

Secondary and Senior Secondary Courses

NIOS THEORY EXAM CENTRE PORTAL

Scaling Secure, flexible, technology-enabled

Exam Centre Material Delivery

 <https://exams.nios.ac.in>

National Institute of Open Schooling (NIOS)

Ministry of Education, Government of India

Naveen Bhatia, System Analyst



**World's largest Open
Schooling System**

NIOS Theory Exam Centre Portal

Secondary and Senior Secondary Courses



Target Audience / Users

- Centre Superintendents
- Authorised DEO / IT Staff
- Regional Centre Officials

Key Objectives

- Secure Portal Login & OTP Process
- Download Theory Exam Centre Materials



NIOS Official Exam Portal

<https://exams.nios.ac.in>



NIOS Official Result Portal

<https://results.nios.ac.in>



NIOS Official Website

<https://nios.ac.in>

Portal Overview & Key Information

Portal Purpose

Access exam-centre materials and mandatory reports for theory exams.

Authorised Users

- Centre Superintendents
- DEO / IT Staff
- Regional Centre Officials

Essential Login Facts



Username: Registered exam centre email address



Password: Provided at registration or by RC



Security: OTP sent to email. Single-instance login strictly enforced.



RC Contacts:

<https://sdmis.nios.ac.in/home/regional-center>

Secure Login with Two-Factor Authentication

- 1 Open Chrome, Firefox, Edge, or Safari browser
- 2 Enter **https://exams.nios.ac.in** in address bar
- 3 Enter Username (Registered email address)
- 4 Enter Password (From registration / RC)
- 5 Click Login → OTP is sent to registered email
- 6 Retrieve OTP (Check Spam/Junk if not in inbox)
- 7 Enter the OTP exactly as received
- 8 **Submit to securely access your Dashboard**

Important Note

Do **NOT** use search engines. Always type the portal URL directly into the address bar to avoid phishing sites.

OTP Mandatory

Without verifying the OTP, login will **NOT** be completed. This 2FA process ensures strict portal security.

Secure Login with Two-Factor Authentication

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling
An Autonomous Institute under Ministry of HRD Govt of India
(The Largest Open Schooling System in the World) ISO 9001:2008 CERTIFIED

Toll Free :1800-180-9393

Centre Login

Login to your account

Username/Email *

Username/Email

Password *

Password

Remember Me Reset Password

Login

Headquarter : National Institute of Open Schooling, A-24/25, Institutional Area, Sector - 62, NOIDA, District Gautam Budh Nagar, Uttar Pradesh - 201 309

OTP Mandatory

Without verifying the OTP, login will **NOT** be completed. This 2FA process ensures strict portal security.

Verify OTP

An OTP has been sent to the registered email t.v.n.g.ly@gmail.com. Please enter it below to continue.

Email OTP *

Enter OTP

Otp cannot be blank.

Verify OTP & Login

Back to Login

Dashboard Navigation & Tiles

The dashboard interface features a top navigation bar with a 'Dashboard' tab on the left and a 'Notifications' bell icon on the right. Below the navigation bar, there is a section for 'Generate & Scan QR Code For Mobile App Login' with a 'Generate QR Code' button. The main content area is organized into a grid of tiles:

- Application Status** (Yellow tile): Includes a 'Review Form' link.
- Print Form** (Light Green tile): Includes a 'Print' link.
- Acceptance & Bank Undertaking Form** (Green tile): Shows 'Status : Pending' and an 'Upload' link.
- Student Attendance** (Cyan tile): Includes 'Theory Attendance Sheet' and 'Mark Attendance' links.
- Reports** (Blue tile): Includes 'Nominal Report', 'Centre Material Report', and 'Student Summary Report' links.
- Guidelines** (Dark Blue tile): Includes 'Guidelines of Centre Superintendent Theory', 'Guidelines for Centre Superintendent Prac Exam', and 'Guidelines_QP_Handling' links.
- Download Question Paper** (Purple tile): Includes a 'Download QP' link.
- Post Office Details** (Light Green tile): Includes a 'Post Office Details Exam Nov-2021' link.

The footer contains the following information:

Headquarter : National Institute of Open Schooling, A-24/25, Institutional Area, Sector - 62, NOIDA, District Gautam Budh Nagar, Uttar Pradesh - 201_309

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Dashboard Navigation & Tiles



Theory Attendance Sheet

Photo attendance lists by date and subject.



Centre Material Report

Enrollment-wise complete list of candidates.



Centre Material Subject

List of enrolled students organised subject-wise.



Nominal Report

Date-specific nominal roll for examination day.



Student Summary Report

Date-wise and Date-cum-Subject counts.



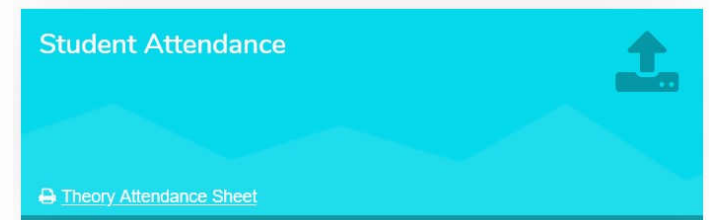
Guidelines & Instructions

CS Theory, Practical, QP Handling, Post Offices.

i Note: Some tiles activate only as exam data is progressively released by NIOS.

Download: Theory Photo Attendance Sheet

- 1 Dashboard → Theory Attendance Sheet
- 2 Select **Exam Centre Code**
- 3 Choose **Date** and/or **Subject**
- 4 Click **Submit** to generate the sheet
- 5 **Print or Save as PDF**







Important Note

Print **one copy per subject per date** well before the scheduled exam day.

Download: Theory Photo Attendance Sheet

Important Note

Print **one copy per subject per date** well before the scheduled exam day.

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान National Institute of Open Schooling <small>(An autonomous institution under Ministry of HRD, Govt. of India) (The Largest Open Schooling System in the World) ISO 9001:2008 CERTIFIED</small>						
Exam Centre : 12744 - DR. K.N. MODI SC. & COMM. COLLEGE, MODINAGAR MODI NAGAR Ghaziabad Uttar Pradesh						
NIOS Examination 06-04-2023						
S No	Enrollment No	Name	Subject Code & Name	Photograph	Answer Book Number	Signature
1	M21209212006	PAYAL DAS	242-HINDUSTANI MUSIC			
NIOS Examination 11-04-2023						
S No	Enrollment No	Name	Subject Code & Name	Photograph	Answer Book Number	Signature
1	M21209212006	PAYAL DAS	229-DATA ENTRY OPERATIONS (E)			
2	M21209212512	MOHAMMAD KAIF	229-DATA ENTRY OPERATIONS (E)			
3	M21209212513	RAZIYA	229-DATA ENTRY OPERATIONS (E)			

Centre Material Reports: Enrollment & Subject-wise

Enrollment-wise Report

Purpose: Complete candidate list

- 1 Select 'Centre Material Report'
- 2 Select your Exam Centre Code
- 3 Choose Enrollment Number-wise
- 4 Click Submit to generate report
- 5 Print or Save as PDF file

Subject-wise Report

Purpose: Room & subject planning

- 1 Select 'Centre Material Subject'
- 2 Select your Exam Centre Code
- 3 Click Submit to generate report
- 4 Review grouping by Subject
- 5 Print or Save as PDF file

 **RECOMMENDATION: Download BOTH formats for comprehensive exam preparation.**

Download: Nominal Roll Report

- 1 Go to Dashboard → Click '**Nominal Report**' tile
- 2 Select **Exam Centre Code** from the dropdown
- 3 Select the specific **Examination Date**
- 4 Click **Submit** to generate the report
- 5 **Print the report or Save as PDF**

Important Note

The Nominal Roll Report is date-specific. You must generate and download a separate report for **EACH** exam date.

Download Student Summary Report

- 1 Navigate to Dashboard and click the **Student Summary Report** tile
- 2 Choose format: **Date wise subject wise** OR **Date wise**
- 3 Click **Submit** to generate the summary report
- 4 **Print the document directly or Save as PDF**

Recommendation

Download **BOTH** formats for complete exam preparation. The Date-wise report helps plan overall daily logistics, while the Date-cum-Subject-wise report aids in accurate staffing.

Download Centre Material Report

Reports



- Nominal Report
- Centre Material Report
- Student Summary Report

REG ON 17 DEC 11		NATIONAL INSTITUTE OF OPEN SCHOOLS CENTRE MATERIAL THEORY SECONDARY EXAMINATION OCT-NOV 2011			RUN DATE 27-09-2011 23:23:35
CENTRE NO 177 12					
CENTRE NAME Kav a K azan Chand Quetta Da S Sec Sch (ew De h)					
CENTRE ADDRESS 3 N amuddin E Ln Japu Es a a Nzamuddin Eas New De h					
DISTRICT NE DELHI					
STATE DELHI					
SN	ENROLLMENT NO	STUDENT NAME	FATHER NAME	MOTHER NAME	C M SUBJECT s)
1	27 1 6192830	DHARMENDER	RAJESH K MAR	KAN A	20 2 22 3 229
2	27 1 6192889	KOMAL	BABU LAL	SUMAN	20 2 22 3 2 6 248
3	27 1 6192894	MUKESH N SHAD	DHARM PAL N SHAD	V JAY LAX	20 2 2 3 223
4	27 1 6202536	SAKSH KUMAR	MAMESH	POONAM	20 2 22 3 229
5	27 1 6202838	V SHAL GHART	BALBHADUR GHART	VASAN A GHART	20 2 9 2 2 3 2 6
6	27 1 6202839	SHALU	SAT AL	UMA DE	20 2 9 2 3
7	27 1 6202849	SAL MA AHMAD	BARAT GULL AHMAD	MAST RA AHMAD	2 5 2 6
8	27 1 62028 0	SALMAN MAL K	MOHD MOF K	RESHMA MAL K	20 2 2 2
9	27 1 6202896	AART	SAN RAM	SHR MAT DEV	20 2 229
10	27 1 6212029	S GOP KA	SH K AR	CHITRA	20 2 2 2 6 225 229 237



RECOMMENDATION: Download BOTH formats for comprehensive exam preparation.

Download Student Summary Report

Reports



- Nominal Report
- Centre Material Report
- Student Summary Report

Recommendation

Download **BOTH** formats for complete exam preparation. The Date-wise report helps plan overall daily logistics, while the Date-cum-Subject-wise report aids in accurate staffing.

NATIONAL INSTITUTE OF OPEN SCHOOL G SECONDARY EXAMINATION OCT-NOV 23 LIST OF CENTRES & LIST OF ROLL NOS (EORY) REG ON 07-08-23				
CENTRE NO 7 2 CENTRE NAME Kav a K aam Chand Quetta Dev S Sec Sch (New De) CENTRE ADDRESS 3 Nizamuddin E Ln Japu Es a a Nizamuddin East New De h DISTRICT NE DELH STATE DELH				RU DATE 27-09-2023 23 35
SUBJECT	LIST OF ROLL NOS			
Z H d	27 06 92 3	270 06 92609	27 6202536	270 052 253
	27 06202530	270 062 2 3	27 62 2068	27 052 2 6
	27 062 25 4	270 7 92670	27 7 2020 2	270 702 2 22
	27 70202 3	270 7 2 2 00	27 7 202 94	270 702 2236
	27 70202268	270 7 2 23	27 7 202598	270 702 2 73
	27 702 2 4	270 7 2 2 2	27 7 2 2 25	270 702 2
	27 702 2 55	270 7 2 2 63	27 7 2 2 87	270 702 2563
	27 702 2588	270 7 222 27	27 7 22203	270 70222 62
	27 70222 78	270 7 222 80	27 7 222062	270 70222 3
	27 70222 85	270 7 222 9	27 7 222 3	270 70222 3
	27 70222 4	270 7 222 83	27 7 222 6	270 70222 69
	27 70222 75	270 7 222 82	27 7 222 87	270 702222 6

Download Nominal Report

Reports



- Nominal Report
- Centre Material Report
- Student Summary Report

⚠ Important Note

The Nominal Roll Report is date-specific. You must generate and download a separate report for **EACH** exam date.

NATIONAL INSTITUTE OF OPEN SCHOOLING Reg. no. Centre 17 DE H			
ATTENTION ROLL FOR CENTRE 27 12 Ka K azan Chand Quetta Day 6 Sec Sch (ew De h) 3 Nazamudd E Ln Japu Estaria New De De h		EXAMINATION OCT-NOV 23	
	Enrollment N 27 62 3229 Name GUNJA ROY	SUB AB Sec a N	Examination
		376	
	Enrollment N 27 6 83728 Name MANISH KANDULNA	SUB AB Sec a N	Examination
		332	
		321	
		336	
		30	
		382	
	Enrollment N 27 6 93627 Name SMARAN	SUB AB Sec a N	Examination
		332	
		32	
		336	
		3 2	
		336	
	Enrollment N 27 6 93634 Name JASHMIN BHAT	SUB AB Sec a N	Examination
		332	
		321	
		336	
		382	
		336	

Guidelines for Centre Superintendent

1. Dashboard →
Guidelines

2. Open & Download

3. Print / Save PDFs



CS Guidelines — Theory

Procedures for theory exams



CS Guidelines — Practical

Procedures for practical exams



QP Handling Process

Question paper security rules



List of Post Offices

For QP receipt and dispatch



IMPORTANT: Centre Superintendent must read and brief all staff **BEFORE** the exam day.


Printing & Saving Documents (All Reports)

Print Document

- ✓ Click **Print** on report screen
- ✓ Choose printer from the list
- ✓ Set the number of copies
- ✓ Verify paper size is **A4**
- ✓ Click **Print** to finish

Save as PDF

- ✓ Click **Print** button on screen
- ✓ Change Destination / Printer:
 - **Windows:** Microsoft Print to PDF
 - **Mac / Chrome:** Save as PDF
- ✓ Click **Save** and choose folder

 **Best Practice:** Keep physical printed sets **AND** save a digital PDF copy of each downloaded report to a clearly named folder for the Exam Session.

Logout & Security Controls

Proper Logout Procedure

- 1 Click **Logout** (top-right/menu)
- 2 Confirm logout if prompted
- 3 Return to Login screen; close browser tab on shared PCs

Single-Instance Login

A new login attempt on another device ends the prior session automatically.

Activity Monitoring Logging

NIOS automatically logs the following:

- IP Address & Geolocation
- Browser & Operating System
- Device info (e.g., mobile IMEI)
- Report names & download times
- Centre Material and QP download time

 **OFFICIAL USE ONLY.**
Unauthorized access is traceable.

Pre-Examination Checklist (Download & Print)

✓ Theory Photo Attendance Sheet

✓ Centre Material (Enrollment-wise)

✓ Centre Material (Subject-wise)

✓ Nominal Roll (Each Exam Date)

✓ Student Summary (Date-wise)

✓ Student Summary (Date-cum-Subject)

✓ CS Guidelines — Theory

✓ CS Guidelines — Practical (if applic.)

✓ QP Handling Process

✓ List of Post Offices



Important Timing: Ensure all items are fully downloaded and printed 2-3 days before the examination commences.

Contact & Support



Regional Centre Support

For any issues with portal login, candidate data, or report errors, please contact your respective NIOS Regional Centre.



RC Directory URL:

<https://sdmis.nios.ac.in/home/regional-center>

Quick Reference



Portal: <https://exams.nios.ac.in>



Credentials/Password: Contact RC



OTP Not Received:

Check Spam → Retry → Contact RC



Theory Exam Start: 10 April 2026

