

Secondary and Senior Secondary Courses

NIOS THEORY EXAM CENTRE PORTAL

*Scaling Secure, flexible, technology-enabled
Question Paper Delivery System*

*For: Theory Exam Centre Superintendents &
Regional Centres of NIOS*

National Institute of Open Schooling (NIOS)

Ministry of Education, Government of India

Naveen Bhatia, System Analyst



World's largest Open
Schooling System



Secure 2-Factor Login



QP Download (Timed)



Monitoring & Watermark



Presentation Overview

What this manual covers — 9 key sections

01

**Introduction & Portal
URL**

02

**Pre-Requisites
Checklist**

03

**Important Points
Before Download**

04

**Step-by-Step Login
Process**

05

**Downloading the
Question Paper**

06

**Retrieving the QP
Password**

07

**Security, Monitoring &
Watermarking**

08

Do's and Don'ts

09

**Troubleshooting
Guide**



Introduction

NIOS Theory Examination Centre Portal

About

This process manual provides step-by-step guidance for Theory Examination Centre Superintendents and Regional Centres of NIOS to:

- Access the Theory Examination Centre Portal
- Download Question Papers securely on exam day
- Retrieve the password to open downloaded QPs

NIOS Public Examinations for Secondary and Senior Secondary courses commence from **10th April 2026**.



Official Exam Portal

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

Enter this URL in your browser address bar

Theory Exam Centre Superintendent
Login, download QP, retrieve password

Regional Centres of NIOS

Overall coordination & monitoring

Pre-Requisites Checklist

Ensure all items are ready BEFORE exam day



Registered Email

Email ID registered with NIOS must be accessible



Portal Password

NIOS-issued login password for the exam centre



OTP Access

Email inbox must be open to receive the One Time Password



Device & Browser

PC / laptop / mobile with stable internet & browser



Single Device Only

Only ONE device permitted to login at any time




PDF Reader

Adobe Acrobat Reader to open the password-protected QP

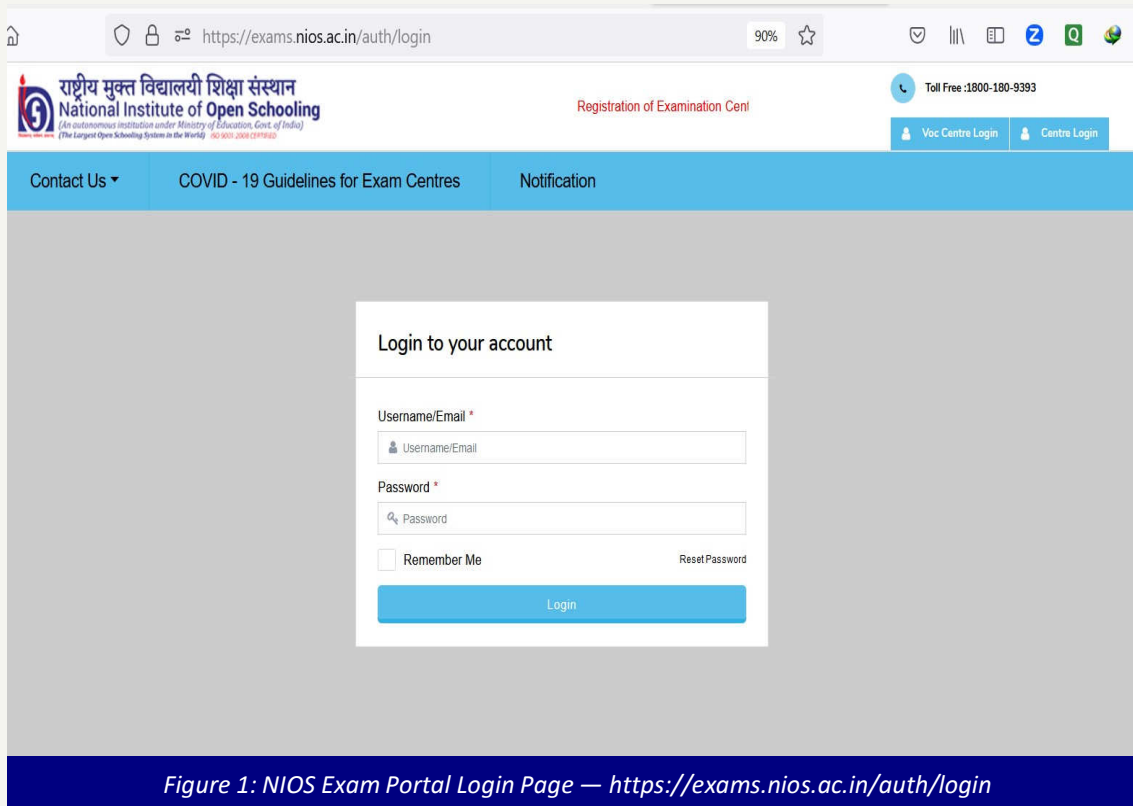
Important Points Before Downloading

Read carefully before every exam session

- a) Single device login only. Mandatory logout after every session.
- b) All portal activities tracked & monitored from login to logout.
- c) IP address and device IMEI recorded for security.
- d) QP available on Dashboard only at specified time before exam.
- e) **QP download starts and closes at the specified time.** 
- f) QP available only for subjects registered at your centre.
- g) Regional language QP also available in the Dashboard.
- h) Secondary & Senior Secondary QPs in separate Dashboard tabs.

Step-by-Step: Opening the Portal & Login

Steps 1 & 2: Open Browser → Enter Credentials



The screenshot shows the NIOS Exam Portal Login Page. The browser address bar displays <https://exams.nios.ac.in/auth/login>. The page header includes the NIOS logo, the text "राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान" and "National Institute of Open Schooling", and the tagline "(An autonomous institution under Ministry of Education, Govt. of India) (The Largest Open Schooling System in the World)". A "Registration of Examination Cent" link is visible. The main content area features a "Login to your account" form with fields for "Username/Email" and "Password", a "Remember Me" checkbox, a "Reset Password" link, and a "Login" button. The page also includes a navigation menu with "Contact Us", "COVID - 19 Guidelines for Exam Centres", and "Notification".

Figure 1: NIOS Exam Portal Login Page — <https://exams.nios.ac.in/auth/login>



STEP 1

Open the Exam Portal

Open any web browser and type <https://exams.nios.ac.in> in the address bar and press Enter.



STEP 2

Enter Your Credentials

Enter the registered email address as Username and the NIOS-issued password.

Step-by-Step: OTP Authentication & Dashboard

Steps 3 & 4: Verify OTP → Access Dashboard

Verify OTP

An OTP has been sent to the registered email lv.mg.ly@gmail.com. Please enter it below to continue.

Email OTP *

Otp cannot be blank.

[Verify OTP & Login](#)

[Back to Login](#)

Figure 2: OTP Verification Screen

Application Status

Print Form

[Print](#)

Acceptance & Bank Undertaking Form

Status : Submitted

Student Attendance

- [Theory Attendance Sheet](#)
- [Mark Attendance](#)
- [Upload Attendance/Receipt](#)

Reports

- [Nominal Report](#)
- [Centre Material Report](#)
- [Student Summary Report](#)
- [Attendance Monitoring Report](#)

Guidelines

- [Guidelines for Centre Superintendents for Theory Exams](#)

Regional Centre
Assistant Director (Acad.) & Incharge,

Download Question Paper

- [Download QP](#)
- [How to download QP](#)

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

Figure 3: Exam Centre Dashboard — showing 'Download Question Paper' tile

3 Authenticate OTP
Enter OTP received on registered email to login.

! OTP mandatory — login fails without it!

4 Access the Exam Centre Dashboard
After successful OTP verification, the Dashboard appears. Locate the purple 'Download Question Paper' tile. Click 'Download QP' to proceed.

Step 5: Downloading the Question Paper

Click 'Download QP' on the Dashboard tile

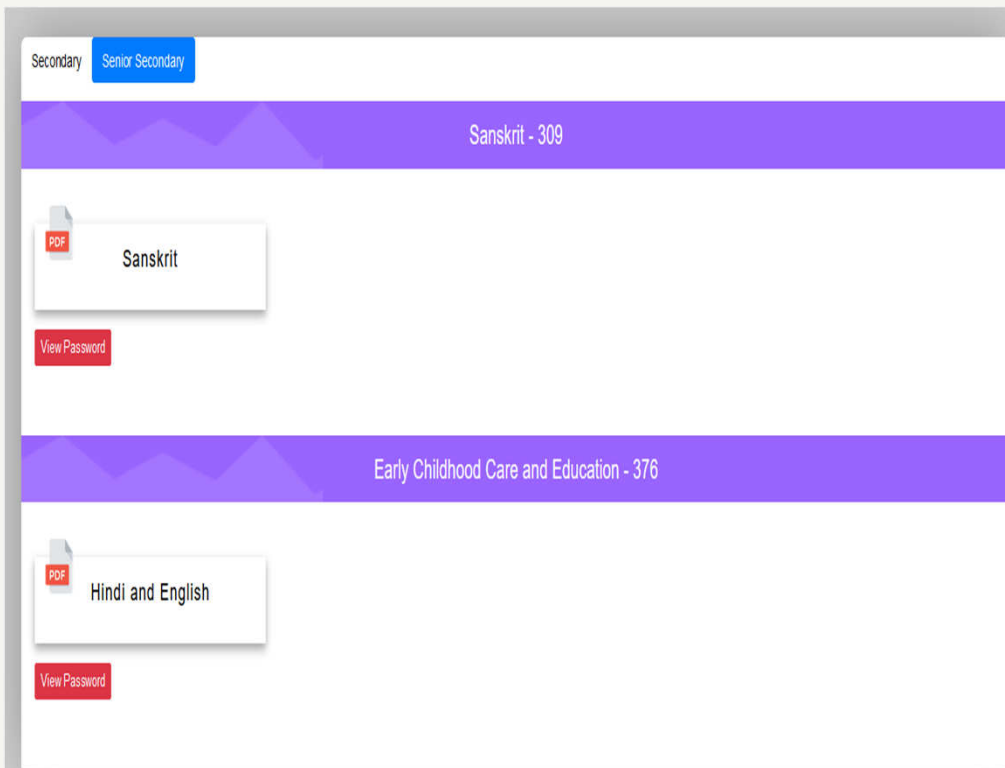


Figure 4: QP Download Screen — Secondary & Senior Secondary tabs with View Password button

Select Course Tab

Choose Secondary or Senior Secondary tab on the download screen

Download QP

Click on the PDF icon to download the Question Paper for your subject

View Password Button

Click 'View Password' button (shown in red) to retrieve the PDF password

Time Window

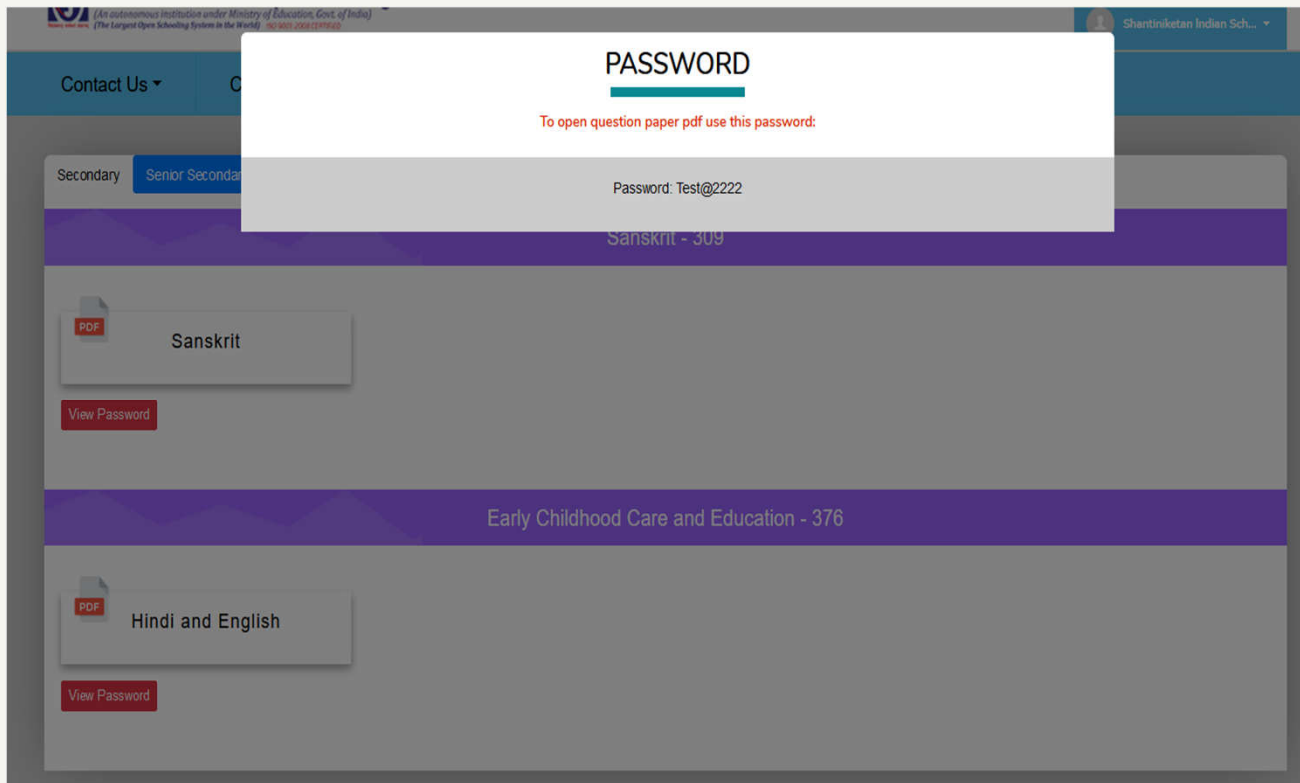
Download available only for a limited time



60-MIN WINDOW — Do not delay download!

Steps 6 & 7: View Password & Open the QP

Retrieve password → Open downloaded Question Paper PDF



View Password Screen — password displayed in popup for opening the downloaded QP PDF



STEP 6: View Password

After downloading the QP, click the red 'View Password' button. A popup will appear showing the password required to open the QP PDF.



STEP 7: Open QP PDF

Use the password shown in the popup to open the downloaded Question Paper in Adobe Acrobat Reader or any PDF viewer.

STEP 8: MANDATORY LOGOUT after all activities



Quick Reference: Complete Process Summary

All 8 steps at a glance

Step	Action	Details	Key Caution
1	Open Exam Portal	https://exams.nios.ac.in in browser	Browser required
2	Enter Credentials	Registered email + NIOS password	Do not share password
3	OTP Authentication	OTP sent to registered email — enter to login	Mandatory for login
4	Access Dashboard	Secondary & Sr. Secondary tabs visible	Login must be successful
5	Download QP	Click 'Download QP' on the Dashboard tile	Window: start time + 30 min
6	View Password	Click 'View Password' after downloading QP	Keep password confidential
7	Open QP PDF	Enter password in PDF reader	Use password from Step 6
8	Logout	Click Logout from portal after all activities	MANDATORY — single device rule

Security, Monitoring & Watermarking

Every action is logged. Every QP is uniquely traceable.



Activity Monitoring

- All activities logged from login to logout
- Stored in database for security analysis
- Improves examination security & sanctity



Device & IP Tracking

- IP address of login device recorded
- Mobile IMEI tracked on mobile devices
- System environment of device monitored



QP Watermarking

- Each QP has unique Centre Code / QR watermark
- Contains: centre details, user, date & time
- Records IP / IMEI of the download device

WARNING: QP watermark uniquely identifies source of download. Any misuse is fully traceable to the exam centre and user.



Do's and Don'ts

Compliance guidelines for examination centre staff



DO'S

- ✓ Login from ONE device at a time only
- ✓ Keep login credentials strictly confidential
- ✓ Ensure email access before exam day for OTP
- ✓ Download QP within the stipulated time
- ✓ Record password shown after QP download
- ✓ Logout after completing all portal activities
- ✓ Contact Regional Centre for technical issues



DON'TS

- ✗ Login from multiple devices simultaneously
- ✗ Share login credentials with any other person
- ✗ Ignore or delay OTP authentication steps
- ✗ Attempt QP download after window has expired
- ✗ Share QP password with any unauthorised person
- ✗ Leave portal session open and unattended
- ✗ Attempt to bypass or manipulate the portal



Troubleshooting Guide

Common issues and recommended actions

- 1 Unable to Login** | Verify registered email & password. Contact Regional Centre for password reset.
- 2 OTP Not Received** | Check spam/junk folder. Retry after few minutes. Contact Regional Centre if it persists.
- 3 QP Not Visible on Dashboard** | QP appears only at specified time. Verify correct course tab (Secondary / Sr. Secondary) is selected.
- 4 QP Download Not Available** | Download window may have expired (30 min). Contact NIOS / Regional Centre immediately.
- 5 Cannot Open QP PDF** | Use password from 'View Password' screen. Ensure PDF reader supports password-protected files.
- 6 Session Expired / Already Logged In** | Wait a few minutes and retry. Always logout from previous sessions first.
- 7 Portal Not Loading** | Check internet connection. Clear browser cache or try a different browser.



Very Important Note

Legal & Security Compliance — Read Carefully

1

Activity Logging

Each activity performed by the theory exam centre user on the portal to download the question paper will be monitored and stored in the database by the system to further analyse and take appropriate measures to improve the security and sanctity of the examination system.

2

Unique QP Watermarking

Each downloaded question paper will be watermarked with the Unique Theory Exam Centre Code / QR Code which will help track the source of the downloaded QP. This watermark contains: theory exam centre details, user credentials of the person who downloaded the QP, date and time of download, and the IP address / Mobile IMEI from which the download was made.



Ready to Use the Portal?

Remember the 8 Key Steps:

1. Open Portal

2. Enter Credentials

3. OTP Auth

4. Dashboard

5. Download QP

6. View Password

7. Open PDF

8. Logout

Official Exam Portal:

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

