

Rules
for
conduct of

HSLC &
HSSLC
Examinations



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(Approved vide Govt. letter no.DSE/NBSE/15-2/2011-12/121 dt. 16.02.2022)

The Board reserves the right to change the contents as and when necessary.

Published by : Chairman,
Nagaland Board of School Education, Kohima.

Revised Edition : 1500 copies (2022)

**Nagaland Board of School Education
Kohima**

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A. DUTIES & POWERS OF THE CENTRE SUPERINTENDENT:

The foremost duty of the Centre Superintendent is to ensure that the examination is conducted (i) in time, (ii) according to the given rules/instructions, (iii) in a peaceful and conducive manner and the final reports, accounts, etc. are submitted within a week's time after the last date of examination.

In performing the duties of the Centre Superintendent, the following duties are to be executed by him/her before, during and after the examination.

Hereafter, 'CS' shall stand for 'Centre Superintendent'.

1. Instruction:

The CS shall acquaint himself/herself with the rules and guidelines issued by the Board for the conduct of examinations. **The CS should be present at the centre on all days of examination.**

- (i) 2 (two) days before the commencement of the examination, the CS shall apprise the Assistant Centre Superintendent(s) and the invigilators of their duties and responsibilities. They shall be directed to perform their duties as per the rules.
- (ii) The CS shall ensure that the **instructions to examinees, penalties for malpractices and violation of rules** are pasted on the notice board or at some prominent places for the information of the examinees.

2. Convener of Examination Centre Committee:

- (i) There shall be only 1(one) Examination Centre Committee for both the HSLC and HSSLC Examinations in a place.
- (ii) In places where there are 2 (two) centres or more, the CS of Centre-1 shall be the Secretary of the Examination Centre Committee. It will be the responsibility of the CS of Centre-1 to convene the meeting of the Examination Centre Committee.

(for more details, refer page no. 16)

3. **Blank answer booklets:**

- (i) CS on receipt of the packets from the Board shall check and ensure that the supplied materials such as answer booklets, additional sheets and other stationeries are sufficient for the Centre.
- (ii) CS shall be the custodian for the supplied materials and shall be personally responsible for the safe custody.
- (iii) CS shall ensure that the blank answer booklets are serialized and distributed according to the serial numbers. All answer booklets must bear the signature/ signature seal of the CS at the given space on the cover of the answer booklets to be issued.

The CS shall put his/her signature/signature seal only on the required number of answer booklets to be used.
- (iv) Only ***ruled*** answer booklets shall be issued or used in all the subjects.
- (v) An account of the answer booklets shall be maintained on the following- (a) the number of answer booklets received with their serial numbers, (b) the serial numbers of the answer booklets issued room-wise and day-wise, (c) the serial numbers of the defective answer booklets and (d) the serial number of the damaged answer booklets by the examinees.
- (vi) On each day of the examination, the account of the answer booklets shall be checked to ensure that no blank answer booklets are missing.
- (vii) The surplus answer booklets of each day shall not be mixed up with the other unused answer booklets. If there is a requirement and these surplus answer booklets are to be used, it shall be reported in the daily report.

4. **Arranging answer booklets for Despatch:**

Immediately after the examination of a particular subject, answer booklets shall be collected, sorted out and **serially arranged according to the roll numbers** of the examinees.

(a) **Packing:**

(i) The answer booklets of each subject shall be packed separately with the supplied packing paper, markin cloth, stitched and sealed. In a packet, a maximum number of 250 answer booklets can be packed. If a centre has more than 250 examinees, the answer booklets shall be packed in 2 (two) equal packets and labelled as packet 1 and 2, mentioning the name of the subject in each packet. A copy of the filled in forwarding letter shall be placed inside the packet. Question paper should not be given inside the packet

(ii) (a) For subjects like the second language or sixth subjects/ vocational subjects having less than 150 examinees, **packing shall be done separately for each subject with its own forwarding letter.** After which, the packets of all the second languages shall be packed together in the supplied markin cloth, stitched and sealed.

Similarly, the packets of all the Sixth subjects/Vocational subjects should be packed together as 1(one) packet instead of 2 or 3 small packets.

(b) Answer booklets for different subjects and different languages shall be arranged and packed separately with packing paper.

Each packet shall have a separate forwarding letter (form no. 25/60) - to verify.

(c) Answer booklets of Children with Special Needs (CWSN) examinees shall be packed separately and repacked together with the main packet.

(iii) The answer booklets shall neither be rolled nor folded.

(iv) The forwarding letter of the answer booklets (form no. 25/60) must be correctly filled in. The statement of absentees and expelled examinees shall be entered in the given space. **One** copy of this form (not the carbon copy) must be sent along with the packet of answer booklets. The **second** copy shall be sent along with the final report. If there is no expulsion case on any day of examination, Form no 26 & 61 shall NOT be sent.

- (v) The CS shall use the correct colour code and write the correct subject code, date and name of the centre on the packets.
- (vi) The colour codes given below shall be used:-
1. HSLC Examination :
 - a. **Blue** for the **address**.
 - b. **Black** for the **subject-code & date** (right side top and in a box.)
 2. HSSLC Examination :
 - a. **Green** for the **address**.
 - b. **Red** for the **subject-code & date** (right side top and in a box.)

(b) Despatch:

Prior arrangements should be made with the postmaster of the local Post Office so that the sealed packets are delivered to him on the same day of examination for despatch.

- (i) The postmaster should be advised to take all precautions if the packets are to be kept overnight.
- (ii) In the event of the examination being conducted on a Saturday or holiday, the CS shall make necessary arrangements with the Post Office for the safe custody and despatch of the packets.
- (iii) **In no case, the packets containing the answer booklets, shall be kept at the centre or any other place overnight.**

Disciplinary action shall be taken if the packets are kept overnight in any place except the Post Office/Board's Office.

If, for any unforeseen circumstances, the packets cannot be deposited at the Post Office/Board's Office, directive/ instruction must be obtained from the Secretary, NBSE for its safe custody.

- (iv) A daily report containing total number of examinees appeared, absent, expelled, etc. in each subject and any other relevant information shall be sent to the Secretary, NBSE. It should be packed in the packet of the answer booklets.

- (v) Centres should avail **Speed Post** facilities wherever available. In places where Speed Post facilities are not available, the CS shall take all precautions and send the packets through the safest mode.
- (vi) All parcels/insured packets containing the answer booklets of the examination must be sent to the Secretary, NBSE by **name** in the following address:

Nagaland Board of School Education
Bayavü Hill,
Kohima, Pin Code- 797001.

5. Question papers:

- (i) The CS, on receipt of the required information from the Board, shall prepare a statement to determine the number of examinees in each subject from the statement of candidates supplied.
 - (ii) Once the forwarding letter of the Question paper is received, the CS shall ascertain whether sufficient copies of question papers have been received or not.
 - (iii) In case of any shortage or omission in any subject, it shall be reported to the Secretary, NBSE immediately.
 - (iv) CS shall collect the confidential packet(s) from the custodian. The timing shall be adjusted as per the distance/flow of traffic in collecting the packets from the custodian. The packets should be in the centre 30 (thirty) minutes before the scheduled time but not more than 45 (forty five) minutes.
- * **The Centre superintendent shall NOT in any circumstances assign the task of collecting the confidential materials on their behalf to anyone.**

6. Opening of sealed packets:

- (i) The sealed packets shall be opened at the centre in the presence of 3 (three) invigilators. For centres where examinees from 2 or more institutions are appearing, invigilators from each institution must be present. They will have to endorse on the envelope: **OPENED IN OUR PRESENCE AND SECURITY SEALS FOUND INTACT.**

As far as possible, this duty should be rotated among the invigilators from the different institutions.

- (ii) The question papers shall be counted before distribution to ascertain that the number tallies with the numbers shown on the sealed envelope and that it is of the scheduled subject. At the time of counting, care shall be taken to ensure that defective question papers are removed. Defective question papers shall be returned to the Board's Office with remark.
- (iii) Only the exact number of question papers shall be given in each hall/room.
- (iv) Immediately after the distribution of question papers to the examinees, the surplus copies (if any) shall be collected from each room and shall ascertain if the number of copies distributed tallies with the number of examinees present.
If there is any discrepancy, the matter shall be immediately reported to the Secretary, NBSE.
- (v) The surplus question papers shall be collected and kept in safe custody till the examination is over.
- (vi) No copy of the surplus question papers shall be kept in any examination room or with anybody including the observer, supervisor, invigilator, etc during examination hours.
- (vii) After the examination is over, it is expected that the CS compile the question papers into sets. A set of the question paper i.e., the major subjects only should be given to the registered (both permitted and recognized) institutions whose students have appeared in the centre.

7. Arrangement of seats:

CS on getting the information about the number of examinees for the centre shall work out a seat plan. The required number of rooms, benches and desks shall be arranged.

- (i) A seat plan shall be prepared and notified well ahead of the examination.

A copy of the seat plan shall be sent along with the daily report on the first day of the examination.

- (ii) The sitting arrangement shall ensure that examinees from the same institution or two examinees do not sit close to each other in the examination hall/room.
- (iii) CS shall also see that examinees occupy their respective allotted seats only and are seated at a sufficient distance from one another.
- (iv) If, in the opinion of the CS, some examinees are suffering from any contagious or infectious disease or where their presence is otherwise likely to be prejudicial to the rest of other examinees; special accommodation for such examinees shall be arranged in a segregated place.

In such cases, CS shall take steps to have the answer booklets or other materials handled by such examinees properly fumigated, or otherwise rendered innocuous in consultation with a Medical Practitioner before dispatching the same (see sample of medical certificate at page 33).

Under no circumstances, an examinee shall be allowed to appear in an examination from his or her house or at any other place other than the allotted examination centre.

- (v) In Centres where Children With Special Needs (CSWN) examinees are appearing, the CS shall make special seating arrangement. The Children With Special Needs (CSWN) examinees should be seated on the ground floor. Other necessary arrangements may also be looked into as deemed fit.

8. Timing:

Details of marks and timing are as follows:-

a. HSLC Examination

Full Marks	Maximum duration	Minimum duration
80/70	3 hours	1 hour
50	2 hours	40 minutes

b. HSSLC Examination

Full Marks	Maximum duration	Minimum duration
80/70	3 hours	1 hour
50	2 hours	40 minutes

Minimum duration means the period that an examinee is required to sit in the examination hall/room and cannot leave before that.

9. Preparatory and Revision Time:

To facilitate the students to reflect on the questions, and to plan, organise and revise the answers, a cooling time of 15 (fifteen) minutes time is provided for an examination of 3 (three) hours. This time is inclusive of the 3 (three) hours of examination duration. For examinations of less than 3 (three) hours duration, a proportionate preparatory and revision time is allotted.

10. Distribution of question papers and answer booklets:

- (i) **Before the distribution of answer booklets, the question papers shall first be distributed to the examinees present.** This is to give examinees sufficient time to relax and think before attempting the questions.
- (ii) After 5 (five) minutes, the answer booklets shall be distributed to the examinees present.
- (iii) 10 (ten) minutes before the hours of examination is over, the bell shall be rung and the invigilators shall advise the examinees to revise their answers.

However, the invigilators shall not insist on the examinees to stop writing till the allotted time is over.

11. Timing for ringing the bell:

The bell shall be rung at different times to signal the invigilators and examinees about the various timings of examination.

- (i) 15 (fifteen) minutes **ahead** of the scheduled time — as a signal for all persons not connected with the examination to leave the premises of the examination centre.
- (ii) 5 (five) minutes **before** the scheduled time — for the examinees to take their seats.
- (iii) At the **scheduled** time — to distribute the question papers to the examinees.
- (iv) 5 (five) minutes **after** the scheduled time — to distribute the answer booklets to the examinees.
- (v) Hourly **after** the scheduled time — to signal completion of 1 hour of the examination duration.
- (vi) 10 (ten) minutes **before** the completion of the scheduled time — to signal that it is revision time. (However, invigilators shall not insist on the examinees to stop writing).

- (vii) Final bell –
to signal that the examination duration is over.

(Invigilators must collect all the answer booklets immediately).

N.B. The CS shall note the extra time/accommodation granted to Children With Special Needs (CWSN) examinees and act accordingly.

12. Other arrangements:

- (i) Safe drinking water shall be made available at the examination centre with disposable cups.
- (ii) The CS shall ensure that the examination centre is clean and properly maintained and cleaned to have a conducive environment for the examination to take place.
- (iii) Separate urinals for male and female examinees shall be provided/constructed at places where there can be no scope for resorting to any malpractice on the part of the examinees in the absence of surveillance.
- (iv) Facilities for first aid, prevention and control of untoward incidents shall be arranged in consultation with the Chairman of the Examination Centre Committee.
- (v) Separate room(s) and necessary facilities shall be arranged for examinees with Special Needs.
- (vi) Arrangement outside the examination room shall be made for the examinees to leave their booklets, notes, papers, mobile phones or other materials, which are not allowed in the examination hall. A notice shall be pasted at a prominent place informing that such materials shall be kept there entirely at the examinees' own risk.
- (vii) In the event of any situation arising before or during the conduct of the examination, the CS shall follow the instructions/Standard Operating Procedure(SOPs) issued by the Government or the Board in conducting the examination(s).

13. **Invigilation:**

- (i) CS shall inform the heads of the registered institutions whose students are appearing in that centre to depute teachers who are noted for their integrity as invigilators. These teachers shall be on duty for the whole period of examination. The institution shall not send teachers on rotation.
- (ii) CS shall ensure that persons running tuition centres/coaching centres for the said examination are **not** appointed as invigilators. They shall not be given any responsibility in the conduct of the examination.

The CS shall have the right, to refuse to appoint/retain a deputed teacher as an invigilator if he/she is found unfit, as per the rules, to perform the duty.

In the final report, the CS shall give a report if teachers deputed for examination are found to be irresponsible or under the influence of alcohol, drugs, etc.
- (iii) CS shall see that NGO/Student Body are not allowed to enter the examination hall/room during the examination.
- (iv) If for any reason, the CS faces difficulty in appointing invigilators, the matter shall be brought to the notice of the Chairman, Examination Centre Committee or Secretary, NBSE for decision.
- (v) CS shall obtain a written declaration from the invigilators that they shall not render assistance to any examinee in any form and shall not overlook malpractice/ misbehaviour (See sample on page 34).
- (vi) CS shall not delegate his/her duties and responsibilities to the Assistant Centre Superintendent/invigilators without prior approval from the Secretary, NBSE.
- (vii) Experienced invigilators shall not be given duty together in one examination hall / room but shall be paired off separately with new invigilators.
- (viii) Invigilators from the same institution shall not be given duty in the same room.

- (ix) The concerned subject teachers shall not be given invigilation duty in rooms where their students are sitting for the subject.
- (x) The same invigilator shall not supervise the same hall or same group of examinees for more than one sitting.
- (xi) The invigilators shall be informed of their allotted duty room/hall just before the commencement of examination on each day.
- (xii) An invigilator posted at one hall shall not visit another hall during the hours of examination.
- (xiii) No one shall read the answer booklets or make any assessment or comment on the answers or question papers in the examination room.
- (xiv) Disciplinary action shall be initiated against any official who do not adhere to the rules in the conduct of examination.
- (xv) In addition to the above, the invigilators shall follow all instructions/guidelines/SOPs issued by the Government or the Board from time to time.
- (xvi) The CS shall write a confidential report, addressed personally to the Secretary, NBSE on any obtrusive behavior of any official on duty at the examination centre.

14. Identification of Examinees:

- (i) All the examinees shall be identified to the satisfaction of the CS.
- (ii) Examinees coming under orders of *Change of Centre* shall be identified on the first day of the examination by the person who has agreed to be the identifier of the examinee and has signed the application for change of centre and who is approved by the Board.
- (iii) For Children With Special Needs (CWSN) examinees who have been granted permission by the Board to use a writer, the CS shall identify the writer to his/her satisfaction.

15. Admission to Examination Hall:

- (i) On the days of the examination, the bell shall be rung 15 (fifteen) minutes before the commencement of the examination as a signal for all persons not connected with the examination to leave the premises of the examination centre.

CS shall see that no such persons are found loitering in or around the premises before the distribution of the question papers to the examinees.
- (ii) On each day of the examination, the bell shall be rung 5 (five) minutes before the commencement of the examination as a signal for the examinees to take their seats.
- (iii) The bell shall be rung precisely at the hour fixed for the commencement of the examination for distribution of the question papers to the examinees.

Invigilators shall distribute the questions papers first and allow the examinees to read it.
- (iv) After the given time, the bell shall be rung for the invigilators to distribute the answer booklets to the examinees.
- (v) Ordinarily, an examinee shall not be admitted into the examination hall/room or be given a question paper after 15 (fifteen) minutes of the commencement of examination.

In very special circumstances, the CS may extend this limit up to half an hour. No extra time shall be given to the examinees who come late for the examination.
- (vi) During the duration of examination, if an examinee has to be taken to a hospital for treatment and after treatment wants to rewrite the examination again, the matter must be reported immediately to the Board and get the permission. In such a situation, an official from the examination centre shall accompany the examinee to the hospital and ensure that the examinee do not have any contact with others except the doctor and nurse(s) or hospital staff. However, no extra time shall be given to the examinees in such cases.
- (vii) The examinees shall keep all the materials which are not allowed in the examination hall/room at the designated place before entering the examination halls/rooms.

16. Special powers of the Centre Superintendent:

- (i) The CS shall expel an examinee who is found guilty of an offence for which he / she is liable to expulsion under the rules.

The matter shall be reported in the prescribed form stating fully the facts and circumstances, and evidence against the examinee.

This report, together with the answer booklets of the examinee in which he/she has been held guilty under penalty for resorting to malpractice and the incriminating document shall be submitted in a separate sealed cover addressed personally to the Secretary, NBSE while dispatching the answer booklets. [Without evidence, an examinee may not be expelled but should be given warning.

- (ii) CS with prior permission from the Secretary, NBSE, may make necessary modifications or addition to the existing instructions or rules as per the necessity, for the smooth and fair conduct of the examination without contravening the general principles of prevention of malpractice.
- (iii) In the event of any contingency arising during the examination, if in the opinion of the CS, the line of action to be taken on such contingency is not covered by these instructions, the CS shall consult the Chairman, Examination Centre Committee or contact Secretary, NBSE for instruction.

If the time does not permit, CS shall have the discretion to take such action as he/she deems necessary and fit and shall at the earliest opportunity thereafter, report his/her action to the Secretary, NBSE.

- (iv) The CS shall write a **confidential report** on the conduct of the examination, and on officials involved in the examination at the centre addressed personally to the Chairman, NBSE.

17. Officials for Examination Works:

- (i) The Chairman of the Examination Centre Committee shall appoint supervising officer(s) from amongst the magistrates/administrative officers, who shall supervise the entire period of examination.
- (ii) CS shall appoint the following officials:
 - (a) Assistant Centre Superintendent in the following ratio –
 - One : for examinees numbering upto 250
 - Two : for examinees numbering upto 500
 - Note:** *For centres having 100 (hundred) or less examinees no Asstt. Centre Superintendent shall be appointed.*
 - (b) One invigilator for every 20 examinees plus one additional for every 100 examinees.
 - (c) Office Assistant – 1(one) for each centre.
 - (d) MTS/orderly – 4 (four) for each centre.
- (iii) Officials from the following department shall also be involved in the conduct of examination.

The number of persons for a place having examination centre(s)

- (a) Treasury/Bank – 2 persons
- (b) Post Office – 2 persons

The number of persons for an examination centre

- (a) Medical – 2 persons
- (b) Police
 - (i) upto 250 examinees - 3 police personnel
 - (ii) upto 500 examinees - 5 police personnel

The Examination Centre Committee may recommend more police personnel for sensitive centres. However, in such cases, the Board will not pay remuneration as it shall be treated as 'on duty for law and order situation'.

The CS shall send the names of the above officials to the Secretary of the Board along with the final report.

Note: The number of officials to be appointed is subject to revision from time to time.

18. Expenses at the Centre:

- (i) Centre expenses shall be given for the expenditure at the examination centre.
- (ii) Within a week's time after the examination is over, the CS shall compile the statement of expenditure of the Centre and submit the same to the Secretary, NBSE together with the relevant vouchers along with the final report.
- (iii) Remuneration for the officials on duty at the centre and expenses for postage are included in the centre contingency accounts.
- (iv) Rates of remuneration and number of officials to be appointed shall be notified from time to time.

19. Submission of Final Report:

CS shall submit a final report to the NBSE after the examination along with the following documents.

- (i) List of expelled examinees in the prescribed form (form no. 26/61) in case of any expulsion.
- (ii) Attendance sheets (form no. 23/54/55/56)
- (iii) Copy of each of the forwarding letter of the answer booklets (form no. 25/60)
- (iv) List of invigilators with addresses, subject of invigilation, room number and dates of the examination and specimen signatures.
- (v) Copy of seat plan
- (vi) Record of used and unused answer booklets, additional sheets (including defective ones) etc. (form no 24/62)
- (vii) Admit Cards not issued for various reasons.
- (viii) Statement of expenditure in duplicate with vouchers.

Sl. nos. (i) to (vii) shall be submitted to the **Secretary, NBSE** and Sl. nos. (viii) to the **Chairman, NBSE**.

Both cases shall be addressed by name with designation.

20. Submission of Confidential Report:

Centre Superintendent shall submit the confidential report to the Chairman, NBSE on the conduct of the examination and officials on duty.

Note: Defective/damaged and unused answer booklets should be submitted to the Board office after the examination along with the final report.

Defective/damaged and unused answer booklets should be packed separately.

The packets should be sent by speed post.

B. EXAMINATION CENTRE COMMITTEE:

1. Composition of Examination Centre Committee:

For the smooth conduct of the examination (s), an Examination Centre Committee shall be constituted. This Committee shall be formed at least 10 (ten) days ahead of the examination and a meeting held. The Committee shall consist of the following:

Chairman	–	Administrative head of the district/sub division.
Secretary	–	Centre Superintendent (in case of multiple centres, the CS of centre 1)
Members	–	<ol style="list-style-type: none">1. District Education Officer or representative2. Superintendent of Police/SDPO3. Custodian (Treasury Officer/Bank Manager)4. Chief Medical Officer/Sr. Medical Officer5. All the CS under the district headquarter/CS under the sub division.6. Magistrate(s)

If required, the Chairman of the Examination Centre Committee can nominate two/three public leaders and some heads of schools as member of the committee.

N.B:- 1. Member no. 6 shall be the Supervisor of the Examination Centre(s). In places where there are multiple examination centres, more magistrates may be appointed as supervisors.

2. In places where there are more than one centre, the Examination Centre Committee shall be a Joint Committee and the Centre Superintendent of Centre-1 shall take the initiative of calling the examination committee meeting in consultation with the Chairman of the Committee.
3. In the district headquarters, the DEO shall be a member of the Examination Centre committee.
In the Sub-Divisions or any other places, the SDEO/Sr. SDEO/ADEO shall be a member of the Examination Centre Committee.
4. Custodian means the person in whose custody the confidential packets are kept.

2. Duties and functions of Examination Centre Committee:

The Examination Centre Committee for conduct of HSLC and HSSLC Examinations shall:

- (i) assist the CS in making the necessary arrangements for the conduct of examination at the Centre(s).
- (ii) assist the CS in conducting the examination according to the directions/instructions given by the Board from time to time.
- (iii) advise the CS in the proper discharge of his/her duties.
- (iv) appoint extra invigilators in an extra ordinary situation where it is absolutely necessary.
- (v) provide safe custody of confidential papers and provide proper security to the CS while taking the confidential papers from the custodian to the Centre during the conduct of examination.
- (vi) ensure that the Supervisor(s) is/are on duty throughout the examination days/period.
- (vii) ensure that the answer booklets are properly sealed as per instruction and dispatched to the Board by the safest and quickest means.

- (viii) make necessary arrangements for lodging of outstation candidates, separately for boys and girls where hostel accommodation is not available at the centre school in the rural areas.
- (ix) perform any other function as entrusted by the Board/ Government for the smooth conduct of the examination at the centre and handle the law and order situation when requested by the CS.
- (x) ensure a conducive environment in the examination centre by observing the SOPs/instruction issued by the Government and the Board.

3. Duties of Supervisor:

The duty of the Supervisor is to ensure that the examination is being conducted peacefully and ensure that there is no law and order problem. In case of law and order problem, the Supervisor should take necessary action as applicable.

C. INSTRUCTIONS TO INVIGILATORS:

The foremost duty of the invigilators is to ensure that no scope for malpractices is given to the examinees. Any such practice by the examinees shall be termed as negligence of the invigilators on duty.

The invigilators are to note and follow the 'dos' and 'don'ts' as given below:

'Dos'

1. To acquaint themselves with the rules of examination and instructions to the examinees.
2. To be aware of the rules for prevention and detection of unfair practices on the part of the examinees.
3. To report to the CS any case of infraction or attempted infraction of such rules.
4. To report for duty at least 40 (forty) minutes before the examination.
5. To replace damaged/defective answer booklets or question paper.

6. To see that the examinees is in possession of the question paper with the correct number of pages.
7. To hand over the surplus answer booklets or question papers to the CS and not to any other person.
8. To ensure that each examinee puts his/her signature on the copy of the attendance sheet supplied by the Board, and write '**Absent**' for an absentee, '**Expelled**' for an expelled examinee and put signature in the specified place in the attendance sheet.
9. To put signature on the answer booklets/additional sheets in the given space with the correct date during the examination hour.
10. To issue additional sheets to the examinees only when all the pages have been used and ensure that the examinee ticks the number of additional sheets used in the specified box which is in the front page of the main answer booklet.
11. To ensure that the date written on the main answer booklet tallies with that given by the invigilator on the additional sheets in order to prevent malpractices.
12. To see that the examinee have entered the particulars clearly i.e., subject, date of examination, Roll no. in words and have also darkened the circles corresponding to his/her Roll no. correctly.
In case of any mistake committed by the examinee, it should be corrected. If the mistake is in the OMR area, it can be corrected carefully with a white correcting fluid without disfiguring the circle.
13. To see that the roll number or name is not written on any other page of the answer booklets and on additional sheets/graph/music manuscripts.
14. To see that no clandestine communication takes place between the examinees or with the outsiders.
15. To see that examinees for the purposes of satisfying the call of nature do not go to places other than those specially arranged for the purpose.
16. To see that two or more examinees do not meet outside the hall/room while going to answer the call of nature.

17. To move as silently as possible and not make any noisy communication in the examination hall/room.
18. To see that all examinees submit their answer booklets to the invigilator and do not leave the examination hall/room without submitting the answer booklets.
19. The invigilators shall see that no materials, other than required for writing the answers, shall be in the possession of the examinees.
They shall see that the additional sheets, graph paper, music manuscripts, etc. are properly stapled along with the answer booklets.
20. Mobile phones MUST be on the 'switch off' mode.
21. On completion of the examination, the examinee should be permitted to move out in an orderly manner.

'Don'ts'

1. Invigilators shall not read out the question or explain/translate to the examinees even if asked to do so or even when there are any printing or other mistakes in the question papers.
2. Invigilator shall not disturb the examinees in any manner and must not engage in any other work that is likely to diminish the efficiency of the supervision.
3. The invigilators shall not smoke in the examination hall/room nor come to the hall/room with obnoxious or undesirable odour in the body or clothes.
4. No invigilator shall talk or communicate with any examinee in any manner.
5. No invigilate shall Comment or read any answer of the examinees within the examination hall/room.
6. The invigilators shall not discriminate any examinee in any form while performing their duty. They shall not visit other examination halls/rooms where they are not assigned.

7. The invigilators shall not leave the place of their duty till the examination is over. They shall submit the serially arranged answer booklets and all other materials of their hall / room in connection with the examination to the Centre Superintendent / Assistant Centre Superintendent.
8. The invigilators under no circumstances shall help the examinees in answering questions in any manner. They shall not commit themselves in any manner that may reduce or enhance the examinee's performance directly or indirectly.
9. The invigilators shall not go through the answer booklets of the examinees and make assessment of the same.
10. The invigilators shall not make any attempt to take photograph inside the examination room/hall.

The invigilators have the right to search any examinee on reasonable ground of suspicion. The act of searching shall, however, be done silently without causing any disturbance to other examinees. Female examinees shall be searched by female invigilators only.

D. INSTRUCTIONS TO EXAMINEES:

1. Examinees shall sit for the examination in the allotted centre only. Regular candidates shall come in their school uniforms. Their candidature shall be rejected if they sit at a centre other than the assigned centre.

The examinees shall sit for the subjects, which they have opted and are eligible.

The answer booklet of the examinees who appear for subjects which they have not opted and/or eligible shall not be evaluated.

Examination will commence at the fixed time on each specified date.

2. The doors of the examination halls/rooms will be opened 30 minutes ahead, on the first day of the examination.

On the other days, the doors will be opened 10 minutes ahead of the examination.

Examinees shall not be admitted nor given the answer booklets or question papers later than 15 (fifteen) minutes after the examination has commenced.

After which, no examinee will be admitted without special permission of the Centre Superintendent.

3. Examinees are required to find their own allotted seats. They shall take their seats before the commencement of the examination.

4. Changing of seats and tampering or disfiguring seat labels are not allowed.

5. **Examinees are required to bring their original admit cards on all the days of the examination.**

They shall put their signatures in full on the attendance sheet or on any other form supplied by the Board as and when directed by the officials on duty.

The signature of the examinee in the Application Form, Admit card, Attendance Sheet, Answer booklet or any other forms must tally.

6. Examinees shall bring their own materials that are permitted and required for examination such as *pen, pencil, scale, eraser, sharpener, geometry instruments, colours* etc.

The Board will supply answer booklets, graph papers & music manuscripts.

7. Examinees shall use **blue ink** for writing their answers. Black colour ink is not allowed for writing the answers.

Appropriate colour inks/pencils may be used for diagrams and sketches.

Correcting fluid shall not be used for correcting any answers written by the examinee in the answer booklet.

Mistakes shall be cancelled by drawing a single line or crossed out.

8. Examinees shall not be allowed to carry into the examination hall/room or have in their possession during the hours of examination any materials not permitted by the Board.

PERMITTED ITEMS

- (a) Admit Card, School Identity Card
- (b) Stationery item i.e. Transparent Pouch, Geometry/Pencil Box, Blue/Royal Blue Ball Point/Gel Pen, Scale, Writing Board, Eraser, Analogue Watch and Transparent Water Bottles.
- (c) Bus card

BARRED ITEMS

- (a) Any stationery item – such as textual material (printed or written), bits of papers, Calculator, Pen Drives, Electronics Pen/Scanner, etc.
- (b) Any communication device – such as Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band, Camera, etc.
- (c) Items like Wallet, Goggles, Handbags, Pouches, etc.
- (d) Any eatable item opened or packed, except for diabetic candidates.
- (e) Any other item which could be used for unfair means.

Examinees detected in contravention of this rule shall be disqualified and expelled.

Borrowing or lending of any materials or exchange of answer booklets / question papers is not allowed.

9. Examinees shall check the blank answer booklets given to them and see that no portion is torn or damaged, are properly stitched and all the pages are there in the answer booklet.

On no account shall any leaf or part of it be torn from the answer booklets.

In case a defective blank answer booklet or question paper is received, it should be immediately reported to the invigilator for replacement.

10. Each examinee shall write, distinctly on the cover of the answer booklets, only his/her roll no. (in figures and in words), date of examination, subject in the space provided.

He/she shall not write the roll no, name or institution anywhere in the answer booklets.

11. Examinee shall check the Question Paper to see that all the papers are there as indicated on the top left side of the Question Paper.

12. Examinee shall number the answers according to the numbers given in the question paper.

Marks shall not be awarded if the answer number does not tally with the question number.

13. No examinee shall pass on question papers to anyone inside or outside the examination hall during examination hours.

14. Additional sheets shall be supplied only when the examinee uses all the pages.

The examinee shall see that the dates given by the officials on duty on the main answer booklets and additional sheets tally.

If the examinees write their answers in the additional sheets without using all the pages of the main answer booklets, the answers written in the additional sheets shall not be evaluated.

No paper shall be provided for rough work or for drawings, diagrams, etc.

On the left hand side of the additional sheet, number the additional sheet used as 1, 2 or 3 etc., in the given box.

The examinee(s) shall staple their additional sheets, graph paper, music manuscript etc, securely with the answer booklet, if used.

15. An examinee requiring an additional sheet, or desiring to leave the room for a necessary purpose or for giving up his / her answer booklets shall draw the attention of the invigilators by rising in his/ her seat without making any noise or disturbance.

An examinee is not permitted to speak to an invigilator on any matter with reference to any question and answer.

Silence is to be observed.

16. Examinees shall not write or draw any objectionable or unnecessary remarks, picture or distinguishing mark in their answer booklets or attempt in any manner to render identification of the examinee in the answer booklets.

They shall not give false/wrong roll number.

Examinees shall not write anything on the admit card, question paper nor shall carry in/out any written or scribbled material to/from the examination hall/room.

17. An examinee shall not help or try to help other examinees, or obtain any help in any manner from other examinees or persons in or outside the examination hall/room during the examination hours.

Communication or help of any sort or in any form between the examinees and any other persons, whether inside or outside the examination hall/room, is prohibited.

18. **If it is found at the time of evaluation that the examinees copied their answers from each other, or have helped each other in any manner, then the examination of such examinees shall be cancelled even without any written report of the Centre Superintendent.**

19. Except the additional sheets and any other paper supplied by the Board for the purpose of writing answers, no other materials shall be appended to the answer booklets.

20. No examinee shall be allowed to leave the examination hall/room until one third of the allotted time is over.

An examinee having completed his/her answer booklets shall hand it over to the invigilator before leaving the examination room/hall.

The answer booklets even if blank shall, on no account, be left on the desk but shall be handed over to the invigilator.

No examinee shall be allowed to remain in the examination room/hall after the examination is over, except to allow his/her answer booklets to be collected by the invigilator.

No examinee shall leave the examination hall/room without submitting the answer booklets.

No examinee shall be allowed to re-enter the examination hall/room during the hours of examination after submission of the answer booklets.

21. **Unused pages of the answer booklets shall be crossed out by drawing an oblique line before it is handed over to the invigilator.**
22. An examinee shall leave the examination hall/room to respond to the call of nature, with the permission obtained from the invigilator.

CS shall ensure that such examinees are under the surveillance of a trustworthy person.
23. Any kind of misbehaviour on the part of the examinees like, threatening or intimidating any official on examination duty, tearing/mishandling of question papers or answer booklets, etc. are liable to be punished as per the rules.
24. Any attempt by examinees to use any unfair practices like copying from any source, helping or being helped at the examination or any breach or attempted breach of any of these or other examination rules or impersonation will render them liable to expulsion.

This will also lead to further penalties as the Board may determine.
25. Canvassing directly or indirectly by the examinees or their representatives is a violation of the examination rules.
26. Notwithstanding the issue of the admit card, the Board shall have the right for any reason which may appear sufficient to cancel the admission of any examinee to the examination, whether before, during or after the examination.
27. An examinee who is under the influence of alcohol or any other intoxicating substances shall not be allowed to sit for the examination.

28. Any mistake detected in the admit card should be reported immediately to the respective head of the institution or CS with an application, stating the nature of the mistake failing which, no application for any rectification of their particulars shall be entertained.

The head of the institution or CS shall forward such cases to the Board immediately after the examination is over for necessary action.

Correction will not be made if it is not submitted before the declaration of results.

Mistakes will be corrected on the basis of the records submitted previously by the examinee through the school.

Clerical mistake in the mark sheet shall be corrected within 90 (ninety) days after publication of the results.

The application for such correction shall be routed through the head of the institution last attended or the CS in respect of private candidates.

The decision of the Board, in all cases, shall be final.

E. PENALTIES FOR EXAMINEES RESORTING TO MALPRACTICES

Category – 1

- (i) Examinees possessing the barred items as specified in page no 23.

Penalty

Expulsion and cancellation of the examination.

- (ii) Examinee having in possession of any items or article relevant to the subject of examination but have not yet copied.

Penalty

First Offence: To be given warning. The examinee to give in writing that he/she is being warned.

Second Offence: Expulsion and cancellation of examination.

Category – 2

Examinee:

- (i) destroys or suppresses the evidence of the forbidden material in any way like swallowing, tearing or throwing out, etc.
- (ii) insert unauthorized additional sheet or replaces an answer booklet written outside the examination hall.
- (iii) takes away the answer booklet(s) or leaves the examination hall without handing over the answer booklet(s) to the invigilating staff or tears the answer booklet(s).
- (iv) found to have exchanged or changed roll nos. on the answer booklets or exchanged answer booklet(s) with another examinee or examinees exchange answerbooklet and write for one another
- (v) found throwing the question papers after writing the answers on it to another examinee or sending out the question paper.
- (vi) instigating to boycott the examination.
- (vii) copies or indulges in copying from any paper, booklet or notes with evidence duly reflected in the answer booklet.
- (viii) change of allotted seats, disfiguring or tampering seat labels.
- (ix) tearing of any page of the answer book or additional sheet etc.
- (x) taking away the answer book out of the examination hall/room/centre.
- (xi) smuggling out Question Papers or its part or smuggling out answer books/supplementary answer sheet or part thereof.
- (xii) using or attempting to use any other undesirable method or means in connection with the examination.
- (xiii) forceful entry/exit in/from Examination Centre/Hall.

- (xiv) use or attempted use of any electronic device after entering the examination centre.
- (xv) uploading/sharing any examination related material, correct or wrong, on social media.
- (xvi) affixing/uploading of fabricated photograph on the admit card.
- (xvii) erasing or obliterating any information printed on the ANSWER BOOKLET.

Penalty

Expulsion and cancellation of the examination of the examinee or both the examinees.

Category – 3

Examinee allows other examinee to copy any matter from his/her answer booklet or renders any assistance in any manner to another examinee in solving a question or a part of the question paper.

Penalty

Expulsion and cancellation of the examination of both the examinees.

Category – 4

Examinee is given assistance by a person who is not an examinee or by an invigilator or school staff.

Penalty

The examinee shall be expelled and the examination shall be cancelled.

If the person who is helping the examinee is a government employee, the punishment shall be as per the Conduct Rules of the Government.

In case, the person is a teacher or staff of a private school, the school shall take disciplinary action against the person (s). For others, the Examination Centre Committee shall initiate necessary action against the person(s).

Category – 5

- (i) Examinee or his associates influences or attempts to influence the examiner or the officials of the Board during/after the examination.
- (ii) Examinee has written objectionable, abusive or offensive language or letters to the examiners or officials of the Board, requesting or threatening them to award pass marks/ qualifying grades, etc.

- (iii) The answer booklets of an examinee detected to be copied on the basis of internal evidence during evaluation or scrutiny.
- (iv) Examinees en masse boycotting examination.

Penalty

Cancellation of the examination of the examinee(s).

Category – 6

Mass copying by the examinees reported at an examination centre by a competent authority.

Penalty

Cancellation of the examination at the particular centre. No re-examination. Closure of the examination centre.

Category – 7

Physical assault on official(s) who is(are) on examination duty by the examinee.

Penalty

Expulsion and cancellation of the examination. The examinee shall be disqualified to take the subsequent examinations for the next five years.

Category – 8

If a candidate approaches any Authority(ies)/person(s) related to the conduct of exams soliciting unauthorized privilege(s) in these Examinations.

Penalty

Expulsion and cancellation of the examination.

Category – 9

Examinee abuses/threatens or show disrespect towards official(s) of the examination conducting agency within or outside the examination premises.

Penalty

Expulsion and cancellation of the examination. The matter is to be immediately reported to the local police so that the culprit can be punished as per the law.

Category –10

Examinee is impersonated by another.

Penalty

Expulsion and cancellation of the examination. The examinee shall be disqualified to take the examination for the next two years. Action to be taken on the impersonator as per the penal provision.

Category – 11

Examinee found consulting other examinee(s) to get help or trying to help other examinee(s).

Penalty

For the first instance, the CS shall warn the examinee and shall record his/her roll number. Subsequent behavior shall lead to expulsion and cancellation of the examination.

Category – 12

Examinee writes name or initial marks of identification on the front page or inside the answer book or write the roll nos. on the additional sheet.

Penalty

After obtaining an explanation from the examinee, the CS shall issue warning and remove the writings. Repeated offence by the examinee shall lead to cancellation of the examination.

Category – 13

Answer booklets of an examinee found to have been written by another person.

Penalty

Expulsion and cancellation of examination. Appropriate action shall be taken against person(s) involved in writing the answer.

Category – 14

Taking legal course or any other means to influence the Board for gaining advantage in their favour by providing false information.

Penalty

Expulsion and cancellation of examination.

An examinee suspected to have adopted unfair means but the offence not clearly established shall be reported to the Secretary, NBSE along with the answer booklets under separate sealed envelope.

NB: In serious cases, an examinee may permanently be debarred from taking any examination of the Board.

F. PENALTIES FOR NOT ADHERING TO THE RULES

Nature of violation	Penalty
1. Non attendance of remedial classes or non payment of school fees.	Admit card shall not be issued which will debar the student from appearing the examination.
2. Coming late to the examination hall/room after the stipulated time.	Shall not be allowed to sit for the examination.
3. Using different types of hand writing.	Answer booklet shall not be evaluated.
4. Not following/using the question numbers as given in the question paper i.e. wrong numbering of question or giving their own question numbers while answering the question. e.g. writing 5 as V, 1 as (a), etc.	Answer booklet shall not be evaluated.
5. Appearing for a subject not opted/ eligible.	Answer booklet shall not be evaluated.

G. EXPULSION ORDER
(Sample)

Mr/Miss _____ Roll No. _____
son/daughter of _____ an examinee of
HSLC/HSSLC Examination _____ is hereby expelled from
the examination in the subject _____
today the _____ .

In compliance with the rules of NBSE in the matter of “Penalties for
examinees resorting to malpractices”, he/she is expelled for the offence of
_____ category _____.

Further, he/she is hereby debarred from appearing in the
remaining subjects as per the aforementioned rules.

Name & Signature of the Centre Superintendent

_____ Centre

HSLC/HSSLC Examination _____

H. MEDICAL CERTIFICATE
(Sample)

[For examinees requiring isolation / special arrangement during examination period. See Rules relating to conduct of HSLC and HSSLC Examinations 7(iv)].

I, Dr.....
holding Registration No.....certify that I
have personally examined Mr/Msbearing
Roll No..... under centre.....
on.....and found that he/she is suffering from
..... and recommends that he/she should be
isolated during examination period.

A separate room should be provided to him/her.

His / her papers need not be fumigated.

His / her papers must be fumigated as per the following directions:

Date :

(Signature)

Designation

N.B : The Centre Superintendent shall submit the medical certificate along with the final report.

I. UNDERTAKING
(Sample)

Having been appointed as an invigilator for the HSLC/HSSLC Examination,

I, Mr/Ms hereby declare that I have read the rules /instructions laid down by the Board for invigilation and shall abide by them.

Further, I shall be liable for departmental action in case of any infraction of the rules.

I also declare that I am not teaching in any coaching school/institute.

Signature :

Name :

Institution:

- Note:**
- i. CS shall make copies of the undertaking for the invigilators.
 - ii. Each invigilator shall fill in the form and sign it.
 - iii. CS will collect them and keep them until 3 (three) months after the declaration of result.
 - iv. However, in case of discrepancy, case, etc. the forms shall be sent to the Board's Office.

J. UNDERTAKING

(Sample)

I Mr/Miss (Name of examinee) bearing Roll No.of HSLC/HSSLC Examination 20.... of centre hereby make this undertaking that I have opted..... as my sixth/MIL/Elective/Vocational subject(s) and not(subject) that is printed in my admit card.

Therefore, I declare that I shall be appearing in(subject) at my own risk and I will abide by the decision of the Board.

C.S. Signature _____

Candidate Name _____

Centre _____

Signature _____

Date _____

Roll no. _____

Note: (i) This undertaking given by the examinee must be dispatched along with the answerscripts.