

**Nagaland Board of School Education
Kohima**

NOTIFICATION NO.17/2023

Dated Kohima, the 18th February 2023

NO.NBE-10/Ex-XI/2022-23 :: It is hereby notified for information to all Heads of Institutions that the following guidelines for the conduct and submission of result for **Class XI Promotion Examination 2023** should be noted carefully.

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 web portal nbsenl.edu.in 2 (two) hours ahead on the day of the examination **i.e. 11:00 am.** and the institutions shall download at the 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 **12:30 p.m** on each day of the examination.
6. The question papers must be distributed to the examinees at **1:00 p.m.** sharp.
7. Subject combinations in Form no. 45 (progress report cum result sheet) are given as per Form no. 42 submitted by the institutions.
8. While preparing the result, it must strictly adhere to the Board's criteria.
9. The result of examinees whose names are not listed in **Form no. 42 as on 1st June 2022** 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.
10. 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.
11. The Head of the Institution must check and verify the Registration Number, Student's particulars and marks secured before sending their results. The Head of the Institution shall be held solely responsible in case of any mistake in the result.
12. Schools should ensure that the particulars and results of the candidates are correct before sending it. **Incorrect/ additional results shall not be accepted.**
13. The institutions must upload the **Class XI results** in 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 **14th April, 2023.**
14. 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.

15. **Documents to be submitted through Speed Post after the conduct of examination within 20th April, 2023.**


- (i) Specimen signature of the Principal
- (ii) Valued answer scripts shall be submitted in the following range of marks;
 - 3 (three) scripts within 0-26
 - 3 (three) scripts within 27-44
 - 3 (three) scripts within 45-80

16. The password file of the question papers will be uploaded on **6th March 2023**. The schools are to login to the portal and download the password file. The code for opening the password file of the question papers will be sent via SMS to the registered mobile number of the schools given in the portal. This is done to do away with the previous method of obtaining password from the Board's Officials/Office.

N.B: *Schools should update the registered mobile number in the portal to get the SMS.*

17. For any query/clarification, contact **Additional Secretary -9436005353 or Chief Coordinator (IT) – 9436000947.**

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


(Mrs. Asano Sekhose)
Chairman

NO.NBE-10/Ex-11/2022-23/333


Dated Kohima, the 18th February 2023

A. Copy for information and necessary action:

1. The Principals of Higher Secondary Schools/Colleges under NBSE.

B. Copy for information:

1. The Commissioner & Secretary to the Government of Nagaland, School Education & SCERT, Nagaland, Kohima.
2. The Principal Director, School Education, Nagaland, Kohima.
3. Office copy.


(Mrs. Asano Sekhose)
Chairman