



NELTAS EXAMS PROCESS GUIDE



ASSESSMENT ROUND

1) ENROLLING STUDENTS:

- Student registration forms will be sent to the school within 5-7 days after the registration process.
- Student registration forms should be distributed to all the students immediately by the class teacher.
- It is mandatory to submit a duly filled Student registration form along with any payment for books to their respective class teacher within 10 days of receiving the forms. (Exam Fees: FREE)
- NELTAS will provide the Student Registration Sheet in Excel format to assist class teachers in maintaining class-wise book records. It's strongly advised that teachers complete the Student Registration Sheet and retain a copy for their records.
- The school is requested to courier the student registration forms to NELTAS HO: Office No. 618, Ecstasy Business Park, JSD Road, Near City of Joy, Mulund (W), Mumbai-400 080.
- The school is requested to provide the list of student names (in Excel format) at least 45 days before the exam date to facilitate the generation of pre-printed OMR answer sheets and hall ticket numbers.
- School Administrative Charges: 15% on the total amount of the book order placed. Balance to be remitted to the institute through either of the following payment modes: (NEFT/CHEQUE/DD)
- NEFT Details:

<u>BANK NAME:</u> HDFC BANK	<u>ACCOUNT NO.:</u> 50200041703500
<u>BRANCH:</u> Mulund (W), Mumbai	<u>IFSC CODE:</u> HDFC0000015
- Cheque/Demand Draft in favour of "ENLIGHTENED MINDS" payable at MUMBAI
- The school is kindly asked to proceed with the payment using the provided details OR to send the cheque/DD via courier to NELTAS HO at Office No. 618, Ecstasy Business Park, JSD Road, Near City of Joy, Mulund (W), Mumbai-400 080.

2) STUDY MATERIAL:

- Upon receipt of the forms and release of payment, study materials will be delivered to the school within 10 working days.
- Books will be provided based on the payment received and the selection made by students on the registration form.

3) CONDUCTION OF ASSESSMENT ROUND:

- NELTAS Exams Assessment Round will be conducted in your own school.
- Exam Mode: Offline (Paper and Pencil).
- Question papers and preprinted OMR answer sheets will be delivered to the school five days prior to the exam dates.
- The school is kindly requested to courier only the OMR answer sheets along with the attendance sheet to NELTAS Head Office within two days of conducting the exam.
- After the NELTAS Exam concludes, it is mandatory to collect the question papers from students and retain them in the school's possession. These papers will be returned to the students once we notify you to do so after all exam rounds have concluded.

4) ASSESSMENT ROUND RESULTS:

- Results will be emailed to the school.
- Students will receive an SMS notification and they can then view the detailed results on our website at www.neltas.com.
- Participants from each grade who have appeared for the Assessment Round are eligible to participate in the Grand Finale Round.

5) DISTRIBUTION OF RESULTS:

- Medals will be awarded to each Class Topper only if more than 10 students from a specific grade appear for the exam. To qualify for this award, students must achieve a score of 60% or higher.
- Grand Finale Registration Form will be given to all the participating students.
- Non-participating students will receive the participation certificate after the Grand Finale results.
- **Students can receive ONLY one certificate for each exam - either in the Assessment Round or in the Grand finale.**
- All participants can access and download the Performance Assessment Reports in Digital format from our website while checking the Assessment Round results.
- The school will additionally receive a comprehensive performance report for all students, if all students participate in the Assessment Round.
- Marksheets for both Level 1 and Level 2 will be issued in printed format after the results.

New Method to Calculate Marks for Grand Finale Awards:

	Assessment Round	Grand Finale Round
Actual Marks	60	80
Weightage	30%	70%
Marks After Weighted Average Rule	$60 \times \frac{30}{100} = 18$	$80 \times \frac{70}{100} = 56$
Final Marks for Grand Finale Awards	$18 + 56 = 74$	

GRAND FINALE

1) ENROLLING STUDENTS:

- Participating students will receive the Grand Finale Registration Form.
- Students intending to participate in the Grand Finale must submit the Grand Finale Registration Form along with the exam fees (Rs. 350 per exam) and book fees (if applicable) to the respective coordinator within 7 days.
- School Administrative Charges: Rs. 30/- per exam per student + 15% on the total amount of the books order placed. Balance to be remitted to the institute through any of the following payment modes (NEFT/CHEQUE/DD).
- The school is requested to courier the CHEQUE/DD along with all the Grand finale forms to NELTAS Head Office.

2) STUDY MATERIAL:

- Upon receipt of the forms and release of payment, study materials will be delivered to the school within 10 working days.
- Books will be provided based on the payment received and the selection made by students in the registration form.

3) CONDUCTION OF GRAND FINALE:

- Grand Finale will be conducted in your school on the date selected by your school.
- The difficulty level will be increased for the Grand Finale.
- There will be an additional negative marking in Grand Finale only.
 - a) 0.25 marks for 1-mark questions
 - b) 0.5 marks for 2-mark questions
 - c) 1 mark for 4-mark questions

4) GRAND FINALE RESULTS:

- Grand Finale Results will be announced in April 2027.
- Results will be emailed to the school.
- Students will receive an SMS notification and they can then view the detailed results on our website at www.neltas.com.

5) DISTRIBUTION OF RESULTS:

Category	Rank	Awards
Ranker	1st	Trophy + Medal + Ranker Certificate + Cash Prize
Ranker	2nd	Trophy + Medal + Ranker Certificate + Cash Prize
Ranker	3rd	Trophy + Medal + Ranker Certificate + Cash Prize

Category	Rank	Awards
Super Performer	4 to 50	Medal + Super Performer Certificate
Achiever	51 to 300	Medal + Achiever Certificate
Emerging Star	301 to 800	Medal + Emerging Star Certificate
Merit Holder	801 to 1500	Medal + Merit Certificate
Aspirant	Remaining	Aspirant Certificate

Kindly Note:

- ✓ 1000+ students in the Grand Finale will be declared in Merit and awarded accordingly.
- ✓ If more than one student shares the same position or rank, the prize amount will be equally distributed.
- ✓ In case more than 20 students get the same rank, in place of the cash award, each winner will be awarded a gift in lieu of the cash prize and a trophy, medal, and certificate (in the relevant category).
- ✓ A minimum score of 50% is required to be qualified for the Merit List in the Grand Finale. Please note that this is the eligibility criterion, students will be awarded Super Performer/ Achiever/ Emerging Star/ Merit Holder, as per the cut-off.
- ✓ Awards and certificates will be delivered to the school within 45 days of the Grand Finale result declaration.

Supervisor Instructions:

Following are some important guidelines for NELTAS Exams 2026-27:

1. You will receive packets consisting of Standard-wise Question Papers, Preprinted OMR Answer sheets, Attendance Sheets and NELTAS HO Address Sheets for return courier.
 - **Question Papers Along with Attendance Sheets – 3 Subject-wise Packets**
 - **Preprinted 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 preprinted 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 **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.