Guidelines for the administration of NGSE Mains – 2019 in Schools

1. Roll numbers are allotted in the attached Excel file. NGSE Roll numbers remain the same for the student's lifetime and please inform them to remember the same. If the students are allotted roll numbers last year or any previous years, please use the same roll number even if the student has changed the school/allotted a new one in the current year and inform us accordingly.

2. The Question papers and the Student Response Sheets (SRS) will be mailed by 24th September, 2018 (by noon) as password protected PDF files.

3. The NGSE Mains will commence on 25th September, 2018 at 10.45 a.m. At 10.50 a.m., the question booklets along with Student Response Sheet (SRS) will be given to the students. Students should sign on the question booklet, for which space is provided.

4. For Class 11 & 12 students both the question papers have two identical SRS - Answer sheets. They can start with any paper of their choice. They should shade the subject code in the SRS properly. Please take both the SRS back after 90 minutes. Note that they cannot change their subject/s of choice.

5. For 10 minutes, all the students can read and understand the instructions of the test without opening the seal of the question booklet.

6. At 11.00 a. m., the invigilator will signal the students to open the question booklet and answer the questions. In case any pages are not properly printed on the question booklet, the question booklet can be replaced.

7. The SRS will be shaded with the **blue or black ball point PEN only**. Ink pens, gel pens and **pencils cannot be used**. Answers once marked cannot be erased or white inked.

8. Students are not supposed to consult the invigilator for any doubt regarding the question structure, how to shade a particular answer etc. They should use their best judgment.

9. Class 4, 5, 11 and 12 students should mark only the **most appropriate option** for each question.

10. Class 6, 7, 8, 9 and 10 students should mark all the right answers (one or more right answers) or mark as instructed for each question, especially for Enhanced MCQs (EMCQs).

11. Each class is approached differently while framing the questions. Though overall development and focused reasoning is the background push for the questions, Class 4, 5, 11 and 12 are approached in the conventional pattern. Multitasking is avoided.

12. No negative marks or partial marks are allotted. To score marks for any question, all the right options should be marked.

13. Use of standalone Calculator (scientific or ordinary) is allowed for all classes. Mobile phones are strictly prohibited.

14. **You may give blank printouts of admit cards to students and ask them to fill the same and paste their photographs. The Principal may countersign it after that with the seal**.

15. The test focuses on conceptual clarity of the student. Students are advised to read and comprehend the questions carefully though the questions might look very easy. A specific word in the question might change the meaning intended.

16. NGSE mains will be over at 12.30 p.m. As the students hand over the SRS to the invigilator, they may be allowed to fill the feedback form (lower portion of the ADMIT CARDS) for 5 minutes. *Do not separate/tear the Admit Card and Feedback Form.* The ADMIT CARDS cum FEEDBACK FORM should be taken back from the students and send it back to us with their SRS (answer sheets). Please do **NOT STAPLE the SRS with the admit cards** as this can make the SRS unreadable by the evaluation software.

17. **IMPORTANT:** IF YOU ARE TAKING THE PRINTOUT OF THE SRS USING SOFT PDF FILES, **PLEASE SET YOUR PRINTER TO A4 (as the default printer setting will be a letter) BEFORE YOU PRINT.** This is because, the evaluation software can read only those are printed on A4. Please do not use fit to the page. Please use a thick paper (say 90 to 100 GSM) for SRS printing.

18. Students can carry the Question Papers home after the scheduled time of the test.

19. The school can gather the NGSE takers in one room and make them understand the instructions clearly and show the attached answer sheet (SRS) samples to them in advance. *(The Sample answer sheets are only as SAMPLES and not meant for the NGSE; don't take more prints of the same).*

20. Please complete the Center Report (CR) and courier the following.
    a. Original SRS of all students *(do not staple it together)*
    b. Original Admit Card cum Feedback Form of all those who took NGSE Mains
    c. List of absentees with their roll numbers in the Center Report (attach sheets if needed.)
    d. Center Report, duly signed by the invigilators/coordinator and the Principal with the seal.

e. **THE SCHOOL SHOULD EMAIL THEIR <u>CENTER REPORT</u> IMMEDIATELY AFTER THE NGSE BEFORE 02:00 pm. ON 25th SEPTEMBER 2018 to** ngse@ngsfindia.org and a copy to ngsfindia@gmail.com

21. Forward the SRS and other documents at the following address through **SPEED POST** preferably on the same day of the test.

National Genius Search Foundation
Controller of Examinations
NGSE - 2019
PARIJAT, Ground Floor,
Plot No. 3, Road No. 5,
Sector -11, New Panvel,
Navi Mumbai - 410206. India.

NGSE Contacts
NGSE Helpline: 897 652 8000
Specific enquiries regarding National Genius Search Examination® can be mailed to: ngse@ngsfindia.org
Contact in case of Emergency (+91) 8692030479

NOTE:

1. Students' Attendance Sheet is <u>not mandatory</u> for us. However, the school may keep one for their records.

2. Please keep a photocopy of all the answered SRS for the school record. This will safeguard the interest of all the stakeholders (in the unlikely event) of loss of SRS in transit.

3. No remuneration will be paid by us to the Invigilators for NGSE Mains. It should be paid from the school's share for administrative expenses.

4. However, if NGSE Advanced is held in your school (in India), the reimbursement of the administrative expenses and remuneration of the Coordinator/Invigilators etc. will be paid by us.

**Center Report, Blank Admit Card and related documents (except question Papers and SRS) can be downloaded from www.ngsfindia.org/downloads.php on the test day.