Nagaland Board of School Education
Kohima

NOTIFICATION NO. 11 0 /2022
Dated Kohima, the 28 th October, 2022

NO.NBE-14/Ex-Misc(12)/2022-23 :: It is hereby notified for information of all Heads of Institutions of NBSE that the sample front page (cover) of the Answer Booklet for HSLC and HSSLC Examinations is uploaded in the Board's Portal **nbsenl.edu.in.**

The Heads are directed to download the sample and instruct the students/candidates thoroughly on how to fill in the particulars **i.e. the subject, examination date, roll number in words and how to darken/shade the numbers corresponding to the roll number in the OMR format** correctly, as many students used to commit mistakes in the OMR sheet.

It may be pointed out that mistakes are more with HSLC candidates and it is observed that some schools are not giving proper training to their students to fill-up the OMR. **Students/candidates must be cautioned that writing the wrong roll number or shading/darkening the wrong number in the OMR will be auto rejected by the machine.**

Further, it is important for the teachers to know the process of filling-up the front page (cover) of the answer booklet as checking entries in it is a part of invigilation duty. Therefore, Heads of institutions are requested to ensure that the teachers are also thorough and acquainted properly on how to fill-up the entries on the front cover of the answer-booklet.

Sd/- Asano Sekhose
Chairman

NO.NBE-14/Ex-Misc(12)/2022-23/ 2771   Dated Kohima, the 28th October 2022

Copy to:
1. All the Heads of Registered Institutions of NBSE for strict compliance.

(Keneilenyü Nagi)
Additional Secretary

Nagaland Board of School Education, Kohima

HSLC/HSSLC Examination

Serial Number [ ]

Read instructions on the next page

Write the box and Darken the Circles with BLUE / BLACK BALL PEN ONLY.

To be filled by Student

Subject : _____

No. of Additional Sheets used: [ ][ ]

Office Use Only

Office Use Only

Examination Date: [D][D] [M][M] [Y][Y][Y][Y]

TO BE FILLED BY STUDENT

Roll Number

To be filled by Examiners only			
Q. No.	Marks (Column A)	Q. No.	Marks (Column B)
1		19	
2		20	
3		21	
4		22	
5		23	
6		24	
7		25	
8		26	
9		27	
10		28	
11		29	
12		30	
13		31	
14		32	
15		33	
16		34	
17		35	
18		36	
Total A		Total B	

Grand total of column A+B [ ]

Signature of Examiner

Signature of Head Examiner

Roll No. In Words : _____

Subject : _____

Signature of Candidate

Certified that the roll number, signature, subject as given in the admit card and signature of the Centre Superintendent have been checked, compared and found correct.

Signature of the Invigilator with date

Signature / Signature Seal of the Centre Superintendent

N.B. Please instruct the candidates about the following:
1. Care must be taken to ensure that the Roll no. is filled in correctly. The examination of candidates who do not write or darken/shade their Roll no. correctly is liable to be cancelled.
2. Use only blue /black ball pen to darken the appropriate circle. Use of pencil to fill in the Roll no. is NOT allowed. Darken/shade only one circle for each entry.
3. The circle should be darken/shaded completely.
4. A lightly or faintly darken circle will be treated as wrong and rejected.

How to write the Roll no. in OMR format?
Example: If your Roll no. is 203408001

Roll No.	2	0	3	4	0	8	0	0	1
0	○	●	○	○	●	○	●	●	○
1	○	○	○	○	○	○	○	○	●
2	●	○	○	○	○	○	○	○	○
3	○	○	●	○	○	○	○	○	○
4	○	○	○	●	○	○	○	○	○
5	○	○	○	○	○	○	○	○	○
6	○	○	○	○	○	○	○	○	○
7	○	○	○	○	○	○	○	○	○
8	○	○	○	○	○	●	○	○	○
9	○	○	○	○	○	○	○	○	○

Correct method

WRONG METHOD								
Roll No. 2	0	3	4	0	8	0	0	1
0 ○	⊘	○	○	⊜	○	◐	◓	○
1 ○	○	○	○	○	○	○	○	⊙
2 ⊘	○	○	○	○	○	○	○	○
3 ○	○	⊗	○	○	○	○	○	○
4 ○	○	○	⊙	○	○	○	○	○
5 ○	○	○	○	○	○	○	○	○
6 ○	○	○	○	○	○	○	○	○
7 ○	○	○	○	○	○	○	○	○
8 ○	○	○	○	○	○	○	○	○
9 ○	○	○	○	○	○	○	○	○