

NAGALAND BOARD OF SCHOOL EDUCATION
KOHIMA

**HSLC EXAMINATION 2023
RULES AND REGULATION FOR FILLING UP FORMS
AND SUBMISSION THEREOF.**

The Candidates: Candidates at the HSLC Examination are placed under 4 (four) categories as shown below:

Category A:

Regular :

- i) A student studying in a recognised school of this Board.
- ii) A student studying in a permitted school of this Board.

Category B:

Private

- i) Needs Improvement
- ii) Centre Repeater

Category C :

Improvement of performance

Category D :

Change of Examination Centre : Change of Examination Centre is permissible to Kohima Town only. A student seeking for change of centre shall download Form no. 19 from the portal and duly filled in Form should be scanned and email to hslcorder@gmail.com

GUIDELINES FOR CHECKING AND FORWARDING OF APPLICATION FORMS FOR HSLC EXAMINATION

- 1.(a) While filling up the forms, the candidate must know his/her Registration no./previous Roll number. Candidates are to check if their particulars/details are correct in the form in respect of full name, surname, date of birth, father's name, mother's name, community to which they belong, Second language, sixth subject (if any) and the identification mark.
- (b) The Head of the Institutions must check and ensure that all the students appearing from their institution have submitted their Online Application.
- (c) Photo/Signature –
 - (i) Student/candidate should have a recent passport photo and signature in JPG/JPEG format.
 - (ii) Size of passport photo : 470 x 470 pixel (width x height)
 - (iii) Size of signature : 470 x 170 pixel (width x height)

Or take photograph directly from the NBSE mobile app.
- (d) Certification/verification(online): The Head of registered school shall check the Application Form, the photograph, signature and all the entries made in the online by their students and be satisfied with it before it is forwarded to the Board.
- (e) Candidate of Category B shall surrender their Admit Card and Marksheet in original to the specific school which will be alerted to them when they submit their online application form. The original Admit Card and Marksheet collected by the institutions shall be submitted to the Examination Centre for onward submission to the Board.

The Centre shall submit the original documents to the Board, the dates of which will be notified later.

2. (a) Marks of Internal Assessment:

Form no. 32 in the NBSE offline shall be uploaded after the allotment of HSLC Roll numbers. Schools shall download the NBSE offline and do the entry of internal/practical marks and upload it in **nbsen.edu.in**. portal.

Student who do not secure qualifying marks in the internal assessment are not eligible to sit for the external papers.

(b) Grades for Work & Art Education and Physical & Health Education :

The internal assessment grades of Work & Art Education and Physical & Health Education must be entered in grades by the school in Form No.32 and submit it online.

Students with E grades i.e. Needs Improvement/failed shall not be accepted.

3. Submission of certificates/order :

For a candidate with **Special Needs**, a certificate from a competent authority identifying the disability must be obtained and the scanned copy shall be emailed to **hslcorder@gmail.com**

4. Payment of Examination Fees :

Schools/Examination Centres shall collect the prescribed examination fees from the students (for all categories) and make online payment through the portal after verifying and confirming online submission for their students.

After successful submission of forms by the student a message will appear stating the school where he/she is to submit the examination fee.

Schools are to collect the fees of the repeater students whose reference ID appear against the school, make online payment of fee & verify the forms.

Revised Rate of Examination fees:

- i) HSLC - ` 1350.00 (one thousand three hundred fifty)
- ii) Change of Centre - ` 200.00 (two hundred)
- iii) Late Fee - ` 500.00 (five hundred)

N.B: Failed Centre repeaters shall pay ` 100.00 (one hundred) extra to the Centre School during submission of forms to be utilized by the centre school.

Students with disabilities will be exempted from payment of the examination fee (**For those who have furnished relevant certificate/documents**).

It is advisable to make bulk payment

- (i) Registered Schools (HSLC regular and regular repeaters/Improvement of performance).
- (ii) Centre Schools (HSLC regular and regular repeaters/Improvement of performance and Centre Repeater).

INFORMATION

1. **The form of a candidate who do not have the qualifying grade/marks in the internal assessment in any of the subjects shall not be forwarded.**
2. Signing for another person in his/her name or putting thumb impression for another person in his/her place, is an act of deceiving and also forgery.*
3. Examination centres shall be allotted by the Examination Committee of the Board.
4. For further details, please refer Management of Examinations.

*** Forgery is a criminal offence and is punishable under section No. 468 of IPC.**

**Sd/- Additional Secretary
NBSE**