**Instructions to Schools regarding the**

**Administration of NGSE Advanced– 2018**

1. Make sufficient number of copies of the Question Booklets and Common Answer sheets (First & Second Page) as per the list (Excel file sent to you earlier) of students appearing at your Center.
2. 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. The school should issue Admit Cards to their own students.
3. In case, any students are coming without their Admit Cards the Head of the Center/ Principal can admit the candidate at his / her discretion. However, the principal should put his / her remark about this on the answer sheet in red ink.
4. Admit Cards can be counter signed by the Principal or any Gazetted Officer.
5. Question Booklets for the respective classes and first & Second Pages of COMMON ANSWER SHEETs are also to be printed and distributed to students. Please take ONLY the required number of question Booklets for required classes / subjects, as mentioned in the given Excel file. Also note that Class 11 & 12 students need to be given two sets of Common Answer sheets and Question Booklets of two subjects.
6. 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.
7. 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 printed first/ second page of the Common Answer Sheet.
8. 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.
9. 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.
10. Invigilators should ensure that the roll numbers and subject codes are written properly on each Answer Sheet.
11. The subject codes for optional subjects of class 11 and 12 - ‘ P ’ For Physics, ‘C’ for Chemistry, ‘ M ’ for Mathematics, ‘ B ’ for Biology, ‘ E ’ for Economics, ‘ BS ’ for Business Studies and ‘ A ’ for Accountancy.
12. 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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