**Guidelines to Schools regarding**

**the administration of**

**NGSE Advanced– 2018**

1. The password protected PDF question Booklets of NGSE Advanced 2018, Center Report, Common Answer Sheet etc are attached. The passwords will be forwarded to the Principal’s mobile.
2. Make sufficient number of copies of the Question Booklets & Common Answer Sheet as per the list of students appearing at your Center.
3. The NGSE Advanced will be held between (IST) 11:00 AM and 12:30 PM on Sunday, the 25th February, 2018. Students should report at the Center at 10:30 AM.
4. Students should sign on the Question booklet as they receive it in the examination hall. In case any pages are not properly printed on the question booklet, the question booklet can be replaced.
5. The first and second pages of the Common Answer Sheet (common for all classes) are also to be printed and distributed to students. Students can write their details in this page. Page 2 is kept blank and they can start their answers from page 3. Class 11 & 12 students should be given TWO such sheets to answer two different subjects of their choice.
6. Schools can provide blank / ruled sheets **with the school seal on the right top corner to students as Answer Sheet**. Invigilators should ensure that the Answer Sheets are properly numbered and stapled with the first page.
7. Class 11 & 12 students should answer the same subjects of their choice (opted for NGSE Mains) for NGSE Advanced. Change of subjects is not allowed.
8. Students are expected to answer each question in 100 to 150 words. However, class 11 & 12 students may write up to 250 words, wherever necessary.
9. The completed Answer Sheets should send to us by **Speed Post** to the following address along with the Center Report & Admit Card cum Feedback forms on the same day or the following day if the exam day is holiday for Post. The Answer sheets should reach us on or before 5th March, 2018.

**(THE CENTER SHOULD EMAIL THEIR CENTER REPORT IMMEDIATELY AFTER THE NGSE BEFORE (IST) 02:00 PM. ON 25th FEBRUARY 2018 to** ngse@ngsfindia.org and a copy to ngsfindia@gmail.com

Controller of Examinations NGSE - 2018

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