

**NATIONAL INSTITUTE OF OPEN SCHOOLING***Ministry of Education, Government of India***USER MANUAL****Theory Exam Centre Portal**

Downloading Centre Material for Public Examination

*Secondary and Senior Secondary Courses — April/May 2026***Exam Portal URL: <https://exams.nios.ac.in>**For Regional Centre contacts visit: <https://sdmis.nios.ac.in/home/regional-center>*Last Updated: 28 March 2026*

## SECTION A ABOUT THIS DOCUMENT

### Purpose of This Manual

This User Manual provides complete, step-by-step guidance for Theory Exam Centre Superintendents and their authorised staff to access the **NIOS Theory Exam Centre Portal** at <https://exams.nios.ac.in>, log in securely, and download all required Centre Material for conducting the NIOS Public Examination of Secondary (Class X) and Senior Secondary (Class XII) courses scheduled from **10 April 2026**.

This document is designed to serve two purposes:

- **User Manual:** A printed or digital reference for Centre Superintendents and data-entry operators to use during actual exam operations.
- **Design Reference:** Detailed process descriptions and UI interaction notes for designers and developers building the official illustrated user manual.

### Scope

This manual covers the following processes available on the Theory Exam Centre Portal:

- Logging in to the portal using registered credentials
- Completing Two-Factor Authentication (OTP verification)
- Understanding the Dashboard and navigation tiles
- Downloading the Theory Photo Attendance Sheet
- Downloading Centre Material Reports (Enrollment-wise and Subject-wise)
- Downloading the Nominal Roll Report
- Downloading the Student Summary Report (Date-wise and Date-cum-Subject-wise)
- Accessing and downloading Guidelines for the Centre Superintendent
- Saving and printing any report as a PDF

### Who Should Read This Manual

<b>Centre Superintendent (CS)</b>	Primary user — responsible for all exam centre operations and downloads.
<b>Data Entry Operator / IT Staff</b>	Assists the CS with login, downloads, and printing.
<b>Regional Centre Officials</b>	For monitoring and supporting exam centres.
<b>Manual / Video Designers</b>	For designing illustrated manuals and video tutorials.

### Key Reference Information

<b>Portal URL</b>	<a href="https://exams.nios.ac.in">https://exams.nios.ac.in</a>
<b>Username</b>	Registered Email Address of the Exam Centre
<b>Password</b>	Generated at time of Exam Centre registration / provided by Regional Centre
<b>OTP Delivery</b>	Sent to the registered email address only
<b>Login Type</b>	Single Instance Login (only one active session allowed at a time)
<b>Exam Start Date</b>	10 April 2026
<b>Regional Centre Contacts</b>	<a href="https://sdmis.nios.ac.in/home/regional-center">https://sdmis.nios.ac.in/home/regional-center</a>
<b>Last Manual Update</b>	28 March 2026

## SECTION 1 ACCESSING THE PORTAL — LOGGING IN

### 1.1 Overview of the Login Process

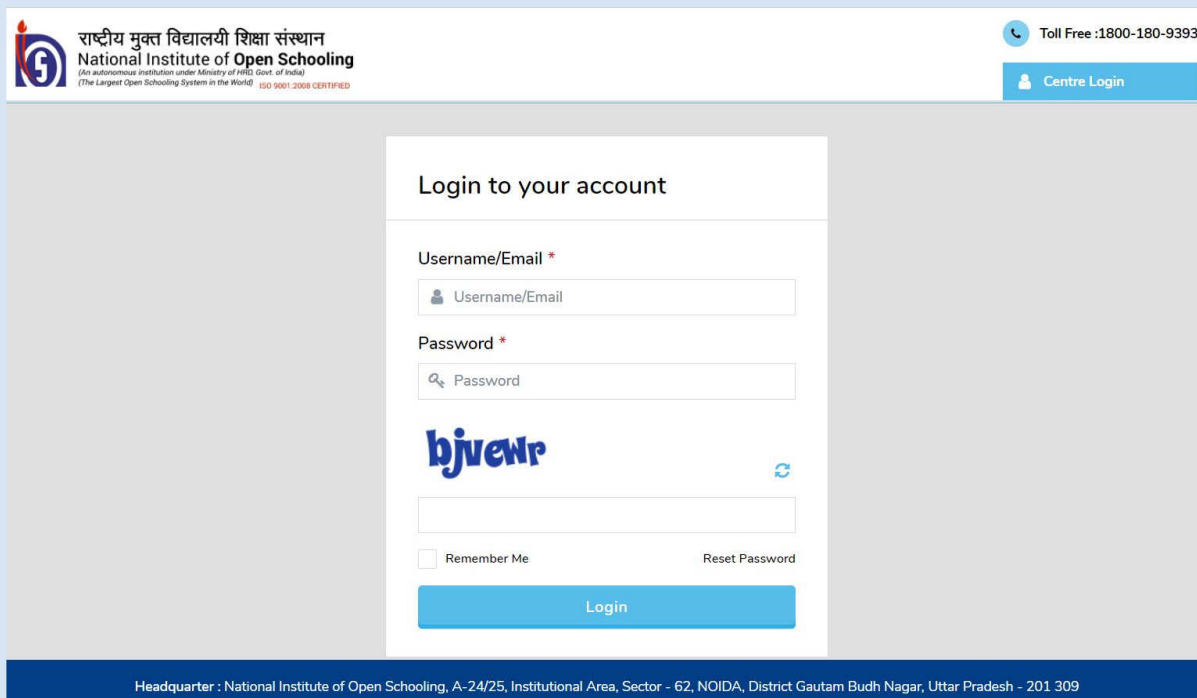
The NIOS Theory Exam Centre Portal uses a **Two-Factor Authentication (2FA)** process to ensure secure access. The login requires: (1) a valid username and password, and (2) a One Time Password (OTP) sent to the registered email address. **Both factors must be successfully verified** before the user gains access to the portal.

**NOTE:** The portal URL is <https://exams.nios.ac.in>. Always type this address directly into the browser's address bar to avoid phishing sites. Do not use search engines to find the portal.

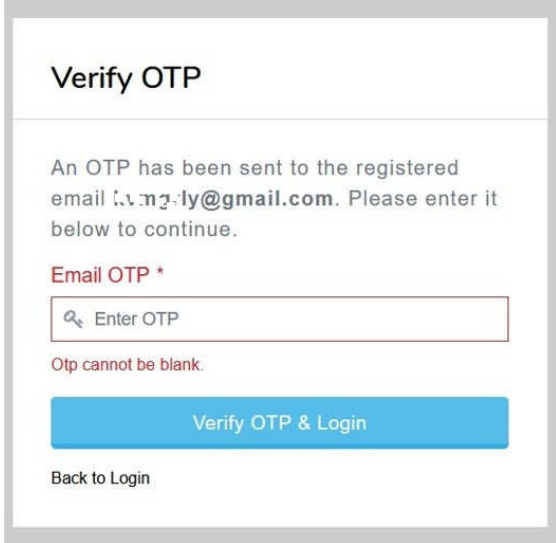
### 1.2 Step-by-Step Login Instructions

Step	Action	Details / What to Expect
1	<b>Open a Web Browser</b>	Launch any standard web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari) on your desktop, laptop, or mobile device.
2	<b>Enter the Portal URL</b>	Click on the browser's address bar and type: <a href="https://exams.nios.ac.in">https://exams.nios.ac.in</a> — then press the Enter key. The NIOS Theory Exam Centre login page will load.
3	<b>Enter Username</b>	In the Username field, type the registered email address of your exam centre. This is the same email address used during the exam centre registration on the portal.
4	<b>Enter Password</b>	In the Password field, type the password that was generated at the time of exam centre registration, or as provided to you by your Regional Centre.

Step	Action	Details / What to Expect
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5	<b>Submit Login Credentials</b>	Click the Login or Submit button. The system will verify your credentials. If correct, an OTP (One Time Password) will be automatically sent to your registered email address.
6	<b>Retrieve the OTP</b>	Open your registered email inbox. Locate the OTP email from NIOS. Note the OTP — it is typically a 4-to-6-digit numeric code. Check Spam/Junk folder if not found in Inbox.
7	<b>Enter the OTP</b>	Return to the portal. An OTP entry screen will be displayed. Type the OTP exactly as received in the designated OTP field.
8	<b>Authenticate the OTP</b>	Click the Submit or Verify button. The system will validate the OTP. Upon successful OTP verification, you will be logged in and the Dashboard will appear.

Step	Action	Details / What to Expect
		

**⚠ IMPORTANT:** Without entering and authenticating the OTP, login will NOT be completed and you will NOT be able to access the exam centre portal or download any exam centre material.

### 1.3 Single Instance Login Policy

The portal enforces a **Single Instance Login** policy. This means that **only one active session is allowed per user account at any given time.**

Practical implications of this policy:

- If you are already logged in on Browser A (e.g., Chrome on your desktop) and you attempt to log in again using Browser B (e.g., Firefox on the same or a different device), the first session (Browser A) will be automatically and immediately logged out.
- This applies across all devices — desktop computers, laptops, tablets, and mobile phones.
- This applies across all browsers — Chrome, Firefox, Edge, Safari, etc.
- **Action Required:** To avoid accidental logout, ensure only one authorised person is logged in at any time. Log out properly after completing your tasks.

## 1.4 Activity Monitoring and Security Logging

All user activity on the Theory Exam Centre Portal is **automatically recorded in a central database** by NIOS for security, monitoring, and audit purposes.

The following information is logged for every user session:

- IP Address of the device used to access the portal
- Browser name and version
- Operating System (Windows, macOS, Android, iOS, etc.)
- Mobile device IMEI number (for mobile access)
- Geographic location (Geo-location data)
- Names and timestamps of all reports downloaded
- Question Paper (QP) download date and time

**⚠ IMPORTANT: Centre Superintendents and authorised staff must use the portal only for official purposes. All activities are monitored. Unauthorized access or misuse will be traceable and may result in disciplinary action.**

## 1.5 Troubleshooting Login Issues

<b>OTP not received</b>	Check your Spam / Junk email folder. Ensure the email address entered as username is the one registered with the exam centre. Wait 2-3 minutes and retry. Contact your Regional Centre if the problem persists.
<b>Incorrect Password</b>	Re-enter carefully, noting case sensitivity. If forgotten, contact your Regional Centre to reset the password.

<b>Login page not loading</b>	Check your internet connection. Try a different browser. Clear browser cache and cookies and retry.
<b>Logged out suddenly</b>	Another login attempt was made using the same credentials on another device or browser (Single Instance Login). Log in again and ensure no other session is active.
<b>OTP expired</b>	OTPs are time-limited. If the OTP has expired, restart the login process to receive a fresh OTP.

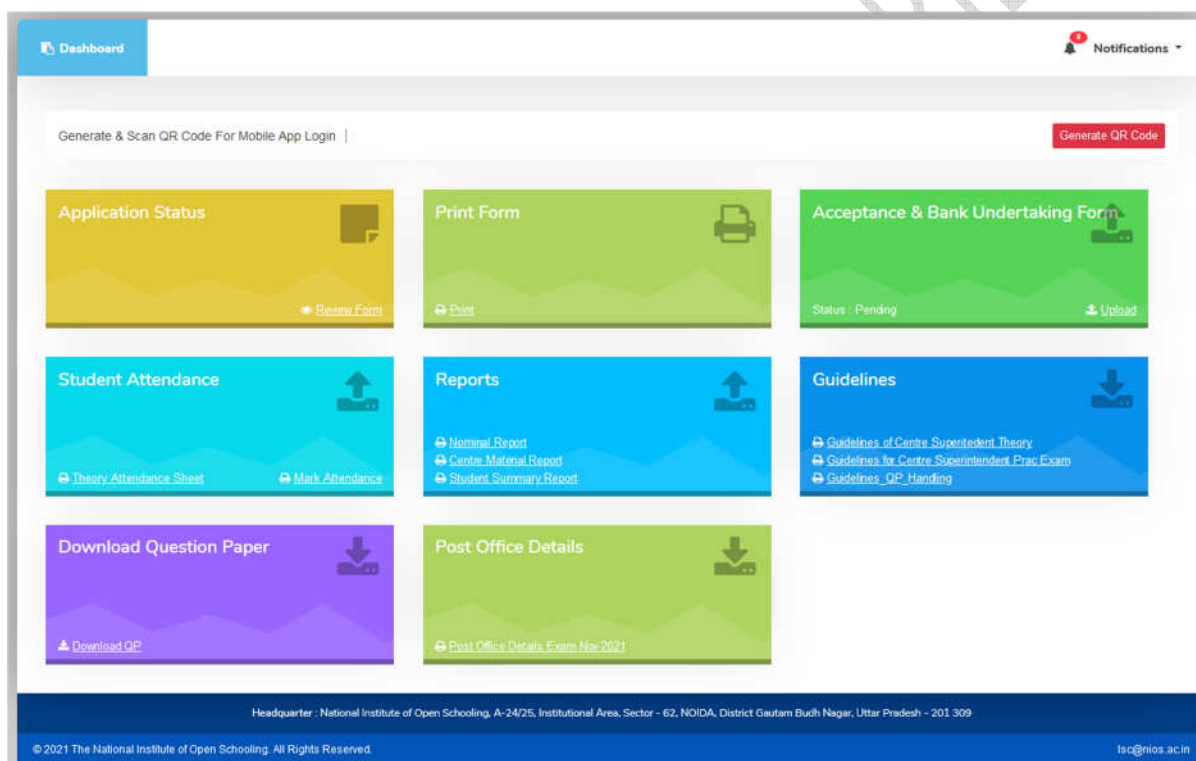
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## SECTION 2 THE DASHBOARD — NAVIGATION OVERVIEW

### 2.1 What is the Dashboard?

After successful login (username + password + OTP), the Theory Exam Centre Portal Dashboard is displayed. The Dashboard is the main navigation screen from which the Centre Superintendent and authorised staff can access all features and downloads provided by the portal.

The Dashboard is organised as a set of Tiles (also called Cards). Each tile represents a specific function or report. To use a function, the user clicks on the relevant tile or the link within the tile.



### 2.2 Dashboard Tiles — Summary

<b>Theory Attendance Sheet</b>	Download the Photo Attendance Sheet for theory examinations (date-wise and subject-wise).
<b>Centre Material Report</b>	Download the complete list of enrolled students, printable Enrollment Number-wise.

<b>Centre Material Subject</b>	Download the list of enrolled students organised Subject Number-wise.
<b>Nominal Report</b>	Download the Nominal Roll report for a specific exam date.
<b>Student Summary Report</b>	Download summaries of the number of students — Date-wise or Date-cum-Subject-wise.
<b>Guidelines</b>	Access and download guidelines for the Centre Superintendent for Theory and Practical examinations.

**i NOTE:** The availability of specific tiles may depend on the exam schedule and the dates for which data has been released by NIOS. If a tile appears greyed out or inactive, it may mean data is not yet available. Contact your Regional Centre.

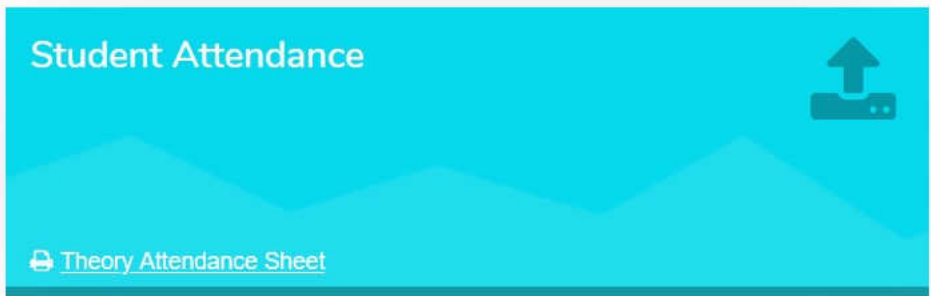
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## SECTION 3 DOWNLOADING THE THEORY PHOTO ATTENDANCE SHEET

### 3.1 What is the Theory Photo Attendance Sheet?

The Theory Photo Attendance Sheet (also referred to as the **Photo Attendance Sheet**) is a formal document containing the list of all candidates registered to appear for a theory examination on a particular date and for a particular subject at your exam centre. It typically includes candidate names, enrollment numbers, photographs, and a signature column for marking attendance. It is a mandatory document to be used on the day of the theory examination.

### 3.2 Step-by-Step Process to Download the Theory Attendance Sheet

Step	Action	Details / What to Expect
1	<b>Go to Dashboard</b>	After successful login, ensure you are on the Theory Exam Centre Portal Dashboard.
2	<b>Click 'Theory Attendance Sheet' Tile</b>	Locate the tile labelled 'Theory Attendance Sheet' on the Dashboard and click on it, or click the 'Theory Attendance Sheet' link visible within the tile.
		
3	<b>A Selection Screen Appears</b>	A screen will load prompting you to select parameters — typically the Exam Centre Code and the specific date or subject for which you wish to download the sheet.

Step	Action	Details / What to Expect
4	<b>Select Parameters</b>	Select the appropriate Exam Centre Code from the dropdown (it may be pre-populated). Select the date and/or subject as required.

5	<b>Click 'Submit'</b>	Click the Submit button. The portal will generate the Photo Attendance Sheet based on your selected parameters.
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6	<b>Photo Attendance Sheet is Displayed</b>	The Photo Attendance Sheet will appear on the screen in a formatted view containing candidate details, photographs, and signature columns.
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 <b>राष्ट्रीय मूवत विद्यालयी शिक्षा संस्थान</b> <b>National Institute of Open Schooling</b> <small>(An Autonomous Institution under Ministry of HRD, Govt. of India)</small> <small>(The Largest Open Schooling System in the World) ISO 9001:2009-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	M21209212612	MOHAMMAD KAIF	229-DATA ENTRY OPERATIONS (E)			
3	M21209212613	RAZIYA	229-DATA ENTRY OPERATIONS (E)			

Step	Action	Details / What to Expect
7	<b>Print the Sheet</b>	Click the Print button to directly print the sheet on your connected printer. Ensure your printer is set up and paper is loaded before clicking Print.
8	<b>Save as PDF (Optional)</b>	Instead of printing directly, you can save the sheet as a PDF file. Click Print, then in the printer selection dropdown, choose 'Save as PDF' or 'Microsoft Print to PDF' and click Save. Choose your desired folder and filename.

**⚠ IMPORTANT:** The Photo Attendance Sheet must be printed before the day of the examination. Ensure one copy per subject per date is printed and available in the examination hall. Candidates will be required to sign on this sheet as proof of attendance.

**i NOTE:** If candidate photographs are not appearing on the sheet, it may be due to incomplete data upload by the candidate. Report this to your Regional Centre immediately.

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## SECTION 4 DOWNLOADING CENTRE MATERIAL REPORTS

### 4.1 What is Centre Material?

The term 'Centre Material' in the context of the NIOS Theory Exam Centre Portal refers to a set of official documents and reports that the exam centre requires for conducting the examination smoothly. The documents that can be downloaded as Centre Material from the portal include:

- Photo Attendance Sheet (Theory)
- Nominal Roll Report
- Subject-wise Student Summary
- Date-wise Number of Students
- Guidelines for Centre Superintendent (CS) for Theory and Practical Examinations
- Question Paper (QP) Handling Process document
- List of Post Offices (for QP receipt and dispatch procedures)


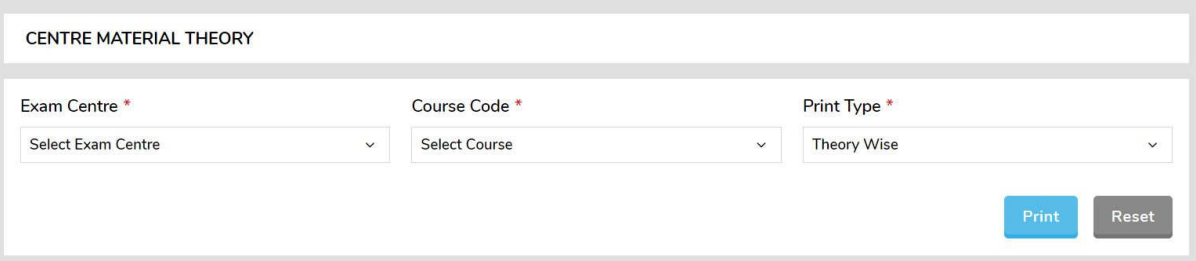
### 4.2 Centre Material Report — Enrollment Number-wise

#### 4.2.1 Purpose

This report provides a complete list of all candidates enrolled at your exam centre, organised by their Enrollment Number. It is useful for verifying enrolments, preparing seating plans, and checking the total number of candidates for the examination.

#### 4.2.2 Step-by-Step Process

Step	Action	Details / What to Expect
1	<b>Go to Dashboard</b>	Ensure you are logged in and the Dashboard is displayed.

Step	Action	Details / What to Expect
2	<b>Click 'Centre Material Report' Tile</b>	Locate the tile labelled 'Centre Material Report' on the Dashboard and click on it or the link within it.
		
3	<b>Selection Screen Loads</b>	A screen will appear with filter options. You will see the Exam Centre Code field and a 'Print Type' dropdown/selection box.
		
4	<b>Select Exam Centre Code</b>	Select your Exam Centre Code from the dropdown list. In most cases, this will be pre-filled with your centre's code.
5	<b>Select Print Type: Enrollment Number-wise</b>	In the 'Print Type' box, select 'Enrollment Number-wise'. This will generate the report listing all enrolled candidates sorted by their enrollment numbers.
6	<b>Click Submit</b>	Click the Submit or Generate button. The report will be generated and displayed on screen.
7	<b>Review the Report</b>	The report shows candidate names, enrollment numbers, subjects, and other relevant details arranged in enrollment number order.

Step	Action	Details / What to Expect																																																																										
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8	<b>Print or Save as PDF</b>	Click the Print button to print. To save as PDF, select 'Save as PDF' option from the printer dialog.																																																																										

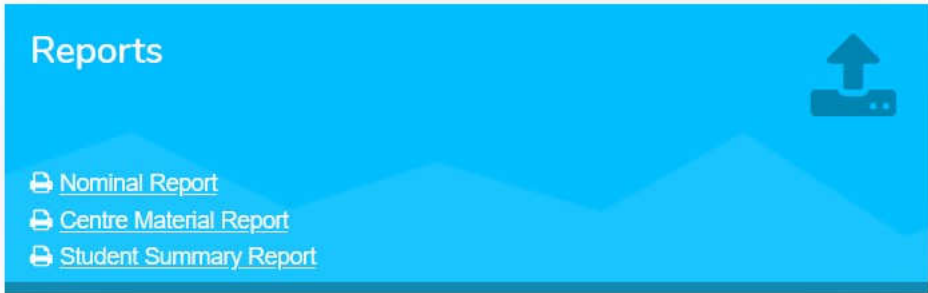
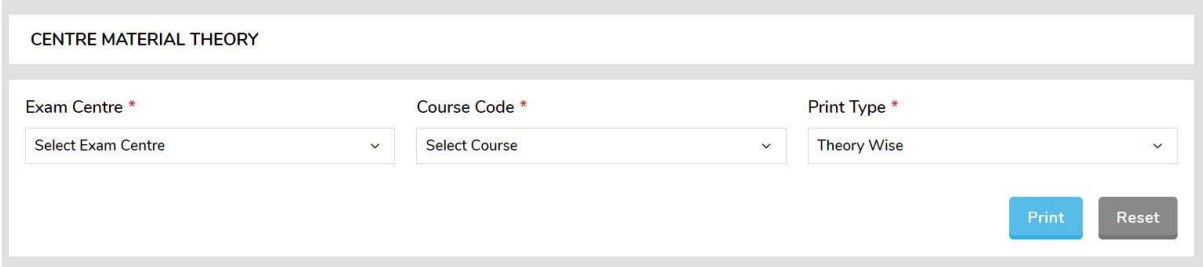
### 4.3 Centre Material Report — Subject Number-wise

#### 4.3.1 Purpose

This report lists all candidates enrolled at your exam centre, organised by Subject Code/Number. This format is particularly useful when you need to plan subject-wise seating, allocate rooms for specific subjects, or prepare subject-specific attendance sheets.

#### 4.3.2 Step-by-Step Process

Step	Action	Details / What to Expect
1	<b>Go to Dashboard</b>	Ensure you are logged in and the Dashboard is displayed.

Step	Action	Details / What to Expect
2	<b>Click 'Centre Material Subject' Tile</b>	On the Dashboard, locate and click the tile labelled 'Centre Material Subject' or the link within it. Note: This is a different tile from 'Centre Material Report'.
		
3	<b>Selection Screen Loads</b>	The filter/selection screen appears with the Exam Centre Code option.
4	<b>Select Exam Centre Code</b>	Select your Exam Centre Code from the available options.
		
5	<b>Generate Report</b>	Click the Submit or Generate button.

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Step	Action	Details / What to Expect
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NATIONAL INSTITUTE OF OPEN SCHOOL SECONDARY EDUCATION @CT-NOV 23 SUBJECT WISE LIST OF ROLL NOS ( THEORY ) REGION - DELHI	
CENTRE NO 72 CENTRE NAME Kav a K asan Chand Quetta Dev S Sec Sch (New De ) CENTRE ADDRESS 3 Nizamuddin E Ln Ja pu Es a a Nizamuddin Eas New De h DISTRICT NE DELHI STATE DELHI	RU DATE 27-09-2023 23 35
SUBJECT	LIST OF ROLL NOS
233	27 06 92 3      270 06 92509      27 6202536      270 052 253 27 06202530      270 062 2 3      27 62 2050      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 34      270 702 2236 27 70202208      270 7 2 23      27 7 202508      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 03      27 7 2 2 07      270 702 2563 27 702 2508      270 7 222 27      27 7 22203      270 70222 62 27 70222 70      270 7 222 00      27 7 222002      270 70222 3 27 70222 05      270 7 222 9      27 7 222 3      270 70222 3 27 70222 4      270 7 222 63      27 7 222 6      270 70222 60 27 70222 75      270 7 222 02      27 7 222 07      270 702222 6

<b>6</b>	<b>Report Displayed</b>	The system displays a list of candidates organised by Subject Number. Each group of candidates appearing for the same subject is listed together, making it easy to count candidates per subject.
<b>7</b>	<b>Print or Save as PDF</b>	Use the Print button or the Save as PDF option to save a copy for your records.

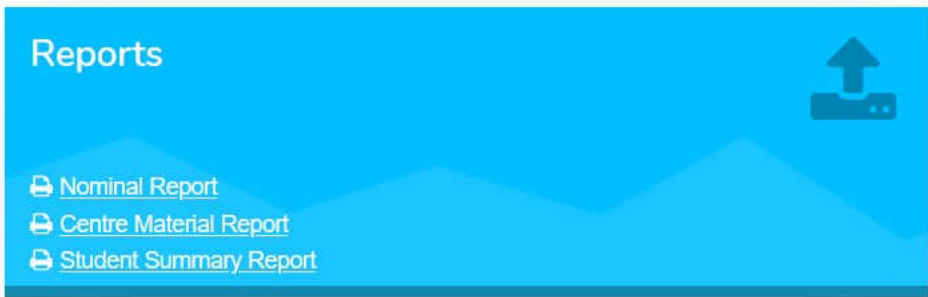
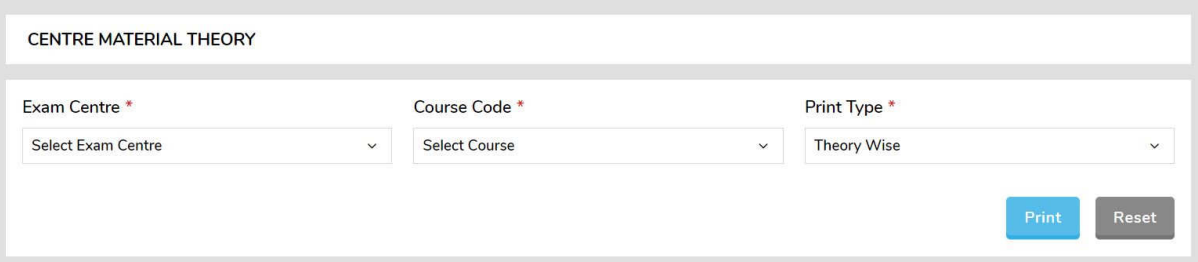
**i NOTE:** You should download BOTH the Enrollment-wise and Subject-wise reports for complete exam preparation. The Enrollment-wise report helps with roll call and hall tickets; the Subject-wise report helps with seating and room allocation.

## SECTION 5 DOWNLOADING THE NOMINAL ROLL REPORT

### 5.1 What is the Nominal Roll Report?

The Nominal Roll Report is an official document containing the complete list of candidates who are scheduled to appear for examinations on a specific date at your exam centre. It is typically used by the invigilators and the Centre Superintendent for recording candidate-wise attendance on the day of examination and for official reporting purposes.

### 5.2 Step-by-Step Process to Download the Nominal Roll Report





Step	Action	Details / What to Expect
1	<b>Go to Dashboard</b>	Ensure you are logged in and the Dashboard is displayed.
2	<b>Click 'Nominal Report' Tile</b>	Locate the tile labelled 'Nominal Report' on the Dashboard and click on it or the link within it.
		
3	<b>Selection Screen Appears</b>	A filter screen loads with options for Exam Centre Code and Date selection.
		

Step	Action	Details / What to Expect
4	Select Exam Centre Code	Select the correct Exam Centre Code from the dropdown list.
5	Select the Examination Date	From the Date selection field (calendar picker or dropdown), choose the specific date for which you want the Nominal Roll. You must generate a separate report for each exam date.
6	Click Submit / Generate	Click the Submit button. The Nominal Roll Report for the selected date will be generated.

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7	Report Displayed on Screen	The report appears displaying candidate-wise details for the selected date — typically including Enrollment Number, Candidate Name, Subject Code, Subject Name, and other relevant columns.
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Step	Action	Details / What to Expect
8	<b>Print or Save as PDF</b>	Use the Print button to print the report. Use the Save as PDF option to save a digital copy.

**⚠ IMPORTANT:** The Nominal Roll Report is date-specific. You must download a separate Nominal Roll for each examination date. Repeat Steps 3-8 for every date on which examinations are scheduled at your centre.

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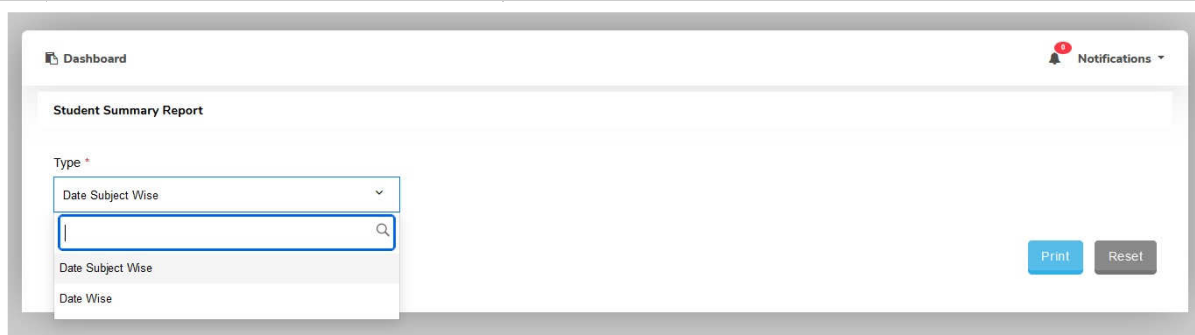
## SECTION 6 DOWNLOADING THE STUDENT SUMMARY REPORT

### 6.1 What is the Student Summary Report?

The Student Summary Report provides a numerical summary of the total number of candidates appearing at your exam centre. It can be generated in two formats: (1) **Date-wise Subject-wise** — showing how many candidates are appearing for each subject on each date, and (2) **Date-wise** — showing the total number of candidates on each exam date (across all subjects). These reports help the Centre Superintendent plan invigilators, examination rooms, and stationery requirements in advance.

### 6.2 Step-by-Step Process to Download the Student Summary Report

Step	Action	Details / What to Expect
1	<b>Go to Dashboard</b>	Ensure you are logged in and the Dashboard is displayed.
2	<b>Click 'Student Summary Report' Tile</b>	Locate and click the 'Student Summary Report' tile on the Dashboard.
3	<b>Selection Screen Appears</b>	A filter screen appears offering two report type options.
4	<b>Choose Report Format</b>	Select either 'Date wise subject wise' to get the breakup of candidates per subject per date, OR select 'Date wise' to get the total number of candidates per date without subject breakup.



Step	Action	Details / What to Expect
5	Click Submit / Generate	Click the Submit button. The report is generated based on your selection.
6	Date-wise Subject-wise Report	If you selected 'Date wise subject wise', the report displays a table with columns for Exam Date, Subject Code, Subject Name, and Number of Students. Each row represents a unique date-subject combination.

Exam Centre: Kalyan Chand Que ta Dav S Sec Sch (ew Beh Address: 3 N mudd C Ln Ja pu Estata N mudd Eas New Beh New Beh Beh 110013				
SR NO	Date	Subject	T in Sec ndary	T in S Sec ndary
1	3-1-2023	242 Hindustan Music	21	21
2	3-1-2023	376 Educational Care and Education		1 1
3	4-1-2023	289 Sanskrit	4	4
4	4-1-2023	308 Urdu		36 36
5	5-1-2023	229 Data Entry Operations (E)	73	73
6	5-1-2023	332 Painting		17 17
7	6-1-2023	212 Science and Technology	5	5
8	6-1-2023	38 Economics		6 6
9	7-1-2023	225-Painting	88	88
10	7-1-2023	383 Bengali		1
11	7-1-2023	34 ABC		28 28

7	Date-wise Report	If you selected 'Date wise', the report displays a table with Exam Date and Total Number of Students for that date, summarised across all subjects.
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Step	Action	Details / What to Expect
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Exam Centre: Kalyan Chandra Gupta Bahadur Sec Sch (New Delhi) Address: 3 N, Muddi, C. Ln, Japu, Estate N, Muddi, Kas, New Delhi, New Delhi, Delhi, 110013				
SR NO	Date	T in Sec ndary	T in S Sec ndary	T in
1	3 10 2023	21	1	22
2	4 10 2023	4	36	40
3	5 10 2023	73	17	90
4	6 10 2023	8	6	63
5	7 10 2023	88	29	117
6	8 10 2023	138	17	165
7	1 10 2023	197	37	234
8	12 10 2023	8	64	82
9	13 10 2023	3	2	23
10	16 10 2023	43	4	47
11	17 10 2023	39	6	99
12	18 10 2023	81	24	75
13	19 10 2023	38	7	37

8	<b>Print or Save as PDF</b>	Click the Print button to print the report, or choose Save as PDF from the print dialog to save a digital copy.
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**i NOTE:** It is recommended to download BOTH formats of the Student Summary Report. The Date-wise Subject-wise report helps plan invigilators per subject, while the Date-wise report helps plan the overall daily logistics such as water, stationery, and security arrangements.

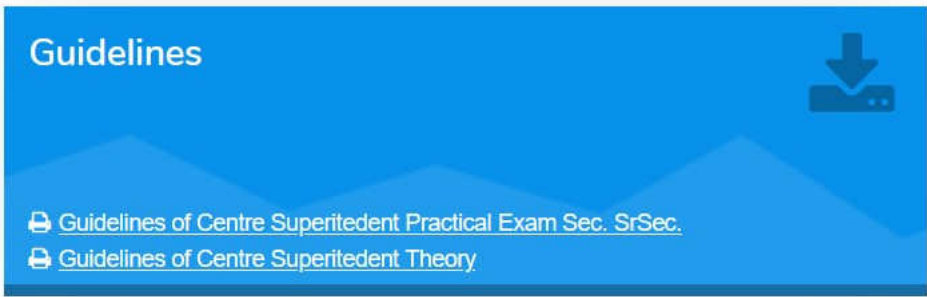
## SECTION 7 DOWNLOADING CENTRE SUPERINTENDENT GUIDELINES

### 7.1 What are the Centre Superintendent Guidelines?

NIOS provides official guidelines for Centre Superintendents that must be read and followed during the conduct of the examinations. These guidelines are available on the portal and cover the following:

- Guidelines for Centre Superintendent — Theory Examinations
- Guidelines for Centre Superintendent — Practical Examinations
- Question Paper (QP) Handling Process — procedures for receiving, opening, distributing, and dispatching question papers
- List of Post Offices — post offices associated with the exam centre for QP receipt and dispatch

### 7.2 Step-by-Step Process to Access and Download Guidelines

Step	Action	Details / What to Expect
1	<b>Go to Dashboard</b>	Ensure you are logged in and the Dashboard is displayed.
2	<b>Click the 'Guidelines' Tile</b>	Locate the 'Guidelines' tile on the Dashboard and click on it.
		
3	<b>Guidelines Sub-links Appear</b>	The tile expands or a new screen appears showing multiple links, each corresponding to a specific

Step	Action	Details / What to Expect
		guideline document — e.g., Theory Guidelines, Practical Guidelines, QP Handling Process, List of Post Offices.
4	<b>Click the Required Guideline Link</b>	Click the specific guideline link you wish to view or download. For example, click 'Guidelines for Centre Superintendent (Theory)' to open the theory examination guidelines.
5	<b>Document Opens on Screen</b>	The selected guideline document is displayed on screen.
6	<b>Print the Document</b>	Click the Print button to print a copy for your records and for use during the examination.
7	<b>Save as PDF</b>	To save digitally, use the Print > Save as PDF option in your browser or print dialog.
8	<b>Repeat for Other Documents</b>	Go back to the Guidelines tile and repeat Steps 3-7 for each of the remaining guideline documents (Practical, QP Handling Process, Post Office List).

**⚠ IMPORTANT:** The Centre Superintendent must read and thoroughly understand all guidelines BEFORE the day of the examination. These guidelines are mandatory and non-compliance may lead to examination irregularities. Download and print all guideline documents well in advance.

## SECTION 8 PRINTING AND SAVING DOCUMENTS — GENERAL INSTRUCTIONS

### 8.1 Printing Any Report or Document

The following general steps apply to printing any report or document generated through the Theory Exam Centre Portal:

1. Once the report or document is displayed on screen, locate and click the Print button provided on the page.
2. Your operating system's standard Print dialog box will open.
3. Select the connected printer from the printer list.
4. Set the number of copies as required.
5. Verify paper size (A4 is standard for most NIOS documents).
6. Click Print to send the document to the printer.

### 8.2 Saving Any Report or Document as PDF

To save a digital copy of any report or document as a PDF file on your computer:

7. Click the Print button on the report screen.
8. In the Print dialog box, click on the 'Destination' or 'Printer' dropdown.
9. **On Windows:** Select 'Microsoft Print to PDF' or 'Save as PDF'.
10. **On Mac:** Click the PDF button at the bottom-left of the dialog and select 'Save as PDF'.
11. **On Chrome Browser:** Select 'Save as PDF' from the Destination dropdown directly in the Chrome print preview.
12. Click Save (or Print, depending on your system).
13. A file save dialog will appear. Choose your desired folder and enter a filename. Click Save.
14. The document is now saved as a PDF file on your computer.

**i NOTE:** It is strongly recommended to save a PDF copy of each downloaded report to your computer as a backup, in addition to taking physical printouts. Store these PDFs in a clearly labelled folder for the April/May 2026 examination.

## SECTION 9 LOGGING OUT OF THE PORTAL

### 9.1 Why Proper Logout is Important

Due to the **Single Instance Login** policy, an active session remains live until you explicitly log out or until the session expires. Leaving the portal open without logging out can cause inconvenience if another authorised person needs to access the portal from another device. Proper logout also prevents unauthorised access if the computer is left unattended.

### 9.2 How to Log Out

Step	Action	Details / What to Expect
1	<b>Locate the Logout Button</b>	Look for the 'Logout' link or button, typically located in the top-right corner of the Dashboard or in a navigation menu.
2	<b>Click Logout</b>	Click on the Logout link or button.
3	<b>Confirm Logout (if prompted)</b>	If a confirmation dialog appears asking 'Are you sure you want to logout?', click Yes or Confirm.
4	<b>Redirected to Login Screen</b>	The portal will redirect you back to the main Login page, confirming that you have been successfully logged out.
5	<b>Close the Browser Tab</b>	As an additional safety step, close the browser tab or browser window after logging out, especially on shared computers.

**⚠ IMPORTANT:** Always log out after completing your tasks on the portal, especially if using a shared computer. Never leave the portal open and unattended.

## SECTION 10 PRE-EXAMINATION CHECKLIST FOR EXAM CENTRES

### 10.1 Downloads Checklist Before Examinations Begin

Use this checklist to ensure all required documents have been downloaded, printed, and organised before the examination starts:

<input type="checkbox"/> <b>Theory Photo Attendance Sheet</b>	Download and print date-wise and subject-wise. One copy per subject per exam date.
<input type="checkbox"/> <b>Centre Material Report (Enroll-wise)</b>	Download and print for a complete list of all enrolled candidates.
<input type="checkbox"/> <b>Centre Material Report (Subject-wise)</b>	Download and print for subject-wise candidate planning.
<input type="checkbox"/> <b>Nominal Roll Report</b>	Download and print for every examination date. One per date.
<input type="checkbox"/> <b>Student Summary — Date-wise</b>	Download for overall daily planning.
<input type="checkbox"/> <b>Student Summary — Date-wise Subject-wise</b>	Download for detailed subject-wise planning.
<input type="checkbox"/> <b>CS Guidelines — Theory</b>	Download, print, and read thoroughly before exam day.
<input type="checkbox"/> <b>CS Guidelines — Practical</b>	Download, print, and read if practical exams are scheduled.
<input type="checkbox"/> <b>QP Handling Process</b>	Download, print, and brief all staff involved in QP handling.
<input type="checkbox"/> <b>List of Post Offices</b>	Download and print for QP receipt and dispatch reference.

**⚠ IMPORTANT:** All the above documents should be downloaded and printed at least 2-3 days before the examination commences on 10 April 2026, to allow time for review and preparation. Do not wait until the day before the examination.

## SECTION 11 CONTACT AND SUPPORT

### 11.1 Regional Centre Support

For any queries related to the Theory Exam Centre Portal, login issues, missing data, or report errors, the exam centre should contact their respective **NIOS Regional Centre**. A complete list of Regional Centres with their contact details is available at:

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

### 11.2 Quick Reference Contact Card

<b>Portal URL</b>	https://exams.nios.ac.in
<b>Login Credentials Issue</b>	Contact your Regional Centre
<b>Missing Candidate Data</b>	Contact your Regional Centre
<b>OTP Not Received</b>	Check Spam folder → Contact Regional Centre
<b>Regional Centres List</b>	https://sdmis.nios.ac.in/home/regional-center
<b>Theory Exam Start Date</b>	10 April 2026

### END OF USER MANUAL

*National Institute of Open Schooling (NIOS) | Ministry of Education, Government of India*

*Last Updated: 28 March 2026*