature of external examiner

2) _____

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