

# Supervisor Instructions:

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## Following are some important guidelines for NELTAS Exams 2024-25:

1. You will receive packets consisting of Standard-wise Question Papers, Pre-Printed OMR Answer sheets, Attendance Sheets and NELTAS HO Address Sheets for return courier.
  - **Question Papers Along with Attendance Sheets – 3 Subject-wise Packets**
  - **Pre- Printed OMR Answer Sheets – 3 Subject-wise Packets**
2. Question Papers will be standard-wise. Kindly ensure that each student receives the correct question paper as per Subject Exams opted for and their standard.
3. Student's details (Seat Number, Exam Subject, Student's Name, STD, and Div) will be pre-printed on the OMR answer sheet. Kindly ensure that each student receives the correct Subject OMR Answer Sheet as per their name. Please refrain from using OMR answer sheets intended for other students.
4. While distributing the Question papers, please verify that the student's grade is the same as that on the Question paper.
5. The attendance sheet will also have the seat number of students. Circulate the attendance sheet and get it signed by all the present students and mention the number of absent and present students on the Attendance sheet.
6. Kindly specify the **EXAM NAME** if the school is using a blank OMR answer sheet.
7. Teachers are requested to distribute the OMR answer Sheets to the students for the respective exam.
8. The Supervisor/Teacher must sign the OMR answer sheet after thoroughly verifying the information filled in by the students.
9. The duration of the exam is **60 minutes**.
10. There will be an additional **0.5 Negative Marking** for every wrong answer, only in the Grand Finale.
11. Students should fill in the correct answers in the OMR answer sheet using a **PENCIL** only.
12. After the exam is conducted, supervisors are requested to collect the **QUESTION PAPERS & OMR ANSWER SHEETS FROM ALL THE PARTICIPANTS**.
13. Please put the Subject and Standard-wise Attendance sheets along with the OMR answer sheets in the envelope and seal them.
14. OMR answer sheets and attendance sheets must be couriered back to NELTAS HO within 2 days of the all-subject examination. Question papers must be kept by the school coordinator or Class teachers.