

NATIONAL INSTITUTE OF OPEN SCHOOLING (NIOS)

Ministry of Education, Government of India



USER MANUAL

Theory Examination Centre Portal

Question Paper Downloading Process

Login • Question Paper Download • Password Access

For use by: Theory Exam Centre Superintendents & Regional Centres

Public Examinations — Secondary & Senior Secondary Courses

Applicable from: April 10, 2026 onwards



Exam Portal URL:

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

1. INTRODUCTION

This User Manual provides step-by-step instructions for Theory Examination Centre Superintendents and Regional Centres of the National Institute of Open Schooling (NIOS) to access the Theory Examination Centre Portal, download Question Papers, and retrieve the password to open downloaded Question Papers.

NIOS Public Examinations for Secondary and Senior Secondary courses commence from 10th April 2026. All theory examination activities — including login, Question Paper download, and password retrieval — are to be performed exclusively through the official NIOS Exam Portal.

 **Official Exam Portal:** <https://exams.nios.ac.in>

2. SCOPE & APPLICABILITY

This manual is applicable to the following stakeholders:

Stakeholder	Role
Theory Exam Centre Superintendent	Login to portal, download QP, retrieve password
Regional Centres of NIOS	Oversight, coordination, and monitoring of exam centre activities

3. PRE-REQUISITES

Before proceeding to login and use the portal, the examination centre must ensure the following:

- **Registered Email Address:** The email address registered with NIOS for the examination centre must be available and accessible.
- **Password:** The login password issued by NIOS for the examination centre must be known.
- **Mobile / Email Access for OTP:** Access to the registered email address is mandatory to receive the One Time Password (OTP) for two-factor authentication.
- **Device:** A computer, laptop, or mobile device with a stable internet connection and a supported web browser.
- **Single Device Login:** Ensure that only one device is used to log in at a time. Simultaneous logins from multiple devices are not permitted.
- **PDF Reader:** A PDF reader software (such as Adobe Acrobat Reader) must be installed to open the downloaded Question Paper with the provided password.

4. IMPORTANT POINTS BEFORE DOWNLOADING QUESTION PAPER

The following points must be read and noted carefully by the examination centre before attempting to login or download the Question Paper:

- a) The exam centre will be able to login only on one device at a time. It is mandatory to logout from the exam portal after using the exam portal.
- b) Each online activity of the examination centre will be tracked and monitored on the portal starting from login till logout.
- c) IP address and system environment of the device / laptop / computer / mobile IMEI will be monitored for security reasons and for further analysis to improve the system.
- d) Question Paper will be made available in the Exam Centre Dashboard on each day of the theory exam only at the specified time before the start time of theory exam.
- e) Question Paper will NOT be available for download after half an hour from the start time of the exam.
- f) Question Paper will be available only for the subject for which the students are registered in the exam centre.
- g) Question Paper in the regional language will also be available in the Exam Centre Dashboard.
- h) Question Papers for Secondary and Senior Secondary courses will be available in different tabs in the dashboard of the examination centre.

⚠ CRITICAL REMINDER: Question Paper download window closes HALF AN HOUR after the exam start time. Ensure download is completed well within the stipulated time.

5. STEP-BY-STEP PROCEDURE

5.1 LOGGING IN TO THE EXAM PORTAL

STEP
1

Open the Exam Portal

Open a web browser and type <https://exams.nios.ac.in> in the Address Bar and press Enter. The NIOS Exam Portal login page will appear.

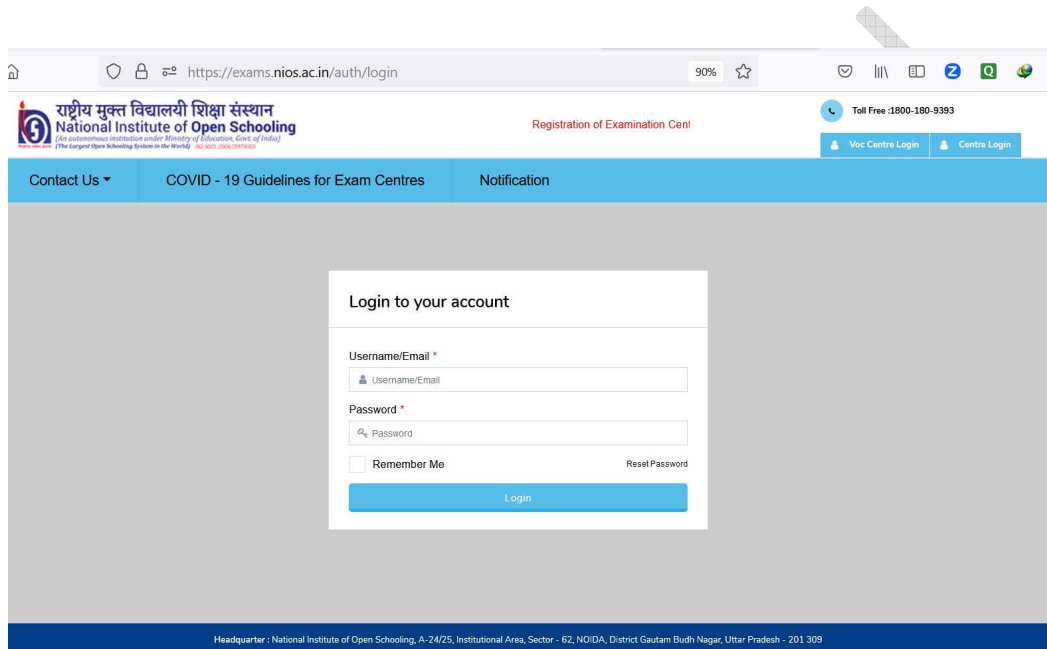


Figure 1: NIOS Exam Portal Login Page (<https://exams.nios.ac.in>)

STEP
2

Enter Credentials

Enter the **registered email address** as the Username and the **correct password** in the respective fields, then click the Login / Submit button.

STEP
3

Authenticate via OTP (Two-Factor Authentication)

After entering the credentials, an **OTP (One Time Password)** will be sent to the registered email address. The OTP entry screen will appear as shown below:

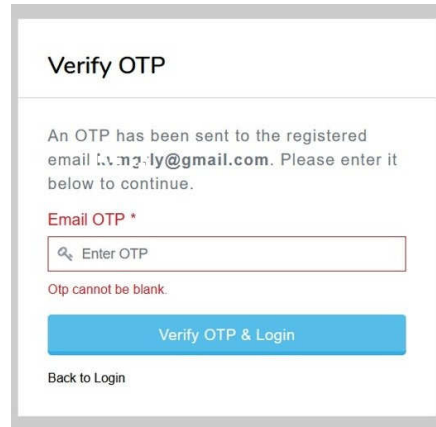
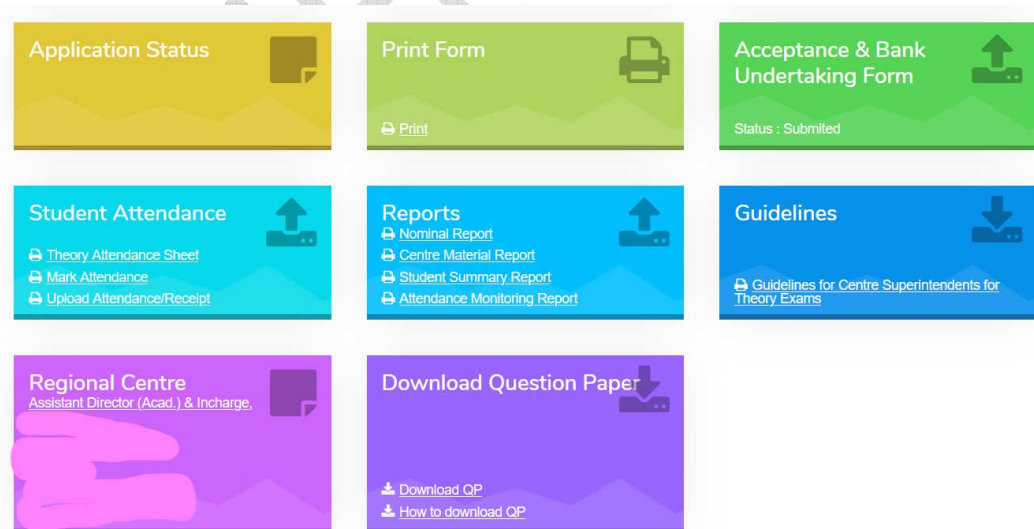


Figure 2: OTP Authentication Screen

⚠ IMPORTANT: Without authenticating the OTP, the user will NOT be allowed to login into the exam centre portal and will NOT be able to download exam centre material.

STEP 4 **Login Successful — Access the Dashboard**
 After successful OTP authentication, login will be completed and the **Exam Centre Dashboard** will be displayed.



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 (after successful login)

5.2 DOWNLOADING THE QUESTION PAPER

STEP 5

Click on 'Download QP' Link

On the Dashboard, locate the tile titled “**Download Question Paper**” and click on the **Download QP** link. The Question Paper download screen will appear.

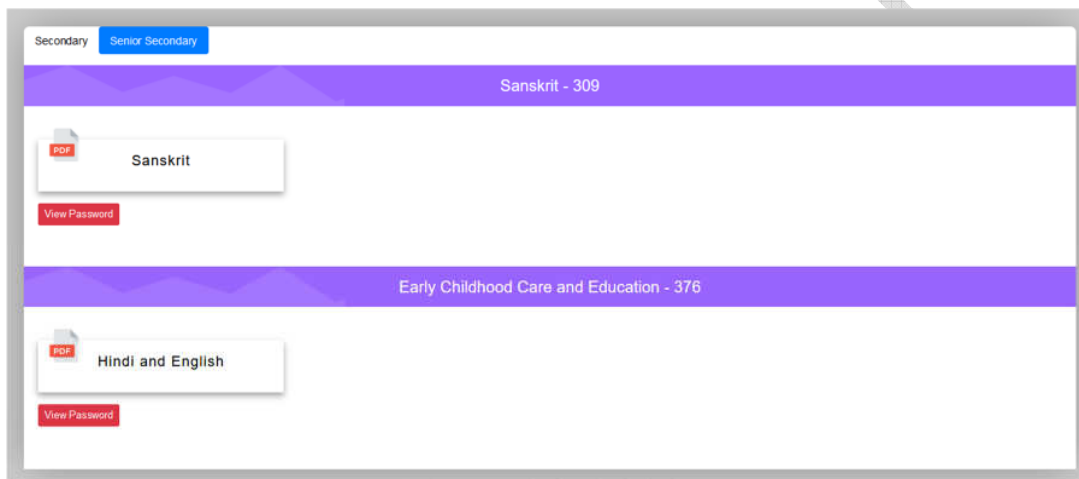


Figure 4: Question Paper Download Screen

- Note:** Question Papers for Secondary and Senior Secondary courses appear in separate tabs. Select the appropriate tab before downloading.
- Note:** If Question Papers in regional languages are applicable for your centre, they will also appear on this screen.

5.3 RETRIEVING THE PASSWORD TO OPEN THE QUESTION PAPER

STEP 6

Click on 'View Password' Button

After downloading the Question Paper, click on the **View Password** button to reveal the password required to open the downloaded Question Paper PDF.

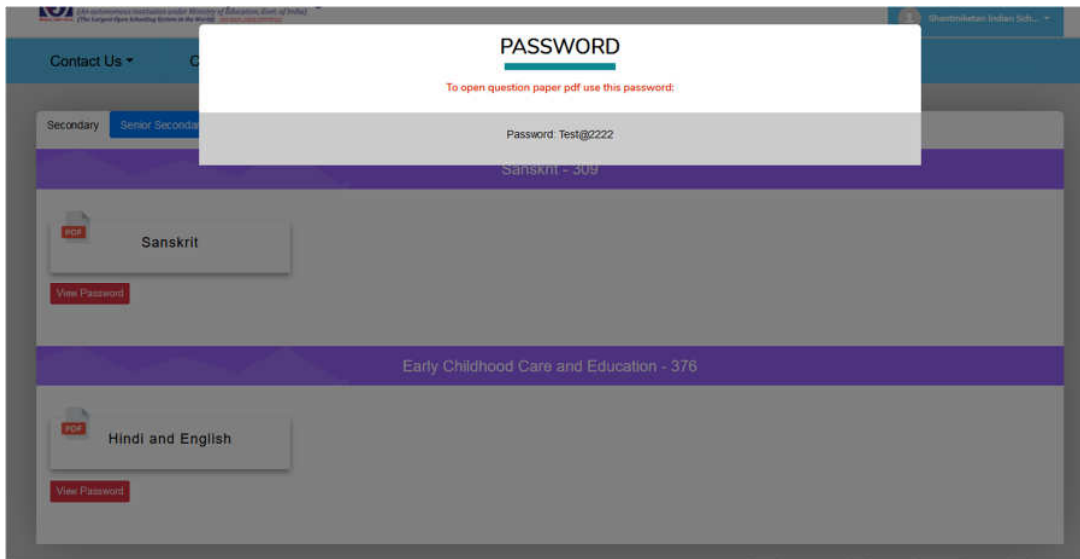


Figure 5: View Password Screen

**STEP
7**

Open the Downloaded Question Paper

Use the password displayed on the **View Password** screen to open the downloaded Question Paper PDF. Enter this password when prompted by your PDF reader.

**STEP
8**

Logout After Use

After completing all necessary activities on the portal, it is **mandatory** to logout from the exam portal. Click the Logout button to end your session securely.

6. QUICK REFERENCE — PROCESS SUMMARY

Step	Action	Key Points / Caution
1	Open portal URL	Go to https://exams.nios.ac.in in browser
2	Enter credentials	Use registered email and NIOS-issued password
3	Authenticate OTP	OTP sent to registered email; mandatory for login
4	Access Dashboard	View Secondary / Senior Secondary tabs
5	Download QP	Click 'Download QP' link on Dashboard
6	View Password	Click 'View Password' button after download

7	Open QP PDF	Enter the displayed password in PDF reader
8	Logout	Mandatory to logout after all activities are complete

7. SECURITY, MONITORING & WATERMARKING

The NIOS Exam Portal incorporates robust security and monitoring mechanisms to ensure the integrity and sanctity of the examination process. The following points must be noted:

7.1 Activity Monitoring

- 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.
- All activities are tracked from the moment of login through to logout.
- Data collected will be further analysed to take appropriate measures to improve the security and sanctity of the examination system.

7.2 Device & IP Tracking

- The IP address of the device / laptop / computer used for login will be monitored and recorded.
- The Mobile IMEI number (in case of mobile device usage) will also be monitored.
- The system environment of the device will be tracked for security analysis.

7.3 Question Paper Watermarking

- Each downloaded Question Paper will be watermarked with a unique Theory Exam Centre Code / QR Code.
- The watermark will contain the following information:
 - Theory Exam Centre details
 - User credentials / details of the person who downloaded the Question Paper
 - Date and time of Question Paper download
 - IP address / Mobile IMEI from which the Question Paper was downloaded

⊖ WARNING: The watermark on each Question Paper uniquely identifies the source of download. Any misuse or unauthorized sharing of the Question Paper can be traced directly to the examination centre and the user who downloaded it. Strict action may be taken for any violation.

8. DO's AND DON'Ts

✓ DO's	✗ DON'Ts
✓ Login only from one device at a time.	✗ Do not login from multiple devices simultaneously.
✓ Keep your login credentials (email and password) strictly confidential.	✗ Do not share your login credentials with any unauthorized person.
✓ Ensure access to the registered email before exam day to receive OTP.	✗ Do not ignore or delay OTP authentication.
✓ Download the Question Paper within the stipulated time window.	✗ Do not attempt to download the QP after the download window closes.
✓ Note and safely record the password shown after downloading the QP.	✗ Do not share or disclose the Question Paper password to any unauthorized person.
✓ Logout from the portal after completing all activities.	✗ Do not leave the portal session open unattended.
✓ Contact NIOS / Regional Centre immediately in case of any technical issue.	✗ Do not attempt to bypass or manipulate the portal in any way.

9. TROUBLESHOOTING GUIDE

Issue	Recommended Action
Unable to login — incorrect credentials	Verify the registered email address and password. Contact your Regional Centre for password reset if required.
OTP not received	Check the spam / junk folder of the registered email. Ensure the email account is accessible. Retry after a few minutes. Contact Regional Centre if issue persists.
Question Paper not visible on Dashboard	The QP will only appear at the specified time before exam start. Ensure you are logged in at the correct time. Also verify the correct course tab (Secondary / Senior Secondary) is selected.
QP download option not available	The download window may have expired (30 minutes after exam start time). Contact NIOS / Regional Centre immediately. Subject wise QP download will be enabled only if learners are registered for the selected subject on the selected day of theory exam.
Cannot open the downloaded QP PDF	Ensure you are using the password from the 'View Password' screen. The PDF requires a password-compatible PDF reader (e.g., Adobe Acrobat Reader).
Portal shows session expired / already logged in	Another session may be active. Wait a few minutes, then retry. Always logout from any previous session. Contact Regional Centre if issue continues.
Page not loading / portal inaccessible	Check your internet connection. Try a different browser or clear browser cache. Contact Regional Centre for technical support.

10. VERY IMPORTANT NOTE

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 Watermark: 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 information about the theory exam centre, user credentials / details who has downloaded the question paper, date and time of QP download, and the IP address / Mobile IMEI from where the QP is downloaded.

END OF USER MANUAL

For further assistance, please contact your Regional Centre or NIOS Headquarters.

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