

# Bye-laws

## Governing Examinations and Certification 2012

(Revised and Amended upto 2021)



विद्याधनं सर्वधनप्रधानम्

**NATIONAL INSTITUTE OF OPEN SCHOOLING**

**(An Autonomous Institution, Under the Department of School  
Education and Literacy, Ministry of Education, Government of India)**

A-24-25, Institutional Area, Sector-62, NOIDA-201309

Distt. Gautam Budh Nagar (Uttar Pradesh)

**NIOS website: - [www.nios.ac.in](http://www.nios.ac.in)**

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राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)  
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F.No. 3-4/2010/Eval/Conf /1201

Dated:- 8<sup>th</sup> December, 2021

**NOTIFICATION/45/2021**

In pursuance of the recommendations of the Evaluation Committee in its 21<sup>st</sup> meeting held on 22<sup>nd</sup> October, 2021 and subsequent approval of Executive Board of NOS Society in its 80<sup>th</sup> meeting held on 27<sup>th</sup> October 2021, the "Bye-laws Governing Examination and Certification- 2012 (Revised and Amended upto 2021)" has been implemented w.e.f October/November 2021 Public Examination of NIOS.

This issues with the approval of Competent Authority.

(S.K Prasad)

Director(Evaluation)

Distribution:

1. All Heads of Department, NIOS
2. All Regional Directors, Regional Centre, NIOS with request to upload on RC website.
3. SA/P for uploading on NIOS Website
4. Accounts Officer
5. PA to Chairperson Office for kind information of the Chairperson
6. Guard File.



# THE CONSTITUTION OF INDIA

## PREAMBLE

**WE, THE PEOPLE OF INDIA**, having solemnly resolved to constitute India into a

**1[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens:

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith and worship;

**EQUALITY** of status and of opportunity; and to promote among them all

**FRATERNITY** assuring the dignity of the individual and the **2[unity and integrity of the Nation]**;

**IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949, do **HERE BY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

- 
1. Subs. by the Constitution (Forty second Amendment) Act, 1976, s. 2 for “SOVEREIGN DEMOCRATIC REPUBLIC” (w.e.f. 3-1-1977)
  2. Subs. by s. 2. *ibid*, for “unity of the Nation” (w.e.f. 3-1-1977).



## FORWARD

The National Institute of Open Schooling (NIOS) has been marching ahead steadily since its inception on 23rd November, 1989. Starting with an enrolment of about 40 thousand learners during 1990-91, there has been a steady growth of learner. It has reached an annual enrolment of about 5 lakhs with cumulative enrolment of more than 28 millions. With such a large involvement, NIOS is the largest Open schooling system in the world.

It is a huge task of organizing examination and certification of such a large number of learners. Besides this, NIOS as a National level Board of School Education Organizes Two Public Examination every year in March – April and October – November. Besides this, it also operates as innovative On Demand Examination System (ODES) which gives freedom to learners to appear in examination as and when they are ready to appear in examination.

For delivery of its school education courses, NIOS has accredited a large number of schools in almost all the states and Union Territories of India are known as Accredited Institutions (AIs) Popularly called study centres. Some of the AIs of NIOS are in foreign countries also. The NIOS Public Examination is conducted in KVs, NVs and reputed CBSE and State Board Schools including NIOS AIs. A Large number of personnel from NIOS are involved in the Examination related task. Besides, officials of the State Government and retired persons are also involved in the entire frame work of NIOS Examination. These inter alia include Paper Setters, Moderators, Evaluators, Centre Superintendents, Invigilators Officers on Special Duty, Observers etc.

In order to ensure smooth conduct of NIOS Examination, NIOS has defined the role and functions of personnel involved at various levels. As a matter of fact, NIOS has documented the Bye-laws Governing Examination and Certification. These Bye-laws include write ups on Scheme of Examination, Registration of learners, Fixation of Examination Centres. Appointment of Examination related personnel, General and specific relaxations for Divyang, Monitoring and supervision, Appointment of Paper Setters, Conduct of Secrecy Work, Evaluation of Answer Books and Declaration of Results among other significant provisos related to NIOS Examinations.

It may be specifically mentioned that besides studying thoroughly these Bye-Laws, the NIOS Examination related personnel are also required to go through the following documents as and when needed.

- A. Guidelines for Centre Superintendent for Theory Examinations (Secondary/Senior Secondary)
- B. Guidelines for Centre Superintendent for Practical Examinations (Secondary/Senior Secondary)
- C. Guidelines for Vocational Theory Examinations
- D. Guidelines for Vocational Practical Examinations
- E. Guidelines for Secrecy Work
- F. Guidelines for Spot Evaluation
- G. Guidelines for Establishment of Public Examination Centres for NIOS
- H. SOP for dealing with UFM/Mass Copying cases
- I. SOP for On Demand Examinations
- J. Guidelines and SOP for Implementation of Open Basic Education Examinations
- K. Guidelines for Objective Alternative Assessment Criteria

It is humbly emphasized that in order to ensure the reliability and validity of NIOS Examinations these Bye-laws may please be kept in view in toto. As mentioned in the Title page of this documents these Bye-Laws have incorporated amendments upto the year 2021 that have been considered and approved by the duly constituted examination related committees and approved by the Competent Authority.



(S.K. Prasad )  
Director (Evaluation)





## PREFACE

A human being is a Positive asset and a precious national resource which needs to be cherished, nurtured and developed with tenderness and care, coupled with dynamism. The National Policy on Education (1986/1992) states that “in our national perception, education is essential for all. This is fundamental to our all - round development, mental and spiritual”. The National Education Policy (2020) states that “to facilitate learning for all students, with special emphasis on social- economically disadvantaged group (SEDGs), the scope of school education will be broadened to facilitate multiple path ways to learning with formal and non-formal education modes”. It has emphasized that open and distant Learning (ODL) programme of NIOS will be expanded and strengthened for meeting the learning needs of young people in Indian who are not able to attend physical schools.

Keeping in view the felt need, the Government of India, Ministry of Human Resources Development set up the National Open School on 23 November 1989. Through a Resolution (No. F-5-24/90 Sch.3 dated 14<sup>th</sup> September 1990 published in the Gazette of India, the National Open School was vested with the authority to register, examine and certify students registered with it upto pre degree level course. In July 2002, the Ministry of Human Resources Development amended the nomenclature of the organization from the National Open School (NOS) with a mission to provide relevant continuing education at school stage upto pre-degree level through Open Learning system to prioritized client groups as an alternative to formal education system in pursuance of the normative national policy document and in response to the need assessment of the people and through it to make its share of contribution:

- to Universalisation of education
- to greater equity and justice in society and
- to the evolution of a learning society

The National Institute of Open Schooling (NIOS) provides opportunities to interested learners by offering the following courses/ programmes of study through Open and Distance Learning mode of education.

- Open Basic Education (OBE) Programme for children (upto 14 years age), adolescents and adults at ‘A’ ‘B’ and ‘C’ level that are equivalent to classes III, V and VIII of the formal school system.
- Secondary Education Courses
- Senior Secondary Education Courses
- Vocational Education Courses/Programme
- Life Enrichment Programme

The ODL programme of NIOS is a unique system that encompasses the role and functions of several organizations in formal schooling system. NIOS registers students for various school education courses develops curricula and self learning materials (SLMs), organizes programme delivery through SLM and Media/ICT support, and Personal Contact Programme (PCP).

As regards examination and certification, NIOS has a comprehensive framework in this regard. A Learner after registration for a course of study remain on roll for five years. The first Examination is at the end of one academic year. Thereafter, a candidate can appear in examination after every six month. The credits secured are accumulated up to a period of five years. There is a provision of Transfer of Credit from other recognized Boards of School Education. The learners submit Response sheets in respect of Assignments. These are evaluated by Tutors at the Study Centres. The Tutor Marked assignment (TMAs) serve as continuous Assessments of learners. NIOS has developed an innovative “On Demand Examination System (ODES)”

which gives freedom to learners to appear in examination in the subjects of his/her choice whenever he/she feels confident taking an examination.

NIOS examination are conducted in carefully selected Examination Centres with adequate manpower to conduct and oversee the entire process smoothly. This document titled “Bye-Laws Governing Examination and Certification - 2012” (Revised and Amended upto 2021) include in detail various aspect for planning, conduct and monitoring of NIOS examination meticulously. The personnel associated with NIOS Examination are requested to go through carefully the provision of this document in order to ensure clarity in their roles and functions.

Right from the first NIOS examination in 1991, this organization has gained ample experience in conduct of Public Examination. As a result of experience gained during three decades, NIOS has made from time to time changes/ amendments in the Bye-Laws Governing Examination and Certification with the approval of the duly constituted Committees. The role and functions of the Examinations related committees are also mentioned in this documents.

I hope that this updated document will prove very useful for the personnel involved in NIOS examinations at various levels.



(Saroj Sharma)  
Chairperson, NIOS

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**The Appendices mentioned have not been actually appended with the documents. These documents are available on Internet as also published form. This documents are required to be referred as per need in the context of operational aspects of the Bye-laws Governing Examination and Certification**

- A. Guidelines for Centre Superintendent for Theory Examinations (Secondary/Senior Secondary)
- B. Guidelines for Centre Superintendent for Practical Examinations (Secondary/Senior Secondary)
- C. Guidelines for Vocational Theory Examinations
- D. Guidelines for Vocational Practical Examinations
- E. Guidelines for Secrecy Work
- F. Guidelines for Spot Evaluation
- G. Guidelines for Establishment of Public Examination Centres for NIOS
- H. SOP for dealing with UFM/Mass Copying cases
- I. SOP for On Demand Examinations
- J. Guidelines and SOP for implementation of Open Basic Education Programme
- k. Guidelines for Objective Alternative Assessment Criteria

## ABBREVIATIONS

1. AI : Academic Accredited Institution accredited with NIOS
2. AVI : Accredited Vocational Institutions of NIOS
3. AAs : Accredited Agencies with NIOS for Conduct of Open Basic Education Programme
4. CBC : Capacity Building Cell of NIOS
5. CBSE : Central Board of Secondary Education
6. CGAI : Central Government Organization Schools and AI
7. CGDS : Central Government Organization and Defense Sector Schools
8. CSO : Chief Secrecy Officer
9. ECFC : Examination Centre Fixation Committee
10. GDC : Government Degree College
11. GADC : Government Aided Degree College
12. ICSE : Indian Certificate School Examination
13. IDC : Independent Degree/ Technical Colleges
14. KV : Kendriya Vidyalaya
15. NIOS : National Institute of Open School
16. NV : Navodaya Vidyalaya
17. OBE : Open Basic Education Program of NIOS
18. ODE : On Demand Examination of NIOS
19. OSD : Officer on Special Duty
20. RL : Result Letter
21. SGAS : State Government Aided School
22. SGIS : State Government Independent Schools/ Inter Junior College
23. SO : Secrecy Officer
24. SOP : Standard Operating Procedure
25. SAIED : Special Accredited Institution for Education of Disadvantaged
26. TOC : Transfer of Credit
27. TMA : Tutor Mark Assignment
28. UFM : Unfair Means Committee for dealing with malpractice reported in NIOS Examinations





## CHAPTER-1

# DEFINITIONS

### 1.1 SHORT TITLE

These Bye-laws shall be called the “Bye-Laws of the National Institute of Open Schooling Governing Examinations and Certification”.

These Bye-Laws shall come into force from the date as may be fixed/approved by the Executive Board (EB) of the National Institute of Open Schooling.

### 1.2 DEFINITIONS

In these Bye-Laws, unless the context otherwise requires:

- (i) ‘NIOS’ means ‘National Institute of Open Schooling’.
- (ii) ‘Government’ means ‘Government of India’.
- (iii) ‘Examinations’ mean ‘Examinations conducted by NIOS’.
- (iv) ‘Examination Committee’ means ‘Examination Committee of the NIOS’.
- (v) ‘Rules’ mean ‘Rules as framed by NIOS from time to time.’
- (vi) ‘Chairperson’ means the ‘Chairperson of the NIOS’.
- (vii) ‘Secretary’ means the ‘Secretary of NIOS’.
- (viii) ‘Director (Academic)’ means ‘Director (Academic) of NIOS’.
- (ix) ‘Director (Evaluation)’ means ‘Director (Evaluation) of NIOS’.
- (x) ‘Director (Student Support Services)’ means ‘Director (Student Support Services)’ of NIOS.
- (xi) ‘Director (Vocational Education)’ means ‘Director (Vocational Education) of NIOS’.
- (xii) ‘Committee of Courses’ means ‘Committee of Courses’ of NIOS’.
- (xiii) “CBC” means Capacity Building Cell of NIOS.
- (xiv) “OBE” means Open Basic Education Programme of NIOS.
- (xv) ‘Unfair Means Committee’ means the committee dealing with malpractices reported in NIOS Examinations. It recommends, penalty thereof as per rules.
- (xvi) ‘Evaluation Committee’ means the committee dealing with policy matters and other matters related to the Examinations of NIOS.
- (xvii) ‘AI’ (Accredited Institution) means a School/College/University/NGO or any other educational institution accredited by with NIOS as an Accredited Institution.
- (xviii) ‘AVI’ (Accredited Vocational Institutions) means an Institution/ NGO/ Registered Society accredited by NIOS for conduct of the Vocational Education Programme as an Accredited Vocational Institution.
- (xix) AA (Accredited Agency) means an Institution/NGO/ Registered Society accredited by NIOS for conduct of the Open Basic Education (OBE) Programme up to Class-VIII level course.
- (xx) SAIED means an Institution/ NGO/ Registered Society accredited by NIOS to act as Study Centre for learners with special needs known as Special Accredited Institution for Education of Disadvantaged.

- (xxi) 'Mark Statement – Cum – Certificate means statement of Marks – cum- Certificate issued by the NIOS.
- (xxii) 'Migration Certificate' means certificate issued by NIOS to a learner on successful completion of the Secondary and the Senior Secondary Certificate Examinations of NIOS for seeking admission for next level/higher education.
- (xxiii) 'Prospectus' means the booklet containing details of instructions, and the rules for Admissions and Examinations for the particular year.
- (xxiv) 'Near Relation' includes wife/husband, sons, daughters and members of their family, nephews, nieces, similar relationship of wife/husband.
- (xxv) 'Regional Centre' means 'Regional Centre' of NIOS.
- (xxvi) 'On Demand Examination System (ODES)' means an Examination system under which learners can appear in the examination of NIOS as per their wish subject to availability of seats.
- (xxvii) 'Transfer of Credit (TOC)' means the credit of the pass subject facility provided by NIOS to the Ex-Secondary/Senior Secondary learners of NIOS and to the learners from other recognized Boards of School Education as per provision made by NIOS.
- (xxviii) Words importing the singular number also include plural number and vice-versa; words importing the masculine gender also include the feminine gender.

### 1.3 **INTERPRETATION**

The decision of the Chairperson NIOS shall be final on any question as to the interpretation of any provision of these Examination Bye-laws.

### 1.4 **JURISDICTION TO FILE SUITS**

The legal jurisdiction for the suits to be filed against NIOS on matters concerning these bye laws shall be the courts of the Gautam Budh Nagar, NOIDA, Uttar Pradesh.

The Secretary, NIOS shall be the legal person /authority in whose name the National Institute of Open Schooling may sue and be sued.

\* \* \*

## CHAPTER-2

### EXAMINATIONS CONDUCTED BY NIOS

#### 2.1 EXAMINATIONS CONDUCTED BY NIOS

The following Examinations are conducted by the National Institute of Open Schooling (NIOS).

S.No	Name of the Examination	First Examination	Second Examination
i.	Secondary School Certificate Examination	March-April	September-October
ii	Senior Secondary School Certificate Examination	March-April	September-October
iii	Vocational Education Courses Examination (including examinations for different projects)	April-May	October-November
iv	On Demand Examination (ODE) (Any day as per the demand of learner subject to availability of seats)	Appeared in the examinations during 1 <sup>st</sup> April to 30 <sup>th</sup> September will be treated as April/May session of the Public Examination of the same year for certification.  The month of ODE shall be mentioned in the result documents.	Appeared in the examinations during 1 <sup>st</sup> October to 31 <sup>st</sup> March will be treated as October/November session of the Public Examination of the same year/previous year for certification.  The month of the ODE shall be mentioned in the result documents.
v	Open Basic Education (OBE) Examination	As decided by NIOS from time to time.	As decided by NIOS from time to time.
vi	Examinations under various Projects (As per the Memorandum of understanding (MoU) with the concerned Ministry of the Government of India or with the concerned state)	As decided by the Director (Evaluation), NIOS.	As decided by the Director (Evaluation), NIOS.

NIOS may also conduct other examination upto the Senior Secondary level or equivalent and/or the examinations as may be assigned to it from time to time by Competent Authorities.

**NOTE:** The period of commencement of Examinations as indicated above is only suggestive. The Examinations shall actually

be held on such dates and time and at such centres as may be determined by the Director (Evaluation), NIOS every year for each examination.

## **2.2 Mode of conduct of Examination**

The examinations are conducted in face-to-face mode at the identified Examination Centres under supervision of the Examination Centre Superintendants and invigilators in a proctored mode. The registered learners for a particular examination are allocated at the identified Examination Centre and are issued online Hall Tickets for entry to the examination.

However, under unavoidable circumstances, NIOS may decide for Artificial Intelligence (AI) based Remote Proctored Online Examination. The learners can attempt **Online Examination** from home/ anywhere or from NIOS identified Online Examination Centres through any smart device (Desktop, Laptop, Tablets, Smart Phones etc.) as per the detailed Guidelines prepared by NIOS for the Online Examination. There may be a Mobile App for the Online Assessment.

\* \* \*

## CHAPTER-3

### SCHEME OF EXAMINATIONS

#### 3.1 PUBLIC EXAMINATIONS

- (i) After enrolment and confirmation of admission, learners admitted to the Secondary and the Senior Secondary Education courses will have to pursue a course of study for an academic session (unless otherwise specified) to be eligible to appear for the Public Examination.
- (ii) For every Examination, a learner must register himself/herself online by filling the Examination Form, or as per modes provided by NIOS, and deposit the requisite examination fee as fixed by NIOS from time to time, indicating the subjects for the Examination. Registration for the Examination and for payment of Examination fee within the due date is an essential condition for making the learner eligible to appear at each succeeding Examination of NIOS. Online registration process will be available on the official website of NIOS [www.nios.ac.in](http://www.nios.ac.in).
- (iii) The Examination fee (“including late fee”, if applicable) will not be accepted under any circumstances after the last date of examination fee submission as fixed by NIOS.
- (iv) The Examination fee once paid for the Examination will not be refunded or adjusted for future Examinations under any circumstances.
- (v) The learners shall be informed about allotment of Examination Centres and date of Examination through the Examination Hall Ticket to be made available on the Student Portal/ SMS on his/her Mobile No. Learners can also seek information about their Examination Centres from the concerned Regional Centre website as well as from the official websites of NIOS [www.nios.ac.in](http://www.nios.ac.in). The learner shall download the Hall Ticket/ Intimation Letter from their dashboard on the NIOS Website ([www.nios.ac.in](http://www.nios.ac.in)).
- (vi) Only such learners whose names appear in the List of Learners supplied by NIOS to the Examination Centres or those who have taken written permission from the Regional Centre with the approval of competent authority of NIOS Headquarters will be allowed to appear at the allotted Examination Centre in the registered subjects. Other learners will not be allowed to appear in the Examination.

#### 3.2 SUBJECT WISE MAXIMUM MARKS AND, DURATION IN EXAMINATION

The Scheme of Examination highlighting the number of papers, maximum marks and duration of examination for each subject is giving below.

a) Secondary Examination					b) Senior Secondary Examination						
S.No.	Code	Subject	No. of Papers	Max. Marks	Duration (hours)	S.No.	Code	Subject	No. of Papers	Max. Marks	Duration (hours)
<b>Group A</b>						<b>Group A</b>					
1.	201	Hindi	1	100	3	1.	301	Hindi	1	100	3
2.	202	English	1	100	3	2.	302	English	1	100	3
3.	206	Urdu	1	100	3	3.	306	Urdu	1	100	3
4.	209	Sanskrit	1	100	3	4.	309	Sanskrit	1	100	3
5.	203	Bengali	1	100	3	5.	307	Gujarati	1	100	3
6.	204	Marathi	1	100	3	6.	303	Bengali	1	100	3
7.	205	Telugu	1	100	3	7.	304	Tamil	1	100	3
8.	207	Gujarati	1	100	3	8.	305	Odia	1	100	3
9.	208	Kannada	1	100	3	9.	310	Punjabi	1	100	3
10.	210	Punjabi	1	100	3	10.	341	Arabic	1	100	3
11.	228	Assamese	1	100	3	11.	342	Persian	1	100	3
12.	231	Nepali	1	100	3	12.	343	Malayalam	1	100	3
13.	232	Malayalam	1	100	3	<b>Group B</b>					
14.	233	Odia	1	100	3	1.	311	Mathematics	1	100	3
15.	235	Arabic	1	100	3	2.	321	Home Science	(Th) 1 (Pr) 1	80 20	3 3
16.	236	Persian	1	100	3	3.	316	Geography	(Th) 1 (Pr) 1	80 20	3 3
17.	237	Tamil	1	100	3	4.	318	Economics	1	100	3
18.	238	Sindhi	1	100	3	5.	319	Commerce/Business Studies	1	100	3
<b>Group B</b>						6.	328	Psychology	1	100	3
1.	211	Mathematics	(Th) 1 (Pr) 1	85 15	2½ 3	7.	332	Painting	(Th) 1 (Pr) 3	30 70	1½ 6
2.	212	Science & Technology	(Th) 1 (Pr) 1	85 15	2½ 3	8.	336	Data Entry Operations	(Th) 1 (Pr) 1	40 60	2 2
3.	213	Social Science	1	100	3	9.	376	Early Childhood Care and Education	1	100	3
4.	214	Economics	1	100	3	10.	345	Veda Adhyan*	1	100	3
5.	215	Business Studies	1	100	3	11.	346	Sanskrit Vyakarana*	1	100	3
6.	216	Home Science	(Th) 1 (Pr) 1	85 15	2½ 3	12.	347	Bharatiya Darshan*	1	100	3
7.	222	Psychology	1	100	3	13.	348	Sanskrit Sahitya*	1	100	3
8.	223	Indian Culture and Heritage	1	100	3	<b>Group C*</b>					
9.	224	Accountancy	1	100	3	14.	312	Physics	(Th) 1 (Pr) 1	80 20	3 3
10.	225	Painting	(Th) 1 (Pr) 1	30 70	1½ 3	15.	315	History	1	100	3
11.	229	Data Entry Operations (E)	(Th) 1 (Pr) 1	40 60	2 2	16.	333	Environmental Science	(Th) 1 (Pr) 1	80 20	3 3
12.	242	Hindustani Sangeet	(Th) 1 (Pr) 1	40 60	2 2	17.	339	Library and Information Science	(Th) 1 (Pr) 1	80 20	3 3
13.	243	Carnatic Sangeet	(Th) 1 (Pr) 1	40 60	2 2	<b>Group D*</b>					
14.	245	Veda Adhyan*	1	100	3	18.	313	Chemistry	(Th) 1 (Pr) 1	80 20	3 3
15.	246	Sanskrit Vyakarana*	1	100	3	19.	317	Political Science	1	100	3
16.	247	Bharatiya Darshan*	1	100	3	20.	335	Mass Communication	(Th) 1 (Pr) 1	80 20	3 3
17.	248	Sanskrit Sahitya*	1	100	3	21.	374	Military Studies	1	100	3
18.	249	Entrepreneurship	1	100	3	<b>Group E*</b>					
<b>Indian Knowledge Tradition*</b>						22.	314	Biology	(Th) 1 (Pr) 1	80 20	3 3
<b>Indian Knowledge Tradition*</b>						23.	320	Accountancy	1	100	3
<b>Indian Knowledge Tradition*</b>						24.	338	Introduction to Law	1	100	3
<b>Indian Knowledge Tradition*</b>						25.	375	Military History	1	100	3
<b>Indian Knowledge Tradition*</b>						<b>Group F*</b>					
<b>Indian Knowledge Tradition*</b>						26.	330	Computer Science	(Th) 1 (Pr) 1	60 40	3 2
<b>Indian Knowledge Tradition*</b>						27.	331	Sociology	1	100	3
<b>Indian Knowledge Tradition*</b>						28.	337	Tourism	1	100	3
<b>Indian Knowledge Tradition*</b>						29.	373	Physical Education and Yog	(Th) 1 (Pr) 1	70 30	3 3

Note: This table should be referred from the Current Academic Prospectus.

### 3.3 PASS CRITERIA

#### 3.3.1 SECONDARY EDUCATION COURSE

- To pass in a subject a learner must secure a minimum of 33% marks in aggregate including TMA as well as 33% marks (Theory plus Practical wherever applicable) excluding Tutor Marks Assignment (TMA) marks in the Examination.
- For the Secondary Education certification, a learner must pass in five subjects including at least one language but not more than two languages.

#### 3.3.2 SENIOR SECONDARY EDUCATION COURSE

- To pass in a subject, a learner must secure a minimum of 33% marks in aggregate including TMA as well as a minimum of 33% marks separately in the Theory and Practical excluding TMA marks of the Examination.

- (ii) For the Senior Secondary Education certification, a learner must pass in five subjects including at least one Language but not more than two Languages. For the purpose of certification at the Senior Secondary level, two year gap is mandatory from the year of passing the Secondary Examination.

### 3.3.3 VOCATIONAL EDUCATION COURSES

NIOS offers several Vocational Education Courses in different trades and the Pass Criteria is specific to each trade. The pass Criteria may be referred from the Prospectus of the Vocational Education Course of the current academic year.

### 3.4 CERTIFICATION CRITERIA

Course	Pass Criteria in a Subject	Certification Criteria
Secondary Education Course(Class X)	A minimum of 33% marks in the aggregate including TMA as well as 33% marks (Theory plus Practical wherever applicable) in the Public Examination excluding Tutor Marks Assignment (TMA) .	Pass in 5 subjects including at least one but not more than two languages.
Senior Secondary Education Course (Class XII)	A minimum of 33% marks in the aggregate including TMA as well as minimum of 33% marks separately in Theory and Practical of the Examination excluding marks scored in TMA .	Pass in 5 subjects including at least one but not more than two languages.
Secondary and Sr. Secondary Education for ITI Learners	A minimum of 33% marks in the aggregate (Theory plus Practical wherever applicable) in the Public Examination.	Refer the prospectus of Academic/ Vocational Education course or the notification in this regard.
Secondary / Sr. Secondary Education in the Indian Knowledge & Traditions (IKT)	A minimum of 33% marks in the aggregate (Theory plus Practical wherever applicable) in the Public Examination.	Pass in 4 subjects of IKT alongwith Sanskrit Language subject at the Secondary/Senior Secondary level.
Secondary and Sr. Secondary Education in the Vocational Education	A minimum of 33% marks in the aggregate (Theory plus Practical wherever applicable) in the Public Examination.	Pass in 3 / 4 subjects from the relevant Vocational Education trade and one Academic Subject, wherever applicable, with one language.
Vocational Education Courses	Pass in all the components, i.e. Theory, Practical and Internal, separately	Refer the latest Vocational Education Prospectus
Open Basic Education (OBE)	Referred the latest OBE Programme Guidelines	Refer the latest OBE Programme guidelines.
Any other Project	As per notifications issued by the competent authorities	As per notifications issued by the competent authorities

### 3.5 ELIGIBILITY FOR HIGHER STUDIES

Award of a Certificate to a learner by NIOS does not make him/her automatically eligible for admission to the next level of education, whether in the formal education or in Open and Distance Learning mode of education course. This will depend on the learner fulfilling the eligibility conditions laid down by the concerned Institution/Board/University. Hence, learners must exercise discretion in choice of subjects and the number of subjects they choose. For example, a University may insist on passing in a particular subject for eligibility in a particular course. The learner must offer and

pass the required subject in that case. Therefore, the learners who wish to pursue their studies further from some **other Board of School Education or University** are advised to offer subjects keeping in view the requirement of the respective Board/University.

### 3.6 CHANGE OF SUBJECT

- (i) After admission in the Secondary or the Senior Secondary Education course during the course of study, a learner can change one or more subjects or take an additional subject as specified in concerned rules. However, no change/addition shall be allowed for the first Public Examination. **Subject(s) passed by the learner cannot be changed at a later stage.**
- (ii) A learner can apply for change of subjects or for additional subject(s) through online e-services on payment of requisite fee during validity period of the course of study as per schedule mentioned below:

**1st January to 15th May to appear for Oct. – Nov. Examination**

**1st July to 15th November to appear for April-May Examination**

as notified by the Director (Student Support Section), NIOS from time to time

- (ii) For change of subject(s)/ additional subject(s), the learner shall be required to pay the prescribed fee as may be fixed by NIOS from time to time.
- (iii) A learner has to register himself/ herself on-line for change in subject (s)/ additional subject if he/she wishes so.

### 3.7 MEDIUM OF EXAMINATION

Irrespective of the Medium of study chosen by the Learner at the time of admission, the Learner is free to write the Examination in any of the scheduled Indian languages.

### 3.8 CREDIT ACCUMULATION

- (i) A learner is offered as many as nine chances to appear in the Public Examination, spread over a period of five years from the date of registration. NIOS will maintain the record of subjects in which the learner has appeared or declared pass and credits awarded to him/her are accumulated till eligibility certification norms are met. To illustrate, a learner admitted in July, 2016, can avail chances to appear in the public Examination/ODE upto April/May 2021 Examinations.
- (ii) If a learner passes in Theory but remains un-successful in Practical examination of the Senior Secondary Examination, marks in Theory will be retained and vice-versa. Such learners are not required to appear in Theory or practical as the case may be. However, if such a learner appears again in Theory or Practical the better of the two marks will be taken into account for the result. In such cases, the learner will be required to pay the requisite examination fee for both the theory and the Practical (as a whole subject fee) as may be fixed by NIOS from time to time.

For un-successful learners of the Secondary course, the marks for Theory/ Practical shall be retained for the purpose of Credit Accumulation and calculation of the result. The better of the two marks obtained in Theory/Practical will be taken into consideration.

### 3.9 RE-ADMISSION AND TRANSFER OF CREDITS (ToC)

#### 3.9.1 RE-ADMISSION

- (i) An Ex-Secondary /Senior Secondary learner of NIOS who qualifies in at least one subject, but could not complete the course successfully in the mandatory period of five years would also be eligible for fresh admission in the respective course. Credit of all the subject(s) passed during the previous admissions can be transferred to the re-admission, after which the learner may complete the course after passing in the remaining subjects.



Or

As per the Prospectus of the current academic year or notifications in this regard.

### 3.9.2 TRANSFER OF CREDIT (TOC)

- (i) Un-successful learner of the Secondary/ the Senior Secondary Education courses from a International/National/State Board/CBSE, State Open School and from other recognized Board of School Education in India or by the Association of Indian Universities (AIU) may seek admission in the respective NIOS course with the option to get transfer of credit of Maximum of two pass subjects with minimum 33% marks within five years from the year of admission through the respective Boards, provided these subjects are available in the scheme of courses offered by NIOS. Thus, to qualify in NIOS programme, a learner will be required to pass in minimum three subjects from NIOS for certification.
- (ii) An Ex-learner of NIOS who could not successfully pass Secondary/Sr. Secondary Course during the validity period of admission is permitted Transfer of Credit (TOC) upto 4 pass subjects within ten years from the year of admission.
- (iii) TOC will be granted as per the admission policy of NIOS given in the Prospectus.
- (iv) TOC fee will be charged as per norms fixed by NIOS from time to time.

### 3.10 SYLLABUS

The learner will be required to follow the same syllabi, courses and the Scheme of Examination as applicable to the Examination of the respective year in which the student shall be appearing. NIOS has discretion to change/revise the Syllabus, Scheme of Examinations, or both during the period of registration of the learner. In such case, the learners has to complete the remaining course with the revised syllabus.

### 3.11 IMPROVEMENT OF PERFORMANCE

Even though a Learner might have passed in a subject, NIOS may allow him/her to re-appear in that subject for improvement of performance. For this purpose, the learner should apply through the prescribed mode alongwith the requisite fee. This chance can be availed by the Learner within five years (valid period of registration) from the date of admission. Better of the two results will be reflected in the Marks Statement – Cum - Certificate. The learner will be required to follow the same syllabi, courses and the Scheme of Examination as it is applicable to the year of Examination, in which the learner shall be appearing for improvement. Part improvement is allowed only in the Senior Secondary courses.

**The learner (including certified learners) is allowed to appear in the examinations (Public / ODE) for improvement in passed subject until as many as times during the validity of 5 years of admission eligibility. For already certified learners appearing for improvement, Marks Statement - Cum – Certificate will be issued with the remarks “Appeared for Improvement”**

### 3.12 PRACTICAL EXAMINATIONS

The Practical examination has two components, namely Formative and Summative for learners of Stream 1. For learners of streams 2, 3 and 4, only Summative Assessment is applicable. The weightage of Formative and Summative Assessment Awards and Schedule can be referred from the Prospectus of the Academic Courses. The Formative Assessment marks of Practical PCP shall be awarded by the AI who conducted the PCP of the learner. The Practical Examination (Summative Assessment) shall be conducted at the allotted AI or at the Practical Examination Centre as assigned by NIOS.

The Practical Examination (Summative Assessment) shall be conducted on the dates as decided by NIOS in the Date Sheet. The Practical Examination Centre for the Summative Assessment shall be the same AI having minimum twenty learners for organizing Practical Examinations except for the non-functional/black listed/disaccredited AIs

otherwise it will be shifted to a nearby Centre. All SAIED AIs shall be considered as Self Centre for Practical Examinations. In case of non-availability of AI, with the approval of the Director (Evaluation), nearest AI of NIOS or Examination Centre of NIOS or any school deemed fit may be fixed for Practical Examination as a special case. The Practical Centre allocation shall be done online based on the above parameters and shall be approved by the Director (Evaluation) before conduct of the practical examinations.

The Practical Examination for Academic subjects under the Vocational Course or Vocational Subjects in combination with Academic courses shall be conducted at the respective Study Centre AI/AVI. The learners may approach their respective Study Centres for details of Practical Examination.

### **3.13 ILLNESS OF LEARNER DURING EXAMINATIONS**

Absence of a learner from the Examination due to illness or due to some other circumstances shall not be construed as postponement of the chance to appear in the Examinations conducted by NIOS.

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## CHAPTER- 4

# REGISTRATION FOR PUBLIC EXAMINATION AND MODE OF PAYMENT OF FEE

### 4.1 PROCEDURE FOR REGISTRATION

Eligible learners of NIOS must register himself/ herself for public examination by paying the examination fee online on [www.nios.ac.in](http://www.nios.ac.in) or from the learner Dashboard on [sdmis.nios.ac.in](http://sdmis.nios.ac.in) and by selecting the subjects to appear in the Public Examination between the schedule dates for a particular examination. For eligibility for examination, refer the Prospectus for the Academic Course. The Schedule for Registration of Examination is given in Chapter- 4 of the Prospectus of the Academic Courses. The Examination Fee once paid shall not be refunded/ adjusted under any circumstances.

The registration for Examination can be done only in those subjects which were offered by the learner at the time of admission or in such changed/additional subjects as approved by NIOS provided he/she satisfies the eligibility criteria.

### 4.2 SCHEDULE FOR REGISTRATION FOR EXAMINATION AND PAYMENT OF EXAMINATION FEE

The Schedule for registration of learners for Examination and for payment of Examination Fee for the Secondary and the Senior Secondary Certificate Examination is given below:

#### 4.2.1. For March-April Examination

- (i) For all learners: 21<sup>st</sup> November to 20<sup>th</sup> December (without late fee).
- (ii) For all learners with late fee of Rs. 100/- per subject ( or as decided by NIOS): 21<sup>st</sup> December to 31<sup>st</sup> December.
- (iii) For all learners with consolidated late fee of Rs.1500/- per learner ( or as decided by NIOS): 1<sup>st</sup> January to 10<sup>th</sup> January.

OR

- (iv) The scheduled for Registration for Examination as decided by the Director (Evaluation), NIOS through a notification.

#### 4.2.2 FOR SEPTEMBER - OCTOBER EXAMINATION

- (i) For all learners: 21<sup>st</sup> May to 20<sup>th</sup> June ( without late fee)
- (ii) For all learners with late fee of Rs. 100/- per subject ( or as decided by NIOS): 21<sup>st</sup> June to 30<sup>th</sup> June
- (iii) For all learners with consolidated late fee of Rs.1500/- per learner ( or as decided by NIOS): 1<sup>st</sup> July to 10<sup>th</sup> July

OR

- (iv) The scheduled for Registration for Examinations as decided by the Director (Evaluation) NIOS through a notification.

### 4.3 CHANGE OF EXAMINATION CENTRE

A learner can apply online through the Learners Dashboard for change of Examination Centre in an extreme circumstance and for unavoidable reason, after the finalization of the Examination Notification and before the commencement of Practical/ Theory Public Examination on payment of Rs. 1500/- (or as decided by the Director (Evaluation) through a notification ) with documentary evidence, at the respective Regional Centre and the same may be considered after final approval of the Director (Evaluation). The same may be also applicable in case of the On Demand Examination.

\* \* \*

## CHAPTER-5

# FIXATION OF EXAMINATION CENTRES, APPOINTMENT OF CENTRE SUPERINTENDENTS AND RULES FOR UNFAIR MEANS CASES

### 5.1 FIXATION OF EXAMINATION DATES AND CENTRES – GENERAL CONDITIONS

- (i) The dates of Examination of NIOS shall be fixed as per the recommendation of Director (Evaluation) and approval of the Chairperson, NIOS and is notified through a notification with Date Sheet.
- (ii) Online application will be invited from schools/institutions to act as the Examination Centres of NIOS Public Examination.
- (iii) Conduct of Examination in a smooth and fair manner is the responsibility of the Director (Evaluation) as well as of the Regional Directors of the Regional Centres of NIOS.
- (iv) The Examinations of the NIOS shall be held at such Examination Centres as recommended by the Regional Examination Centres Fixation Committee (RECFC) out of the schools/institutions registered online and thereafter approved by the Director (Evaluation), NIOS.
- (v) Fixation of Examination Centre is the prerogative of NIOS and these may be fixed in any AI of NIOS, Govt. and Govt. aided schools/ KVs/NVs Secondary or Senior Secondary Schools affiliated to ICSE/CBSE/ State Boards or any other recognized Institutions/Colleges Schools who have registered online to be selected as Exams Centres for NIOS Public Examinations as per the sequence of order given below. The Examination Centres shall be fixed as per the availability of all physical facilities like CCTV, well-lit and ventilated rooms, adequate furniture, laboratories, connectivity of public transport, separate toilets for boys, girls and Divyang learners, Bank facility etc. While fixing an Examination Centre, the NIOS will also take into account the available information (confidential or otherwise) and about the earlier NIOS Examinations conducted at the Institution. The detailed Guidelines of NIOS for fixation of NIOS Examination Centres will be followed by the Department of Evaluation, NIOS. The norms and Guidelines for fixation of examination centre shall be governed by the policy in force from time to time as per need.

### Criteria

S.No.	Type of Schools	Category
1.	<ol style="list-style-type: none"><li>i. Kendriya Vidyalaya and AI (KVAI)</li><li>ii. Navodaya Vidyalaya and AI (NVAI)</li><li>iii. Central Government Organization Schools and AI (CGAI)</li><li>iv. Kendriya Vidyalaya (KV)</li><li>v. Navodaya Vidyalaya (NV)</li><li>vi. Central Government Organization and Defense Sector Schools (CGDS)</li><li>vii. CBSE/ICSE Independent School and AI (CBAI)</li><li>viii. State Government/Aided Schools/Inter / Junior College and AI (SGAI)</li><li>ix. State Government Independent School/ Inter/ Junior College and AI (SBAI)</li></ol>	A

<b>2.</b>	i. CBSE independent Schools (CBSE) ii. ICSE independent Schools (ICSE)	<b>B</b>
<b>3.</b>	i. State Government Schools (SGS) ii. State Government Aided Schools (SGAS)	<b>C</b>
<b>4.</b>	i. State Government Independent Schools/ Inter or Junior Colleges (SGIS)	<b>D</b>
<b>5.</b>	i. Government Degree College (GDC) ii. Government Aided Degree Colleges (GADC) iii. Independent Degree/Technical Colleges (IDC) iv. Any other Colleges	<b>E</b>

(vi) Allocation of the Examination Centre is done by the system randomly to the learners near to the allotted AI on the basis of on-line mapping/geo tagging subject to availability of Examination Centre in the nearby area of AI or as decided by the Director (Evaluation) NIOS. The learner has to appear in the Examination Centre allotted to him/her by NIOS. The decision of NIOS with regard to allotment of the Examination Centre will be final.

AI need to work as Active Study Centre of NIOS for Three years for becoming Examination Centre for NIOS Public Examination.

(vii) In case of natural calamities, riot, curfew, security reasons etc, on the recommendation of the Director (Evaluation), the Chairperson is empowered to change the existing Centre and fix a new centre.

(viii) The Examination Centres are fixed separately for each examination. An Institution fixed as an Examination Centre for a particular Examination has no right to claim for a Centre in subsequent Examination(s).

(ix) The Director (Evaluation)/ Regional Director, NIOS may appoint an Inspection Team to visit a particular School/ College, before or after it is fixed as an Examination Centre.

(x) The Examination will be conducted simultaneously at all centres as per Indian Standard Time (IST), unless otherwise notified.

(xi) The NIOS Examinations will be conducted at the premises of an Institution approved for the purpose and cannot be organized elsewhere by the Institution.

(xii) **Examination Centres in Foreign Countries**

For fixation of Examination Centres in foreign countries, as far as possible, the norms applicable for Examination Centres in India shall be applicable. However, the Director (Evaluation), shall be empowered to fix an Examination Centre at a suitable place in a foreign country keeping in view the number of learners and geographical conditions etc.

**5.2 NORMS FOR APPOINTMENT OF CENTRE SUPERINTENDENT OF EXAMINATIONS, DEPUTY CENTRE SUPERINTENDENTS AND INVIGILATORS**

**It will be followed as per the ‘GUIDELINES FOR CENTRE SUPERINTENDENT’ issued by NIOS from time to time**

**5.3 IDENTIFICATION AND REPORTING OF UNFAIR MEANS (UFM) CASES**

**It will be followed as per the ‘STANDARD OPERATING PROCEDURE FOR DEALING WITH UFM CASES AND MASS COPYING’ issued by NIOS from Time to Time**

## 5.4 UNFAIR MEANS COMMITTEE

- (i) The Chairperson, NIOS on the recommendation of Director (Evaluation), constitutes a Committee at Head Quarter every two years to deal with malpractices in the NIOS Examination. The Meeting of UFM Committee is chaired by the Director (Evaluation). This Committee is called the Unfair Means Committee (UFM). All UFM Cases are placed before this Committee for decision making as per Standard Operating Procedure (SOP) for dealing with Unfair Means cases.
- (ii) The Director (Evaluation) on recommendation of the Regional Director NIOS, constitutes a Regional UFM Committee at the Regional Centre level every two years to screen and recommend UFM/Mass Copying cases so reported in NIOS Public Examinations.. The Meeting is chaired by the Regional Director of NIOS. This Committee is called Regional Unfair Means Committee (RUFM). All UFM Cases are placed before this Committee for screening and recommendation as per SOP for dealing with Unfair Means Cases and forward these to UFM Committee at the NIOS Headquarter.

## 5.5 SPECIAL PROVISIONS

In addition to the above, some of the cases which are not covered under different types of offences indicated in the SOP, the UFM Committee may consider the following special provisions each time for taking decision and imposing penalty to cover such cases, the provisions regarding the same areas under:

S.No.	Types of Offence	Penalties
1.	Receipt of two Answer Books in respect of one learner in one subject without any note/remarks from the Examination Centre/Regional Director	Current Examination in the subject concerned to be cancelled and allowed to appear in the next Examination
2.	Mass/Group Copying Cases on the basis of alleged report of examiners during the course of evaluation.	<ol style="list-style-type: none"><li>1. Approval from the Director (Evaluation) to be taken by the Regional Director for special evaluation to find out the facts and to separate the 'copying cases' and 'not copying cases'</li><li>2. In case of copying cases, the subject reported "Mass/Group Copying" may be brought under UFM and the result of remaining subjects may be declared with an indication of RW in the particular subject with the approval of Director (Evaluation). The final result and Mark-Sheet/other Certificates will be issued after the decision of the UFM Committee and approval of the Chairperson NIOS</li><li>3. Such schools (Examination Centres) may be debarred from conducting NIOS Examinations for three years.</li><li>4. The Affiliating Authority of such schools may be informed to initiate necessary action against the school. If it is an AI of NIOS, the Department of Student Support Services may be informed to de-accredit or cancel the NIOS accreditation of such AIs.</li></ol>

## CHAPTER-6

# GENERAL AND SPECIFIC RELAXATIONS FOR DIVAYANG LEARNERS

The learners with disabilities like blindness, low vision, speech impairment, locomotor disability and any other disability which causes difficulty in writing the examinations are to be provided with need-based facilities such as amanuensis, technological devices etc. The provisions shall be according to their disabilities as per the procedure notified by NIOS from time to time. The provisions made have been precisely defined in clauses and sub-clauses for clarity.

**The GENERAL AND SPECIFIC RELAXATIONS FOR DIVAYANG LEARNERS will be followed as per the 'GUIDELINES FOR CENTRE SUPERINTENDENT' issued by NIOS from time to time.**

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## MONITORING AND SUPERVISION OF CONDUCT OF EXAMINATIONS

Smooth and fair conduct of Examinations is the primary concern of NIOS. To ensure that the examinations are conducted in a free and fair manner, the NIOS takes the following steps:

- (i) Fixation of suitable Examination Centres as per Guidelines.
- (ii) Appointment of Centre Superintendents, Invigilators and supporting staff.
- (iii) Appointment of Officers on Special Duty OSDs/Observers by the Regional Directors.
- (iv) Appointment of Flying Squads /Surprise Inspection Teams by NIOS and the concerned State Authorities.
- (v) Establishment of Control Room at the NIOS Headquarter and at the Regional Centres of NIOS.
- (vi) Use of CCTV/ Video Recording of Examinations.

### 7.1 FIXATION OF EXAMINATIONS CENTRES

- (i) The exercise of Fixation of suitable Examination Centres for conduct of the examinations is taken up much before the start of the examinations. For this purpose, first, the prospective Examination Centres are identified depending upon the requirement of number of Examinations centres Region-wise and number of learners who are likely to appear in the Examinations. To be an Examination Centre, an institution must have infrastructure facilities such as school building, furniture, CCTV, boundary wall, drinking water facilities, separate toilets for boys and girls, adequately ventilated rooms with provision for lighting and fans etc. and well connected with public transport. The criteria of an institution to be selected as an Examination Centre are given in Chapter- 5. To ensure that reputed Institutions are fixed as Examination Centre, teams from NIOS Head Quarter and from the Regional offices visit the Prospective Institutions. However, the schools already established as Examination Centres in the previous examination and having fair report can be continued as Examination Centers for the next examination also after taking consent from the Examination Centres through Online Portal for a particular Public Examination. On the basis of the Report of these teams and Centre Acceptance received, the Examination Centres are recommended by the Examination Centre Fixation Committee (ECFC) of the concerned Regional Centre and subsequently approved by the Director (Evaluation) NIOS.
- (ii) After completion of the Examination, the performance of the Examination Centres is reviewed at the Regional Centre as well as at the NIOS Headquarters on the basis of the reports of the different teams and Evaluation experts. In case, the performance of an Examination Centre is not found as per the laid down procedure, the Examination Centre can be blacklisted and is not fixed as an Examination Centre in future/ or as per the recommendation of UFM Committee.

### 7.2 APPOINTMENT OF CENTRE SUPERINTENDENTS, INVIGILATORS AND SUPPORTING STAFF

The Principal/Head of the Institution of the concerned Examination Centres is usually appointed as Centre Superintendent. In exceptional cases the Director (Evaluation) NIOS may appoint the Centre Superintendent other than the Principal/Head of the Institutions. Non- teaching staff or contractual staff (Teaching/non-teaching) shall not be appointed as Centre superintendent. It is the prime responsibility of the Centre Superintendent to conduct the Examinations as per the Guidelines for Centre Superintendents. A copy of the Guidelines for the Centre Superintendents covering various aspects related to the conduct of Examinations is supplied to every Centre Superintendent. Similarly, Rules for the Appointment of Deputy Centre Superintendents, Invigilator's and other supporting staff have also been framed. The Centre Superintendents are requested to appoint Invigilators from among the staff of their own institution. In proven cases of Mass/ Group Copying, if the integrity of the Centre Superintendent or the other staff of the same Centre is considered doubtful it leads to disciplinary action against them as per rules



Appointment of CENTRE SUPERINTENDENTS, INVIGILATORS AND SUPPORTING STAFF SHALL BE AS PER THE GUIDELINES FOR CENTRE SUPERINTENDENT FOR EXAMINATION.

### **7.3 APPOINTMENT OF OSD/OBSERVER BY THE REGIONAL DIRECTOR**

For smooth conduct of Examination, The Regional Director appoints OSDs/Observers from the panel of observer/OSD registered online/offline and duly approved by the Director (Evaluation). These OSDs/Observers supervise the conduction of Examination at the Examination Centres.

### **7.4 ELIGIBILITY CRITERIA FOR APPOINTMENT AS OSD AND OBSERVER**

**The eligibly criteria for appointment of OSD and Observer are as follows.**

- (i) A working or retired (below 65 years age) Professor/Associate Professor/Assistant Professor/Lecturer of a University or a Principal or PGT of a school or an Educational Administrator.
- (ii) An Officer of State Govt/Union Territory appointed by the District Magistrate/Deputy Commissioner or any other authority of the State Govt/Union Territory appointed on the request of NIOS
- (iii) Any other officer appointed by the concerned Regional Director, NIOS with the approval of Director (Evaluation), NIOS.

The Director (Evaluation)/ Regional Director, NIOS after satisfying that a person appointed as OSD/Observer/Member of 'Flying Squad' is either not competent or has not discharged the duties to the satisfaction of the NIOS or has engaged himself in activities against the trust reposed in him by the NIOS shall disqualify him from all remunerative work of the NIOS for a specified period or even permanently.

The registration of OSD/Observer shall be done online through the NIOS Portal.

### **7.5 DUTIES AND RESPONSIBILITIES OF THE OFFICER ON SPECIAL DUTY**

**The following are the duties of the OSD:**

- (i) To ensure that the Examination commences at the schedule time on each day of the Examination, strictly as per the Guidelines issued to the Centre Superintendents.
- (ii) To reach the allotted Examination Centre on each day of duty at least 30 minutes before the commencement of the Examination and remain there till the Examination is over and the Answer Books are packed, sealed and despatched. To ensure that the Question Paper Packets are opened 15 minutes before the commencement of the Examination by the Centre Superintendent in the presence of the OSD and also in the presence of at least two Invigilators as witness. To ensure before the opening of packets of Question papers that the seals are intact and the packets pertain to the course and subject scheduled as per date sheet.
- (iii) To check that the unused question papers are kept under lock and key and to reconcile the number of used and unused Question Papers QPs with the number of learners present and total number of question papers received.
- (iv) To ensure that special Invigilators are specially deputed to check the Identity Cards as per norms.
- (v) To ensure that adequate number of invigilators (as per guidelines for Centre Superintendent) are present in the rooms. To check, at random, the bonafides of the Invigilators. Also to ensure that Policemen are deputed at the Examination Centre.
- (vi) To ensure that proper physical facilities (furniture, light, fans, toilets etc.) are available at the Examination Centre. The seating arrangement should be displayed at the main gate as well as in front of each room.

- (vii) Production of Identity Cards issued by NIOS is a must for learners for entry to Examination halls. No learner should be allowed to enter without the Identity Card unless he/she produces another proof confirming the identity. Intimation letter is not enough (It is for the information of the learner as well as for quick check at the gate of the school). However, if a learner does not have an intimation letter but has Identity Card (or another valid ID proof) and his/her name is included in the List of Examinees for the day, he/she should be allowed.
- (viii) To see that the learners are seated according to the Seating Plan which should also be strictly in accordance with the Roll Numbers. The number of learners in each room may be noted and compared with the total number of learners present in the Attendance Sheet.
- (ix) To take regular rounds of the Examination rooms, search desks, persons, if required, during the course of Examination to ensure fair conduct of Examination and see that the invigilators are attentive.
- (x) To ensure that the signature of Learners are taken on the List of learners with scanned photographs already sent by NIOS, on each day of the Examination. This List is to be sent to the Regional Centres at the end of the Examinations. In case some photographs missing in the List, the identity of the learner may be verified from the Identity Cards.
- (xi) To ensure that the attendance of the learner has been obtained on the Attendance Sheet for the day of the Examination and to countersign the same.
- (xii) In case any learner is found in possession of copying material or using unfair means, to ensure that proper UFM case is booked by the Invigilators/Centre Supdt. as per guidelines provided to the Centre Superintendent and that the Performa etc., are duly filled in and signed. The statement of the learner and Invigilators should also be included. Each page of the copying material recovered should be numbered, signed and recorded in the Proforma.
- (xiii) To ensure that no outside help is being sought by any learner or functionary at the Exam Centre. To ensure that printed, handwritten, photocopy material, electronic equipments like Calculator, Tape Recorders, Cellular Phones Ear Phones, Bluetooth and Pager etc., are not allowed in the Examination Hall/ Room.
- (xiv) To ensure that packing of the answer sheets and signature in the certificate of sealing are done in his presence.
- (xv) Report of the OSD should be very specific, covering all aspects of Examination, and not general in nature and should be given on the prescribed Proforma on each day of the visit. The report is confidential in nature and not at all to be shown to the Examination Centre concerned. The OSD's of Delhi and NCR may send their Daily Reports in a separate sealed cover through the messenger of the Examination Centre who brings the Bags of Answer Books to the Regional Centre. Others may send the Reports by post each day

## **7.6 APPOINTMENT OF FLYING SQUAD/SURPRISE INSPECTION TEAM**

Flying Squad/Surprise Inspection Teams are also appointed by the NIOS. Usually these Teams are deputed to sensitive Examination Centres. Such teams are headed by some Senior Academicians/ Officers or retired officers and shall include the members who have experience in the field. These teams are requested to make surprise visits to multiple centres in a particular area/district and submit Report on the Prescribed Proforma. These reports are reviewed at the Regional Centres and at the NIOS Head Quarter and in case of an adverse report against an Examination Centre, that Centre may be black listed for future. Action as per rules, is also taken against learners found using Unfair Means. NIOS also requests the State Governments to constitute Flying Squad teams of their Officers for Surprise Inspections of the Examination Centres. These teams visit the Examination Centres independently. During the Public Examination. Director (Evaluation), is empowered to depute the officers of NIOS to any Examination Centre as per the need within India after approval of the Chairperson, NIOS and intimation of the same may be given to the concerned Head of the Department. The Chairperson, is also empowered to depute his own representative (Special Observer) as he may deem fit.

These arrangements are in addition to monitoring undertaken by District Administration/DEOs/State Administration etc.

## **7.7 Establishment of Control Room at Headquarters and at the Regional Centres**

The NIOS has been conducting its Public Examinations twice in a year. In order to ensure that the Examination is conducted in a smooth and fair manner all over India and abroad, a Central Control Room at the Department of Evaluation, NIOS, is established. Similarly the Control Rooms are established at all the Regional Centres of NIOS to look after the Examination related issues and to dispose of the grievances/complaint etc. of their own region in a similar manner and give Daily Report/ Status to the Central Control Room at NIOS Headquarters after the Examination is over.

## **7.8 FUNCTIONS OF THE CONTROL ROOM**

- (i) The Central Control Room will be functional from 10:00 A.M. till 7:00 P.M. on each day of Examination in two sessions with two officials in one session :
- (ii) The Central Control Room will be equipped with one dedicated Telephone Line, Fax Machine and Computer with Internet facility.
- (iii) The Central Control Room will be responsible to collect report from all Regional Centres on each day of Examination and to Report to the Director (Evaluation), NIOS.
- (iv) The Central Control Room will receive all the complaints/grievances from various sources in connection with the conduct of Examination to maintain records in a Record Book and will arrange appropriate action to dispose off the work on the spot as a Single Window Facility.
- (v) The Central Control Room will be provided with at least one standby vehicle and more vehicles may be used in case of need.

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# APPOINTMENT OF PAPER SETTERS AND MODERATORS

### 8.1 APPOINTMENT OF PAPER SETTERS

The Director (Evaluation), shall draw a panel of Paper Setters and Moderators for each subject in the respective Secondary/Senior Secondary/Vocational/D.El.Ed course duly approved by the Chairperson, NIOS. The list of such Confidential Panel will be kept under the safe custody of the Director (Evaluation). The Director (Evaluation) shall appoint the Paper Setters/Moderators/ Examiners out of this panel. The panel shall be updated from time to time as per need.

If the names of Experts, included in the panel, are inadequate in any subject, the Director (Evaluation) may include fresh names of experts in it with approval of the Chairperson NIOS. The Question Papers would be set by the experts as provided in the Guidelines for the Paper Setters. NIOS will normally use Multiple Sets of Question Papers.

Persons/Experts in the concerned subjects with proven integrity should be appointed as Paper Setters.

### 8.2 ELIGIBILITY CRITERIA FOR APPOINTMENT AS PAPER SETTER AND MODERATOR

#### (8.2.1) FOR SECONDARY /SENIOR SECONDARY EXAMINATION

- (i) Professor/Associate Professor/Reader/Lecturer/Principal/Vice Principal/PGT ( in the concerned subject) with 10 years Teaching/Research experience. Those having experience of Paper Setting/ Moderation of any Recognized Board will be given preference.

#### (8.2.2) FOR VOCATIONAL /D.El.Ed COURSES

- (i) Professor/ Associate Professor/Lecturer/Principal/Vice Principal/ Instructor/ PGT with 10 years experience in the concerned trade/subject.
- (ii) The Director (Evaluation), NIOS after satisfying himself that a person appointed as Paper Setter is either not competent or has not discharged his/her duties to the satisfaction of the NIOS, or has engaged himself in activities against the trust reposed in him by NIOS shall disqualify him from all remunerative works of the NIOS for a given period or permanently.

### 8.3 MODERATORS/PAPER SETTERS SHALL BE APPOINTED BY THE DIRECTOR (EVALUATION) FROM THE APPROVED PANEL

- (i) Each Question Paper shall be moderated by a Moderator/or a Team of Moderators to ensure correctness and consistency with the syllabus of the course.
- (ii) Moderators may also be appointed from experienced Academicians having excellence in a given field of work.
- (iii) In the event of defects in the Question papers, the Director (Evaluation), NIOS may, after satisfying himself, reduce or forfeit the remuneration payable to a Moderator. He may further be debarred from work for a given period of time or permanently.

### 8.4 FUNCTIONS OF PAPER SETTERS

The functions of the Paper Setters shall be as under:

1. It is expected that the Paper Setters go through the “ Guidelines for Paper Setters” and also go through the study materials of the Subject supplied.

2. To prepare the Question Papers as per the Question Paper Design and the Blue Print supplied with reference to total number of questions, Objectivity, Unit/lesson wise distribution of marks, type of question etc., and tally with the sample.
3. To ensure that no question of controversial nature involving any political leader/ religious sentiments etc, is included in the Question Paper.
4. To ensure that the total marks, duration of the Question Paper and instruction if any, indicated at the title page of the paper, are in consonance with the sample.
5. To ensure that the Question Paper set covers the entire Syllabus and no question is repeated in the Same Paper
6. To ensure that the language of questions is simple and unambiguous and no factually wrong information is given in the questions
7. To ensure that each question given in the paper is commensurate with weightage/marks given for it.
8. If there is Hindi version of the question, it is to be ensured that both Hindi and English versions of the question tally with each other.
9. To prepare the Marking Scheme of each Question Paper Set covering all the expected Value Points and proper distribution of marks for each Value Point.

### **8.5 FUNCTIONS OF MODERATOR**

The following shall be the functions of a Moderator:

- (i) To ensure that the Question Paper has been set strictly in accordance with the course contents, Question Paper Design, Blueprint and other instructions, if any, given by the Committee of Courses.
- (ii) To remove ambiguity in the language of questions, if any.
- (iii) To remove questions of controversial nature involving political leaders/religious sentiments etc.
- (iv) To moderate the questions so as to give ample opportunity to learners of average, moderate and exceptional capabilities.
- (v) To ensure proper distribution and indication of marks for each question or part/parts thereof, time prescribed, marks allotted and to correct errors, if any, in this regard.
- (vi) To ensure that the translation (from English to Hindi or in any other language desired) has been carried out correctly.

### **8.6 CUSTODY OF QUESTION PAPERS**

The Director (Evaluation) will be the custodian of the Question Papers. He will be responsible for getting them set, moderated, printed and delivered online/offline to all the specified places for the safe custody of the Question papers and their issuance to the Centre Superintendent or his authorized Representative on the specified date and time of examinations for the specified subject and course. In the absence of the Director (Evaluation), the Chairperson, NIOS, may nominate any other Head of the Department of NIOS or Senior officer of NIIOS to undertake and discharge all or part of the above confidential works.

### **8.7 Printing, Packaging, Despatch and Storage of Question Papers**

The Question Papers are printed, packaged and dispatched to the Custodian Banks by the Security Printers identified for the purpose following due procedure and approval of the competent authority. The Question Papers are stored in the Custodian Banks and thereafter these are issued to the Centre Superintendents on the day of examination just one hour before the scheduled timing. The handling of question papers is strictly done as per the SOP for 'Handling the Question Papers' meant for the Banks and the Examination Centre Superintendent.

However, the various modes of despatch for providing Question Papers to Examination Centres may also be explored during a particular examination using secured ICT application without compromising the credibility and security of the question papers. The digital platform could be alternative mode through which the soft copy of QPs may be made available to the Examination Centres on the day of examinations at scheduled time in fully secured manner. The examination centres may be provided with login credential for downloading the question paper and print for distribution to the candidates for examination. This may be considered in the Regions wherever possible in order to save expenditure towards printing, packaging, despatch, storage and carrying of question paper from custodian to examination centres. NIOS already adopts such procedure for despatch of the soft copy of the question paper for its On-Demand Examination System (ODES).

## **8.8 RATES OF PAYMENT**

The rates of payment to Paper Setter and Moderator for Secrecy Work would be applicable as per the norm fixed from time to time.

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## CONDUCT OF SECRECY WORK FOR EVALUATION

### 9.1 APPOINTMENT OF CHIEF SECRECY OFFICER/SECRECY OFFICERS

Online applications shall be invited for Chief Secrecy Officer/Secrecy Officer.

For each Public Examination, the National Institute of Open Schooling obtains services of the Chief Secrecy Officer (CSO)/ Secrecy Officers (SO) for allocating fictitious Roll Numbers on the Answer Books before their evaluation. With establishment of the Regional Centres of NIOS, the Evaluation work has been decentralized. Now the Regional Directors are involved in appointment of the Chief Secrecy Officer /Secrecy Officers. Besides, CSO/SOs, NIOS also engages Secrecy Officer -in-Chief at its Head Quarter. The Secrecy Officer- in -Chief generates fictitious roll Numbers of NIOS examinations (All India and Abroad) and also coordinates, with all CSOs/SOs. The appointment of these officers are approved by the Director (Evaluation), NIOS. This is, however done well in advance so that the Chief Secrecy Officers/Secrecy Officers are in a position to work from day one of the Examinations.

#### Appointment of Chief Secrecy Officers (CSOs)/Secrecy Officers (SOs)

9.1.1 The Regional Directors will propose names of the Chief Secrecy Officer/ Secrecy Officers who will be attached with the respective Regional Centres to carry out the secrecy work.

- (i) The Director (Evaluation), NIOS will approve the panel of CSOs and SOs on the recommendation of Regional Director. The appointment letters of the Chief Secrecy Officer and the Secrecy Officers shall be issued by the Regional Director, NIOS.

### 9.2 ELIGIBILITY FOR APPOINTMENT OF CHIEF SECRECY OFFICER/ SECRECY OFFICERS

- (i) **Chief Secrecy Officer:** Any person not below the status of Principal of recognized Secondary School/Colleges.
- (ii) **Secrecy Officer:** Any person equivalent to the status of TGT/PGT/ Section Officer or a person holding equivalent post in some Government Department.
- (iii) No person whose near relation is appearing in the respective Examination will be appointed as Chief Secrecy Officer/ Secrecy officer. An undertaking to this effect will be obtained by the Regional Director NIOS from all the persons concerned before recommending their appointment.
- (iv) The maximum age limit of CSO/SO will be 65 years. However, relaxation upto 5 years can be considered subject to Medical Fitness of the Officer to be appointed.

### 9.3 RECEIPT OF ANSWER BOOKS

- (i) All Answer Books from the Examination Centres shall be received by the concerned Regional Director or by an officer appointed/authorized by him at the designated Secrecy/ Spot Evaluation centre.
- (ii) All Answer Books shall be deemed as Confidential documents and no person(s) other than the person (s) identified by the Regional Director shall be permitted to handle the same.
- (iii) The real Roll Number of learners mentioned on the Answer Books received from the Examination Centres shall be converted into fictitious Roll Numbers
- (iv) The conversion of real Roll Numbers to fictitious roll numbers will be carried out by a team of Secrecy Officers under overall control of the Chief Secrecy Officer.



#### **9.4 APPOINTMENT AND FUNCTIONS OF SECRECY OFFICER-IN-CHIEF (SO-IN-CHIEF)**

- (i) Online applications shall be invited for appointment of the Secrecy Officer in -Chief.
- (ii) The Director (Evaluation) will appoint Secrecy Officer- in- Chief to generate fictitious Roll Numbers for each Region at the NIOS Headquarters level. It will be the responsibility of the Secrecy Officer -in -Chief to get the fictitious Roll Numbers printed from an specified agency approved by NIOS and despatch these in duly sealed cover to the Chief Secrecy Officer of each Region who is allotted the Secrecy and Spot Evaluation work. He will not share or hand over the key in respect of secrecy work to anybody other than the Chief Secrecy Officer of the concerned Region. All Answer Books will be allotted the fictitious Roll Numbers from a set of numbers specified for a particular subject generated by the Secrecy Officer-in-chief at the NIOS Head Quarter For additional learners appearing from an Examination Centre, fictitious Roll Numbers will also be allocated by the Chief Secrecy officer of the concerned Region from the same set of numbers allotted for the particular subject as per the guidelines/issued to him by the Secrecy officer-in -Chief.
- (iii) The maximum age limit of Secrecy Officer in-chief will be 65 years. However, relaxation of upto5 years can be considered subject to the Medical Fitness of the person to be appointed.

#### **9.5 DUTIES OF REGIONAL DIRECTORS RELATED TO SECRECY WORK**

- a) Being the Head of the Regional Centre of NIOS, the Regional Director is responsible to evolve appropriate and effective mechanism for smooth, fair and timely execution of entire secrecy work. The Regional Director is expected to provide necessary facilitation to the secrecy team for maintaining confidentiality of the secrecy works.
- b) The Regional Director must identify regular staff with impeccable integrity from the Regional Centre to perform different activities related to secrecy and to monitor their work personally. The Regional Director will be held responsible for any malpractice /irregularity noticed during the course of the execution of the secrecy work.
- c) The Control Register to be maintained to record the details of Answer Books at the Regional Centre should have the following columns.
  - i) Serial Number
  - ii) Examination Centre Number.
  - iii) Date and subject of examination.
  - iv) Number of Answer book packets received with date and mode of receiving.
  - v) Speed Post number and date of despatch.
  - vi) Remarks regarding condition of seals on packets.
  - vii) Signature of the dealing staff.
- d) On receiving packets, the same must be kept in safe custody of the Regional Director till these are handed over to the CSO obtaining proper receipt.
- e) The Regional Director must obtain comments/clarification from the Examination Centre in respect of various discrepancies as reported by CSO during secrecy work such as (i) if dual Answer Books of a learner without any report and (ii) Answer Book received whereas learner are marked as “ABSENT: etc. These reports may be included with the concerned Unfair Means (UFM) cases.
- f) The Regional Director organizes an Screening Committee meeting to recommend individual UFM and Mass Group Copying cases on merit. Only recommended cases should be forwarded to the Director (Evaluation), NIOS.



- g) After comparing the number of examinees present and absent and processing the answer books by the CSO, the Regional Director will computerize the details of Absentees Centre wise/ Subject wise and Date wise with the help of the Attendance Sheet and will keep the records. He will submit the same to the Evaluation Department, NIOS to verify the absentees during the course of result processing.
- h) Upon completion of the secrecy work, the OMR Flyers and Attendance sheets need to be kept under safe custody of the Regional Director concerned with proper indexing at least for a period of two years.

#### **9.6 DUTIES OF THE CHIEF SECRECY OFFICER/SECRECY OFFICER(S)**

- a) The duties of the Chief Secrecy Officer and the Secrecy Officer(s) are of highly confidential nature. Apart from strict secrecy and sense of responsibility, accuracy and maintaining regularity in work is absolutely necessary. The Chief Secrecy officer will work independently and will have close coordination with the Regional Director, NIOS. The Chief Secrecy officer or other Secrecy Officers will communicate/correspond directly with the Regional Director only and not with any other lower level official/ officer.
- b) The work of Secrecy is a continuous process and has to be performed even on holidays as per the Schedule provided in advance by Confidential Section of NIOS Headquarters . The time schedule specified for despatch/delivery of the confidential bags to the Spot Evaluation Centre/Regional Centre must be strictly adhered to. The Regional Director and the Chief Secrecy Officers are jointly responsible for timely completion of Secrecy work and despatch of Answer Books for evaluation.
- c) The Chief Secrecy Officer shall be given a Schedule prepared by Confidential Section with the approval of the Director (Evaluation) mentioning the target dates by which the Answer Books after completion of secrecy work in different subjects shall be made available for the purpose of evaluation. The CSO shall have to adhere to this Schedule religiously.
- d) The Chief Secrecy Officer will convene a meeting of his team members one day before commencement of the Secrecy Work to assign duties to the individual members of Secrecy Team.
- e) The Chief Secrecy Officer will receive Sealed Answer Books Packets from the Regional Director or from the person authorized by him along with the Attendance Sheets and the copies of the Question Papers concerned as well as daily account statements of used and unused answer books of the concerned Examination Centre.
- f) The place of Secrecy work must be kept out of bounds for persons other than the members of the Secrecy Team.
- g) The Chief Secrecy Officer will receive sealed envelope(s) from the Secrecy Officer –in - Chief through the Regional Director containing the details of bar coded stickers with fictitious Numbers to be pasted/written by him and his team on the answer books. The CSO will ensure that the seals on the envelopes received by him are intact. A receipt of the envelopes should be given by the CSO to the Regional Director. Correctness of affixing the bar coded sticker with fictitious number is of great importance and will be the personal responsibility of the Chief Secrecy Officers. Discrepancy if any, should be brought in writing by the CSO to the notice of the Regional Director immediately in sealed envelope. The Regional Director will bring such discrepancies to the notice of Director (Evaluation ) immediately for further necessary action.
- h) He will ensure that all Answer Books have been received as per the statement of Learners appeared and will record centre wise, date wise roll no. of the absentees.
- i) He will record discrepancies, if any, with regard to incorrect Roll Nos., additional Roll Nos. and any other relevant information and communicate the same to the Regional Director for rectification.
- j) He will keep account of the Answer Books received from the Regional Director and those on which secrecy work has been completed for evaluation.

- k) He will maintain a Register to Record of Handing over/ Taking over the Answer Books.
- l) While preparing the packets of Answer Books, the Chief Secrecy Officer/Secrecy Officer should ensure that about 250 (Two hundred and fifty) answer books are packed sequentially and as far as possible the examination centers in serial order should be taken for preparing these packets.
- m) The packets so made shall be put in Safety Bags under personal supervision of the CSO after keeping proper record of the bundles and the bags so made. The bundles and the bags so made will be secretly coded for onward transmission to Regional Director.
- n) While packing a bag of the processed answer-books, a slip/label indicating the following may be tagged on the bag:
- Serial Number of the sealed bag as per secret code
  - Subject/ Examination
  - Total Number of answer books/packets inside the bag, the details of which may be known only to the Chief Secrecy Officer.
- o) The Chief Secrecy Officer will prepare a proper record of the answer-books dispatched/transferred for evaluation, which should tally with the record of answer books received from the Regional Director.
- p) The secrecy team will also maintain a register of bags which should contain the following information:
- Total No. of answer books in the bag.
  - Total No. of packets in the bag.
  - The prescribed proforma to be used for each bag should be filled in duplicate and kept under the custody of the Chief Secrecy Officer till the evaluation work is over. The Secrecy Officer will keep one copy shall with him and the second copy may be kept inside the bag.
- q) After completion of the Secrecy work, the Chief Secrecy Officer will hand over the Secrecy Register and Key in original to the Regional Director in a sealed cover. The same shall be sent by the Regional Director to the Director (Evaluation) immediately. No information contained in these documents shall be shared by the CSO/SO with anybody.
- r) The Unfair Means (UFM) cases shall not be affixed any bar coded sticker with fictitious number. The Answer books of the UFM cases will be evaluated with original Roll number. The CSO will hand over the UFM cases along with all relevant documents to the Regional Director for onward transmission to NIOS Headquarters. The CSO will also send Consolidated List of all the UFM cases in a sealed cover after completing the secrecy work of the last paper to the Director (Evaluation) through the Regional Director. He will ensure that all the supporting documents such as the reports of the Centre Supdt./Invigilators of the Examination Centre and the statement of the learners. FIR etc. must be sent with the UFM cases. Any deficiency in the supporting documents relating to the UFM cases should be brought to the notice of the Regional Director.
- s) The Chief Secrecy Officer/Secrecy Officer should also ensure that the Award Lists pertain to the same answer books with Fictitious Roll nos. which are being packed in the packets. For the additional learners whose Roll nos. do not appear in the computerized Award Sheet, separate OMR Award Sheet may be prepared with fictitious Roll Nos or the unused/ left out Secrecy Number in the Award Sheet Slip available at the end of the subject be used. The OMR Award Sheet of such additional learners should also be kept in the bag.

**The detailed duties/responsibilities of Secrecy Officer- in-chief, CSO and SO are mentioned in the “Guidelines for Secrecy Work” (Appendix-E).**

**Note: In case of an eventuality, if the Chief Secrecy Officer has to leave the Regional Centre, he shall do so with the written permission of the Director (Evaluation)/ Regional Director.**

### **9.7 PROCEDURE FOR SECRECY WORK BY THE SECRECY TEAM**

- a) Maintain a Control Register for recording the receipt of the Answer Book Packets from the Examination Centres through the Regional Director. Each answer book packet received by the CSO must be recorded in the Register so maintained.
- b) It must be ensured that the seals on the packets of answer books are intact. Any discrepancy noticed in this regard immediately be reported to Regional Director immediately..
- c) In case Answer book packets for a subject of examination are not received within a period of 04 days from the date of the examination such report may be given to the Regional Director to track the status of transit of packets and take necessary action to ensure their early receipt.
- d) Subject-wise packets of answer books should be stored separately and safely.
- e) Receive all the answer book packets of a particular subject of a Region and its corresponding adhesive laser labelled stickers and OMR Award Slips from the Regional Director.
- f) Open the packets of the answer book of an Examination Centre in a particular subject and compare the receipt of answer books of all the examinees present in the examination with the Attendance Sheet. In case any answer book of an examinee present as per Attendance Sheet is not found/ available in the packet, the report of the same should be recorded and communicated to the Regional Director for necessary action with the examination centre concerned. Any other discrepancy may also be recorded and reported to the Regional Director.
- g) The Title Page of an Answer Book has been divided into two parts. Part- I of the Answer Book contains the columns in which the learner is supposed to fill-in subject, subject code, day and date of the examination, medium of the examination code number written on the top of the question paper along with set number and the information regarding the type of disability, if any. Whether amanuensis (writer) provided; if visually handicapped, name of software used. Part II of the Title Page of the answer book contains columns in which the Learner is supposed to fill-in his/her name, roll number, centre code, subject-code, mother's/father's/guardians name and a column for the signature of the learner. The Invigilator shall verify all the particulars filled in by the learner on this page before putting his/her full signatures in the column provided for the same. He has to ensure that the facsimile stamp of the Centre Superintendent has also been put in the space provided for it.

The CSO will ensure that at no other place the learner has put up any symbol or mark that may reveal his/her identity. Thereafter the CSO/SO shall affix the laser labelled sticker bearing the fictitious Roll Number of the particular subject on one side and the Barcode on the other side in such a way that the dividing line of Part-I and Part-II of the Title Page coincides with the dividing line of the sticker so that the detachment of Part-II of the Title Page (using a scale) becomes smooth.

- h) After affixing the bar-coded sticker bearing Fictitious Roll numbers of the learners the answer books lot wise shall be handed over by the first Secrecy Officer to the second Secrecy Officer, who will ensure that the process of affixing of the bar-coded stickers has been correctly executed. The CSO shall re-check at least 10% of the answer books per lot to verify that the affixing process has been correctly executed.

After checking, the CSO will put his Facsimile Stamp ( to be supplied by NIOS to him) across the answer books. The CSO will ensure that no answer book is left without affixing the bar-coded stickers.

- i) All the answer books of a subject of a region be mixed together and the concerned adhesive laser labeled stickers may be pasted separately on the appropriate box of the OMR sheet one by one serially.

- j) After affixing the bar-coded stickers on the answer book, the second part of the OMR Sheet be detached using a scale. The second part of the OMR Flyer may be arranged subject wise, region wise serially and be handed over to the Regional Director for scanning by the Agency to be deputed by the Evaluation Department of NIOS..
- k) After pasting the laser labeled stickers and detaching the second part of the OMR Sheet, these answer book alongwith the corresponding Award Lists may be packed in bundles containing 20/30 Answer Books in each bundle with one copy of the corresponding Award Lists. These bundles may be packed in bags containing maximum 240 answer books (12/8 bundles) in each bag and sealed with a tag mentioning the details of the Answer Books contained in the bag.

## 9.8 RATES OF PAYMENT

The rates of remuneration for Secrecy work would be applicable as fixed by NIOS from time to time.

## 9.9 DEDUCTION FOR DISCREPANCIES IN SECRECY WORK

- (i) The NIOS will deduct the amount from the remuneration payable to the CSO/SO for the discrepancy noticed in the secrecy work.
- (ii) No remuneration will, however, be paid, if the CSO/SO discontinues the work before the entire work is finished. Suitable deductions at the discretion of the Chairperson, will also be made from the remuneration of any Secrecy Officer, if his work is not found to be satisfactory by the CSO or if he is unable to attend the work on any day.

## 9.10 PAYMENT

- (i) **Release of Fund:** Keeping in view the quantum of secrecy work as assessed by the Confidential Branch of NIOS Headquarters, the Accounts Branch will release funds to the Regional Centre who will make payment of the same to the CSO on completion of the work as per norms.
- (ii) **Final Payment :**Bills for remuneration should be submitted on the prescribed Proforma by the CSO after the assignment is over. The final payment for the secrecy work shall be released by the Regional Director after declaration of the result as per norms.
- (iii) The remuneration for Secrecy work to the Secrecy Officer-in Chief shall be approved by the Director (Evaluation) as per norms.
- (iv) In case of any faulty Secrecy work by CSO/SOs, appropriate deductions from their bill(s) shall be made by the Regional Director with approval of the Director (Evaluation).

**Note: For detailed process and procedure, the “Guidelines for Secrecy Work” should be followed strictly. (Appendix-E)**

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## EVALUATION AND DECLARATION OF RESULTS

### 10.1 EVALUATION

All Answer Books shall be evaluated by approved Team Leaders/Head Examiners/Evaluators.

The Answer Books will be got evaluated through Spot Evaluation System by the Regional Centre with the prior approval of the Director (Evaluation). However, under special circumstances the Answer Books may be evaluated at the residences of evaluators or through any other electronic mode after taking approval of the Director (Evaluation).

### 10.2 SPOT EVALUATION SYSTEM

Under the Spot Evaluation System, the evaluation of requisite number of Answer Books in various subjects will be done by the appointed Team Leaders/Evaluators at a fixed Evaluation Centre, under overall supervision of the Regional Director of NIOS.

### 10.3 FIXATION OF SPOT EVALUATION CENTRE

The Spot Evaluation Centre is the office premises of the Regional Centre/hired premises/School Building, which is selected for conducting the evaluation work. The Regional Director shall fix the Evaluation Centres after carefully studying the location of such Centres and other appropriate requirements according to guidelines mentioned below and obtain prior approval of the Director (Evaluation), NIOS Headquarters. The Evaluation will be done in a centralized way at one or more Evaluation Centres with approval of the Director (Evaluation).

### 10.4 MARKING SCHEME/GUIDELINES

A detailed Making Scheme is prepared for each Question Paper by the Paper Setter along with the Question Paper. The original Marking Scheme is standardized by the Academic Department, NIOS after each examination. The Standardised Marking Schemes and Guidelines for Spot Evaluation of the Answer Books will be made available to the Evaluators appointed by the Regional Director, immediately after the question paper has been administered. The marking scheme indicates value points in respect of each answer and awards to be given against each value point. The evaluation should be done strictly as per the supplied Marking Scheme. The Marking Scheme will be prepared and printed simultaneously with the Question Paper and kept in the custody of the Director (Evaluation) who will make it available after each question paper has been administered. The Marking Scheme is meant for the Evaluators only. It does not contain complete Answer of the Questions. The Marking Scheme cannot be provided to learners under the RTI Act (2005).

### 10.5 TEAM LEADER

- (i) Evaluation shall be done by a team of evaluators each team is headed by a Team Leader. The Team leader should have a minimum of 5 years experience of evaluation with NIOS or with some University or Board, the Regional Director, shall appoint a senior person of the rank of a Principal/ Vice Principal/Senior PGT of a School or a Lecturer of a College serving or retired as Team Leader for a subject/paper.

- (ii) The Team Leader shall be responsible for ensuring uniform evaluation of Answer Books as per the Marking Scheme.
- (iii) The Team Leader shall bring to the notice of the Regional Director such discrepancies anomalies and suspected use of unfair means which have been identified during the course of evaluation.
- (iv) The Team Leader shall intimate the Regional Director in writing the names of such evaluators who have not followed the prescribed instructions or have not maintained punctuality or have not observed the Code of Conduct.
- (v) No person whose ward or relation or the ward of a near relation has appeared in the Examination shall be appointed as Team Leader/Evaluator/Coordinator. An undertaking to this effect shall be obtained before as appointment of the Evaluation staff.

## **10.6 EVALUATORS**

- (i) Evaluators shall be appointed by NIOS to evaluate Answer Books.
- (ii) Evaluators shall be appointed from amongst the practicing /retired teachers/educationists with minimum three years experience of teaching at the Secondary / the Senior Secondary level. No person whose ward or near relation or the ward of a near relation has appeared in the Examination shall be appointed as Evaluators for that Examination.
- (iii) No person shall be appointed as Evaluator for two subjects/ Examinations simultaneously.
- (iv) No person of doubtful integrity or one who has been suspended from the service or one against whom a departmental enquiry is pending or who has been earlier debarred from any work of NIOS shall be appointed as an Examiner.

## **10.7 COORDINATORS**

- (i) The Team Leader shall select Coordinators from the list of the Evaluators appointed by NIOS. The Coordinators are appointed for checking and posting of Award List in respect of evaluated Answer Books in a particular subject at a Spot Evaluation centre.
- (ii) The coordination work will start from the second day of evaluation, when sufficient number of evaluated Answer Books are available for checking and coordination.

Online applications shall be invited for Evaluators, Team Leaders and Coordinators.

## **10.8 AWARD LIST**

All Award Lists are confidential documents of NIOS. No other person except those authorized by the Regional Director shall be permitted to handle the Award List. The Regional Directors will send the first (Main) and second copy (Counter Part) of the Award List to the Director (Evaluation), and retain the third/Photo copy for future reference, if any.

## **10.9 DECLARATION OF RESULTS**

- (i) On the recommendation of the Director (Evaluation), the Chairperson, NIOS shall appoint Result Officers for the processing and declaration of Result as per norms and schedules.
- (ii) The Result prepared by the Result Officer and team is placed before the Moderation Committee with the Subject wise Moderation Marks. The Moderation Committee recommends the subject wise Moderation Marks along with the Results prepared on the basis of norms and schedule . The results recommended by the Moderation Committee of the Public Examinations held by the NIOS will be declared with approval of the Chairperson.
- (iii) The result of On Demand Examination held by the NIOS will be declared with the approval of the Director (Evaluation).
- (iv) Results will be sent to the Regional Directors/AIs for the information of learners.
- (v) The results will be displayed on the official web-site of the NIOS **www.nios.ac.in**.



- (vi) NIOS shall not be held responsible for any material or other loss incurred by a learner, if the result of the learners is delayed by the NIOS as Result Later/Result Withheld.
- (vii) The 'Result' will indicate the factual position of the learner with the Marks obtained by a learner along with his status in a 'Gazette' (Result Register) published and kept in the office of NIOS.
- (viii) Every effort will be made to ensure that the NIOS receives Answer Books from the Examination Centres by Speed Post (Insured Post). However, if any Answer Book is lost in transit, NIOS will not be held responsible. The Learners whose Answer Books are lost in transit shall have to reappear in the Examination afresh.

#### 10.10 'RESULT LATER' CASES

- i) The NIOS may declare the result of the Learner(s) as 'Result Later' (RL) due to missing of Answer Books/ Awards or any inadequacy or due to lack of information from the Regional Centre, Examination Centre, learners etc.
- ii) The result of such Learners shall be declared by NIOS on availability of data information within a reasonable time from the date of declaration of result by a committee constituted by the Director (Evaluation).
- iii) The NIOS shall not be liable to pay for any loss/damage caused to the learner for 'Result Later' till the result is declared after recommendations of the Committees.
- iv) NC: Not Computable.

#### 10.11 'RESULT WITH HELD' CASES

In addition to the UFM Cases booked during conduct of examination, the following will be applicable under Result Withheld (RW) cases;

- In case of admission /Date of Birth and other related discrepancies, NIOS may withhold the result or in extreme cases results can be cancelled subject to the approval of the Competent Authority.

**Note: For detail process and procedure, the 'Guidelines for Spot Evaluation' to be followed strictly (Appendix-F)**

#### 10.12 'ALTERNATIVE SCHEME OF ASSESSMENT'

**In case the examinations can't be conducted due to any unavoidable circumstances such as COVID 19 pandemic etc. NIOS may adopt an objective Alternative Assessment criteria devised by a high level committee constituted by the competent authority for computation of result for the learners registered for a particular examination in the session.**

**The Guidelines for Objective Alternative Assessment Criteria may be referred.**

#### 10.13 AUTHORITY AND SIGNATORY FOR ISSUING DIFFERENT CERTIFICATES OF NIOS

Sl No	Name of the Certificate	Issuing Authority
1	Marks Statement cum Certificate	Director (Evaluation), NIOS
2	Migration Certificate (Secondary, Sr. Secondary Courses)	Dy. Director (Eval)/ In-charge of M&M Section, NIOS
3.	Pass Certificate Open Basic Education (OBE) Course	Director (Evaluation) and the Coordinator of the concerned OBE Agency
4.	Marks Statement cum Certificate (Any other examination conducted by NIOS)	Director (Evaluation), NIOS

**10.14 AUTHORITY FOR WITHDRAWAL OF CERTIFICATES ISSUED BY NIOS**

Sl.No.	Particulars	Authority
1	Withdrawal of Marks in subject (s), in case the learner is yet to clear in the course	Director (Evaluation), NIOS
2	Withdrawal of Marks Statement cum Certificate, in case the learner has cleared in the course	Director (Evaluation), NIOS

**10.15 AUTHORITY FOR APPOINTMENT, CHANGE AND REPLACEMENT OF CENTRE SUPERINTENDENT OF EXAMINATION CENTRE**

Sl. No	Particulars	Authority
1	Appointment of Centre Supdt. on the recommendation of the Regional Director, NIOS.	Director (Evaluation), NIOS
2	Change and replacement of Centre Superintendent due to emergency and unavoidable circumstances on the recommendation of Regional Director, NIOS	Director (Evaluation), NIOS

**10.16 AUTHORITY OF CANCELLATION OF EXAMINATION CENTRE IN CASE OF EMERGENCY AND UNAVOIDABLE CIRCUMSTANCES**

Reasons	Authority
Natural calamity, war, mass riot/strikes, Parliament and Assembly Election, Question Paper related problems, mass irregularity in the conduct- Process of Examination Centre and refusal by the centre to conduct the examination or any such unavoidable circumstances.	On the recommendation of concern Regional Director to Director (Evaluation) and approval by the Chairperson, NIOS.

\* \* \*



# RE-CHECKING OR RE-EVALUATION OF ANSWER BOOKS

### 11.1 RE-CHECKING/VERIFICATION OF MARKS

- (i) In case a learner is not satisfied with his/her result in the Public Examination, NIOS provides him with an opportunity to submit his/her request online through the Portal for re-checking of his/her Answer Books in which re-totaling of marks is done and it is ensured that no question is left unevaluated. This facility is provided only in Theory Papers and not in Practical Papers. The Answers will not be re-evaluated during re-checking. One may apply online for re-checking of the Answer Book in any subject within 15 days from the date of declaration of the results or as notified by NIOS from time to time. Application for re-checking and for payment of fee shall be made online only within the schedule time period. The re-checking will be completed within 45 days from the last date of application.
- (ii) On re-checking, the revised (better of the two) marks will be treated as final and binding on the learner applying for re-checking.
- (iii) In any case, re-checking will neither be done in the presence of learner or anyone else on his/her behalf, nor the Answer Books will be shown.
- (iv) The facility of rechecking or verification of marks is available for the Secondary, the Senior Secondary and the Vocational Education Courses.
- (v) The Result of Re-checking will be declared with the approval of the Director (Evaluation), and displayed on the NIOS website.
- (vi) A learner shall not be entitled for refund of fee.
- (vii) The NIOS will not be responsible for any loss or damage or for any inconvenience caused to him/her consequent upon the revision of marks or delay in communication for reasons beyond control.
- (viii) NIOS shall revise the Marks Statement in respect of such learners after the previous Marks Statement is returned by the learner.
- (ix) The decision of the Director (Evaluation) on the result of the Verification of Marks shall be final
- (x) Request for rechecking/verification of the Answer Book cannot be made under RTI Act -2005

### 11.2 RE-EVALUATION (FOR THE SENIOR SECONDARY EXAMINATION ONLY)

- (i) The National Institute of Open Schooling (NIOS) has introduced re-evaluation of Answer Books at the Senior Secondary level from April/May-2010 Examination. This will be in addition to the already existing system of re-checking/verification of marks for the Secondary and the Senior Secondary and the Vocational Education Courses. The learners who have appeared for the Senior Secondary Examination of NIOS can apply online for re-evaluation of Answer Books in Theory Paper of any subject. There is no provision for re-evaluation in Practical Papers.
- (ii) A learner can apply on-line for re-evaluation of one or more subjects by submitting a single application. No second request for the same subject for re-evaluation shall be entertained. The application for re-evaluation should be made online only.

- (iii) A learner can apply for re-evaluation on-line within 15 days from the date of declaration of results on the NIOS website [www.nios.ac.in](http://www.nios.ac.in). Incomplete applications and request received after the due date will not be entertained and will be rejected summarily without any notice.
- (iv) There is no Re-evaluation of Answer Books in the Secondary Examinations.
- (v) The processing fee for re-evaluation would be as fixed by NIOS. The fee is to be paid on-line by the learner.
- (vi) The result of Re-evaluation will be declared within 45 days from the last date of application after the approval of the Director (Evaluation), and will be available on the NIOS website.

### **11.3 STANDARD OPERATING PROCEDURE (SOP) FOR RE-EVALUATION OF ANSWER BOOKS AT THE SENIOR SECONDARY LEVEL**

- (i) A learner may apply online to obtain the photo copy of the Answer books within 10 days from the declaration of main result by paying prescribed fees online.
- (ii) The application for re-evaluation (for Theory Paper only) will be received on-line by NIOS for the Senior Secondary learners within 15 days from declaration of the result on the website of NIOS. Application processing fee per subject is to be paid on-line
- (iii) The list of applications received is visible in panel at all the Regional Centres.
- (iv) The Regional Centre will forward the Answer Books along with the photocopies of the Answer Books to the Director (Evaluation), immediately after receipt of such List. The applications received from the learners belonging to remote areas may be processed in the second lot. All the Answer Books must be sent by “Insured Speed Post” only.
- (v) The Department of Evaluation, NIOS will arrange for re-evaluation of the Answer Books through the concerned subject experts (other than those who have done the first evaluation) preferably the Team Leader. The re-evaluation will be done at the NIOS Headquarter only.
- (vi) On the photocopies of the Answer Books, the marks awarded by the original Evaluators and his/her particulars/ signature will be blackened before re-evaluation.
- (vii) The experts called for re-evaluation will be paid remuneration/ conveyance/ refreshment charges as per norms fixed by NIOS from time to time.
- (viii) After re-evaluation, a Coordinator will do the scrutiny of the re-evaluated Answer Books. The Coordinator will be paid as per NIOS norms. The Coordinator may be an evaluator or an NIOS official.
- (ix) If the increase of marks in re-evaluation is less than 5% of the maximum marks of the question paper, the original marks will stand except when the learner is able to get a pass with or without grace, the marks of re-evaluation will be awarded to the learner.
- (x) If increase of marks in re-evaluation is 5% or more of the maximum marks of the question paper, the new marks will be awarded to the learner.
- (xi) If the marks obtained after re-evaluation are less than the original marks, the original marks will stand.
- (xii) The Result Cell NIOS will take approval of the Director (Evaluation) and forward the result of re-evaluation to SAP for putting up on the website. It will also intimate the Learner about the result of re-evaluation.
- (xiii) The Revised result will be sent by the Result Cell through Director (Evaluation) to SAP NIOS for putting it up on the NIOS website and to the M&M Unit, NIOS for printing of revised Mark Statement.

- (xiv) Marks & Migration (M&M) Unit will send the revised Marksheets to the concerned Regional Centre NIOS. The Regional Centre will issue it to the concerned learner after taking back the old Marksheets.
- (xv) The revised result of re-evaluation will be final and binding on the learner. No further request will be entertained in the matter.
- (xvi) The entire process of re-evaluation will be completed within a period of 45 days from the date of receipt of application.

#### **11.4 RULES FOR RE-EVALUATION OF ANSWER BOOKS AT THE SENIOR SECONDARY LEVEL**

- (i) If the increase of marks in re-evaluation is less than 5% of the maximum marks, the original marks will stand except when the learner is able to get a pass with or without grace, the marks of re-evaluation will be awarded to the learner.
- (ii) If the increase of marks on re-evaluation is 5% or more of the maximum marks, the new marks will be awarded to the learner.
- (iii) If the marks obtained on re-evaluation are less than the original marks, the original marks will stand.
- (iv) NIOS will revise the old Mark sheet wherever applicable. Fresh mark sheet will be issued after the old Mark sheet is surrendered by the learner at the concerned Regional Centre.
- (v) In any case the re-evaluation will neither be done in the presence of the learner or anyone else on his /her behalf, nor will the Answer Books be shown.
- (vi) The revised Mark Sheet will be issued by the concerned Regional Centre to the Learner after surrendering the old Mark Sheet.
- (vii) The revised result of re-evaluation will be final and binding on the learner. No further request for re-evaluation will be entertained in the matter.
- (viii) NIOS will not be responsible for any loss or damage or any inconvenience caused to the learner, consequent upon the revision of marks or delay in communication for reasons beyond control.
- (ix) These rules supersede the previous rules for re-evaluation, if any.
- (x) Any doubt about the interpretation of these rules or matter not provided herein will be resolved by the Chairperson, whose decision will be final and binding.
- (xi) Request for re-evaluation of Answer Books will not be accepted under the RTI Act (2005).

#### **11.5 PROVIDING PHOTOCOPY OF THE THEORY ANSWER BOOK**

A learner may apply online to obtain photocopy of his/her Answer Book within 10 days from the date of declaration of the result of the main examination on payment of prescribed fee (to be paid online) for obtaining copy of Answer Book.

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# ON-DEMAND EXAMINATION SYSTEM (ODES)

### 12.1 THE CONCEPT AND PHILOSOPHICAL BASIS

The Flexible Examination System has been one of the key features of NIOS. As a major step in the direction of Examination reforms, NIOS came up with the innovative concept of **On-Demand Examination System (ODES)** using ICT. Under ODES, the assessment takes place when a learner is ready to take it. Not only ODES is time independent but it also allows learners to improve their performance till they are satisfied with the mastery level set by them individually. Thus, **ODES** adds another dimension of openness in the Open Schooling System where Examination is self paced and degree of performance is learner controlled.

Under ODES, a unique Question Booklet having defined number of items is generated randomly by the Computer on the day of the Examination out of the already developed Question Bank on the basis of Question Paper design and the Blue Print of the subject. It is a learner centric Examination system. It has helped NIOS learners to take up the Examinations as per their wish and preparation.

### 12.2 IMPLEMENTATION OF ODES

The implementation of ODES has been done after field testing of the Question Bank. The evaluation pattern and practices in ODES are same as is Public Examinations. The evaluation is done by the panel of evaluators in the Spot Evaluation mode as is being done in the case of Public Examinations. The result of ODES is published through NIOS web site [www.nios.ac.in](http://www.nios.ac.in) within 45 days of the Examinations.

The ODES is conducted at the NIOS Headquarter, NOIDA and at the identified Regional Centres of NIOS and at various identified Kendriya Vidyalayas (KVs) across India. The number of ODES Centres will be increased based on the requirement of NIOS and availability of the necessary infrastructure as per the ODES Guidelines.

### 12.3 ELIGIBILITY CRITERIA

In order to avail ODES facility, a learner has to be a registered student of NIOS having an Enrolment Number and an Identity Card or who has taken admission under Stream-3 or Stream 4. A Secondary/Senior Secondary learner of NIOS can apply for On Demand Examination within the validity period of his/her admission. The learners admitted under Stream-I and Stream-2 can register for ODES only after the first Public Examination for which he/she is eligible. The learners admitted in Stream-3 and Stream-4 are eligible for On-Demand Examination only and they are not permitted to appear in the Public Examinations.

A learner who had appeared in a subject is not eligible to appear in the same subject again in the same month. Such learners are permitted to appear for improvement in a subject in subsequent months or after the declaration of the result

### 12.4 OPTIONS FOR THE NIOS LEARNERS

The learners admitted in Stream-I and Stream-2 can:

- (i) appear in all the subjects in public Examinations
- (ii) appear in all the subjects through ODES
- (iii) appear in some subjects in public Examination and some through ODES

- (iv) To pass the Senior Secondary examinations, two years gap is required after passing Secondary Examination as per NIOS norms. However the learner can appear in up to 4 subjects before completion of this two years gap.
- (v) The learners admitted in stream-3 and stream-4 can appear through ODES only.

### 12.5 REGISTRATION FOR ODES

The registration for On Demand Examination (ODE) will be done only through online mode at the NIOS web site **www.nios.ac.in**. In special circumstances, the Director (Evaluation), may accord permission to appear in ODE through off-line mode. The Examination Fee as prescribed from time to time will be payable on-line to NIOS.

### 12.6 SUBJECTS AVAILABLE UNDER ODES

ODES is conducted in almost all the major subjects, the details of which are mentioned in the ODES Guidelines/ Brochure.

### 12.7 ODES DAYS

The ODES Theory and Practical examinations are conducted every week as per the ODES Guidelines/ Brochure except during the conduct of public examinations i.e., in the months of April-May and October-November or as specified.

### 12.8 MEDIUM OF QUESTION PAPER

The Question Paper is only bilingual i.e., in both English and Hindi mediums. However, the Regional Medium learners will have a choice of **Answering the Questions in respective Regional Medium.**

### 12.9 CONDUCT OF ODES

Generation of Question paper, conduct of Theory and Practical paper, Secrecy, Evaluation and Result Processing will be done as per the ODES Guidelines.

### 12.10 ODE Unfair Means Cases (UFM)

The On Demand Examination is conducted in the premises of NIOS Headquarters, Regional Centres and Kendriya Vidyalayas under the direct and strict supervision of Regional Directors,. This eliminates the occurrence of Unfair Means cases. However, stray UFM cases may be reported by the Regional Directors regarding these Examinations. To deal with such cases, the Director (Evaluation), shall constitute a Committee of 3-5 persons including 2-3 outside experts. This Committee shall recommend the ODE UFM cases and impose penalties as prescribed in the SOP for dealing with UFM cases. Based on the recommendation of the UFM committee, the Director (Evaluation), will approve the ODE UFM cases.

### 12.11 RESULT AND CERTIFICATION

- (i) After due approval from the Director (Evaluation), the ODES result will be declared and published through NIOS web site only.
- (ii) The Mark Statement-cum-Certificate and Migration Certificate will be printed only for Overall Pass Learners and provided to individual learners through concerned Regional Centre. Other learners can make request for the Marks Statement-cum-Certificate to the ODES Unit of the Evaluation Department, on payment of requisite fee.
- (iii) A learner can appear in the On Demand Examination in a subject any number of times (maximum once in a month) till he/she is satisfied about his/her performance during the validity period of registration.

**(Note: For detail process and procedures, the SOP for ‘On Demand Examination’ to be followed strictly (Appendix-I)**

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# ADMISSION AND EXAMINATIONS OF VOCATIONAL EDUCATION COURSES

### 13.1 ADMISSION

Admission to Vocational Education courses is open throughout the year online in two Blocks with cut-off dates corresponding to the two Public Examinations conducted in a year. A learner can take online admission in NIOS Vocational Education Course on its Portal by selecting the Course, Study Centre (known as Accredited Vocational Institute (AVI)) and by paying prescribed fee through online mode only. Each Accredited Vocational Institute (AVI) offers specific courses with limited number of seats. The details of the courses offered by an AVI and admission procedure with regard to eligibility, course fee, minimum age etc., are given in the Prospectus for Vocational Education Courses.

### 13.2 EVALUATION

NIOS has devised a suitable method of evaluation considering the practical nature of Vocational Education Courses where more emphasis is on evaluation of skills acquired during the course of study. In many cases, component of internal assessment has also been introduced to ensure continuous evaluation. Thus, there may be three components of evaluation:

1. Internal Assessment (if any)
2. Practical Examination
3. Theory Examination

### 13.3 MEDIUM OF EXAMINATION

(i) The Question Papers for the Examinations are mostly bilingual i.e., in both Hindi and English languages. One may, however, write Examinations in Hindi, English or in any Scheduled Regional Language irrespective of the medium opted for study at the time of admission.

#### (ii) *Practical and Theory Examinations*

Both the Practical and the Theory Examinations are conducted twice in a year in April–May and in October–November. Practical Examinations are organized at AVI/SAIED only.

#### (iii) *Internal Assessment*

NIOS has a provision of Internal Assessment in several courses as detailed in the Prospectus. This is based on Periodical Tests, Viva-Voce, Assignments, Projects, etc. It will be conducted by the AVI/SAIED. Passing in Internal Assessment, wherever applicable, is a necessary condition to pass in the Examination.

(iv) **Passing separately in Theory, Practical and Internal Assessment is essential in all Vocational Education Courses.**

### 13.4 CREDIT ACCUMULATION

One can avail multiple chances to take Examinations. NIOS will keep and accumulate Pass Credits in a particular Module till one clears all the required Modules for certification within the validity period of admission.

### **13.5 INTEGRATION OF ACADEMIC AND VOCATIONAL EDUCATION COURSES (COMBINING VOCATIONAL CREDITS WITH ACADEMIC COURSES)**

NIOS provides facility to learners for integration of one Vocational Education course with academic subjects at the Secondary and the Senior Secondary level as per details given in the Prospectuses of the Academic and the Vocational Education Course. If a learner passes in a Vocational Education subject(s), his/her credit can be combined with the credits of academic courses (as mentioned in the Prospectus of NIOS) for the purpose of certification at the Secondary/ the Senior Secondary levels. The learner can make a request in this regards on the Portal through e-services or such request may be sent on a plain paper to:

The Director (Evaluation), NIOS  
A-24/25, Institutional Area, Sector-62  
NOIDA, Uttar Pradesh-201309

### **13.6 IMPROVEMENT OF PERFORMANCE**

NIOS will allow a learner to apply again to pursue a course, which one has already passed, for improvement of performance. **This facility is given only once in a subject** within the validity period of admission.

### **13.7 SCRUTINY OF MARKS (THEORY)**

If a learner is not satisfied with his/her result of the Public Examination, he/she may apply for scrutiny of marks within 20 days from the date of declaration of result or as notified by NIOS from time to time. Application and payment of fee can be made only online within the scheduled date. The process of scrutiny of marks will be completed within 45 days from the last date of application.

### **13.8 DECLARATION OF RESULT AND ISSUE OF CERTIFICATES**

The results of vocational courses are processed as per norms and is declared on the NIOS Portal after approval of the competent authority. Marks Statement-cum-Certificate are sent to the concerned AVI/SAIED after declaration of the result for distribution to the candidates.

**NIOS does not issue any Migration Certificate to the learners of Vocational Education Courses.**

**Note: For detail process and procedure, the provision of the Prospectus for Vocational Education Course are required to be followed strictly.**

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## CHAPTER-14

# CERTIFICATION

### 14.1 MARKS STATEMENT-CUM-CERTIFICATE

- (i) A learner who has appeared in an Examination of NIOS but could not succeed shall not be issued a Marks Statement-cum-Certificate in physical format. He/she can download a digital Marks Statement-cum-Certificate from NIOS website.
- (ii) A learner who has appeared in the Examination of NIOS and has passed the Examination in overall shall be issued the Marks Statement-cum-Certificate. However, a learner who has appeared for improvement and in additional subject examination he/she will be issued Marks Statement-cum-Certificate only. A learner who appeared partly and passes the subjects may be issued a Marks Statement-cum-Certificate on request.
- (iii) The Result Documents are sent to the Study Centres through the Regional Centre for distribution to the learners or are directly sent at the learner's address, as decided by the NIOS from time to time.

### 14.2. DATE OF BIRTH CERTIFICATE

NIOS is not the certifying authority of Date of Birth of the learner. The Date of Birth of the learner as per the supporting documents submitted during admission and fed in the records of the NIOS shall be indicated in the Result document issued to the learner at the Secondary School level only. The NIOS does not print the Date of Birth (DOB) of learner in the Result Documents of the Senior Secondary and the Vocational Education Certificates.

### 14.3. MIGRATION CERTIFICATE

A learner, who has appeared in the Secondary/the Senior Secondary Examination of the NIOS and has passed the Examination, is issued a Migration Certificate. However, Migration Certificate shall not be issued to the learners of Vocational Education Courses.

### 14.4. DUPLICATE RESULT DOCUMENTS AND CERTIFICATE

A learner may obtain a duplicate Result Document and Certificate on payment of the prescribed fee and applying through e-Services on the NIOS Portal in the event of loss/theft/mutilation of the original Result Documents or Certificate.

### CHANGES IN THE CERTIFICATE

#### 14.5 CHANGE CORRECTIONS IN NAME

Change/corrections in learner's Name/Surname, Father's Name/Mother's Name would be considered and processed as per relevant rules framed from time to time on production of desired documents.

#### 14.6 CHANGE/CORRECTION IN DATE OF BIRTH

Change/correction in Date of Birth of the learner would be considered and processed as per relevant rules framed from time to time on production of desired documents.

#### 14.7 ISSUE OF REVISED DOCUMENTS AFTER PASSING IN AN ADDITIONAL SUBJECT

On request from a learner, NIOS will issue revised pass document on passing an additional subject ( not improvement), subject to the following conditions.

- (i) Payment of fee as fixed by NIOS from time to time.



- (ii) Surrender of all original Pass documents already issued.
- (iii) Undertaking to be submitted by the learner that he/she has not used the original documents anywhere else for higher studies or for employment etc.
- (iv) The year of passing to be mentioned in the document will be that of passing of the additional subject.
- (v) The information about an additional subject is available in the Prospectus.

#### **14.8 REMOVAL OF UN-SUCCESSFUL SUBJECT FROM THE MARK STATEMENT**

An application in this regard along with requisite fee is required to be submitted by the learner to the Department of Evaluation, NIOS for removal of any fail subject appearing in the Mark Statement.

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## CHAPTER-15

# EQUIVALENCE

Various Boards of School Education have given equivalence to each other's Examinations and consequently transfer from one Board to another is possible on a point to point basis. However, each Board/University is at liberty to put eligibility conditions for the next stage. The equivalence is only for equating two Examinations. The concerned Board/University may also prescribe additional eligibility condition(s) separately.

NIOS accepts the recognition/equivalence of foreign qualifications determined by the Association of Indian Universities AIU House, 16 Kotla Road, New Delhi- 110002.

In addition to the above, if a learner possesses a High School/Secondary School certificate from any foreign Board/University and intends to take admission in the Senior Secondary Course of NIOS, he shall be required to submit a certificate from the concerned Embassy/High Commission of the respective country in India to the effect that the Examination passed by the Learner is equivalent to the Indian High School/Secondary School Certificate Examination.

### 15.1 EQUIVALENCES OF EXAMINATIONS OF NATIONAL INSTITUTE OF OPEN SCHOOLING

NIOS has been vested with the authority to conduct examinations at all India level from the year 1991 as per Government of India, Ministry of Human Resource Department (Department of Education) vide Resolution No- F 5.24/90 Sch. 3, dated 14.09.1990 published in the Gazette of India on 20<sup>th</sup> October 1990. The Association of Indian Universities (AIU) has recognized the NIOS Certificates as of the Secondary and the Senior Secondary Education Courses for admission to the Institutions of higher learning. AIU did not recognize NIOS certificate for employment. Several Boards of School Education in the country have recognized the Examinations and the Certificates of the National Institute of Open Schooling (NIOS).

### 15.2 RECOGNISED BOARDS OF SCHOOL EDUCATION

The list of the recognized Boards of School Education and non-recognized Board of School Education are published in the prospectus of the Academic Courses of NIOS from time to time.

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## CHAPTER-16

# RETENTION AND DISPOSAL OF EXAMINATION MATERIALS

NIOS conducts its Public Examinations twice in a year. Certain other examinations are also conducted by NIOS from time to time. Huge quantity of examination materials is processed every year. Such bulk material cannot be retained for along period. Depending upon the requirement of such materials, the policy for specific time period for retention and disposal has been framed as mentioned below.

Sl.No	Kind of the Material	Retention Period	Disposal Policy
1	Used and Unused Answer Books except UFM cases and Court cases or other disputed cases	45 days from the date of publication of Result	The Regional Director concerned may initiate steps for disposal of material after following the due procedure
2	Unused Question Papers and Photo Nominal Roll	45 days from the date of publication of Result	The Regional Director concerned may initiate for the disposal after following the due procedure
3	Subject wise Attendance Sheet and Second Part of the OMR Flyer of the Answer Books	2 years from the date of publication of Result	The Regional Director concern may initiate steps for disposal of materials after following the due procedure
4	Award Sheets and Attendance Sheets	5 years from the date of publication of Result	The Result Section may initiate steps for disposal of material after following the due procedure
5	Balance/Unused/ Invalid Cancelled Secrecy Materials	45 days from the date of publication of Result	The Regional Director concerned may initiate steps for disposal of material after following the due procedure
6	Unused/Invalid/ Cancelled Stationery of Marks Statements and all other certificates	45 days from the date of publication of Result	The Confidential Unit and the Result Section of the department of Evaluation may initiate steps for disposal of materials after following the due procedure
7	Printed Guidelines/ SOP/ Date Sheet and any other Examination material manufactured for the purpose of a particular examination	45 days from the date of publication of Result	The concerned Office may initiate steps for disposal of materials after following the due procedure
8	Answer Books relates to UFM cases	45 days from the date of publication of UFM Result	The Confidential Unit and the Result Section of the Department of Evaluation may initiate steps for disposal of materials after following the due procedure
9	Unfair Means cases Reports	2 years from the date of publication of Result	The Confidential Unit and Result Section of the Department of Evaluation may initiate stapes for disposal of materials after following the due procedure
10	Answer Books, Attendance Sheets and Award Sheets relates to Court Cases	90 days from the final disposal of the case by the Court	Concerned Section/ Department may initiate steps for disposal of materials after following the due procedure
11	Papers received in connection with issue of Duplicate document	Six month from date of issue of Duplicate Documents	Concerned Section/ Department may initiate steps for disposal of materials after following the due procedure
12	Documents received in connection with correction of Name/ Date of Birth /Result etc	One year from the date of issue of corrected documents	Concerned Section/ Department may initiate steps for the disposal of materials after following the due procedure
13	Papers received in connection with verification of Result Document	(a) one year from date of supply of Report OR till final disposal of the cases, if any.	Concerned Section/ Department may initiate steps for disposal of materials after following the due procedure

## CHAPTER-17

# CONSTITUTION OF COMMITTEES

The following Committees have been constituted by the Competent Authority to deal with various Evaluations related issues.

1. **Evaluation Committee** : This Committee deals with policy matters and other matters related to Examinations of NIOS.
2. **Moderation Committee** : This Committee decides and recommends the Result(s) after due moderation of the marks.
3. **Un-Fair Mean (UFM) Committee** : This Committee examines the Unfair Means cases reported during examinations and recommends suitable penalties as per the Standard Operation Procedure for dealing the UFM cases.
4. **Examination Centre Fixation Committee** : This Regional Level Committee verifies and recommends the Examination Centres for NIOS Examinations.

**The Constitution of each of the above mentioned Committee is as follow:**

### 17.1 EVALUATION COMMITTEE

1.	Director (Evaluation), NIOS	Chairperson
2.	Under Secretary/Dy. Secretary (School Education), Ministry of Education, Govt, of India.	Member
3.	Nominee of the Registrar of Examinations, Student Education Division, IGNOU (not below the rank of Assistant Registrar)	Member
4.	Nominee of the Controller of Examinations, CBSE (not below the rank of Assistant Secretary)	Member
5.	Nominee of the Commissioner, Kendriya Vidyalaya Sangthan (not below the rank of Assistant Commissioner)	Member
6.	Nominee of the Commissioner, NVS (not below the rank of Assistant Commissioner)	Member
7.	Regional Director ,NIOS (to be nominated by the Chairperson, NIOS)	Member
8.	Deputy Director (Evaluation), NIOS	Member
09.	SA/P, NIOS	Member
10.	Deputy Director (Evaluation) In charge of the Confidential Section, NIOS	Member Secretary

### 17.2 MODERATION COMMITTEE

1.	Director (Evaluation), NIOS	Chairperson
2.	Nominee of the Director, Directorate of Education , NCT of Delhi (not below the rank of Assistant Director)	Member
3.	Nominee of the Commissioner, NVS (not below the rank of Assistant Commissioner)	Member
4.	Nominee of Commissioner, KVS (not below the rank of Assistant Commissioner/Principal)	Member
5.	Nominee of the Controller of Examinations, CBSE (not below the rank of Assistant Secretary)	Member
6.	Nominee of Registrar of Examinations, Student Education Division, IGNOU (not below the rank of Assistant. Registrar)	Member
7.	Regional Director, NIOS (to be nominated by the Chairperson, NIOS)	Member
8.	SAP, NIOS	Member
9.	Assistant Director (Confidential), NIOS	Member
10.	Deputy Director (Evaluation)-I/II, NIOS	Member Secretary

### 17.3 UNFAIR MEANS COMMITTEE

1.	Director( Evaluation) ,NIOS	Chairperson
2.	Nominee of Commissioner, NVS (not below the rank of Assistant Commissioner)	Member
3.	Nominee of the Commissioner, KVS (not below the rank of Assistant Commissioner/Principal)	Member
4.	Nominee of the Director, Directorate of Education , NCT of Delhi (not below the ranks of Assistant. Director)	Member
5.	Nominee of the Controller of Examination, CBSE (not below the rank of Assistant Secretary)	Member
6.	Nominee of the Registrar of Examinations, Student Education Division, IGNOU (not below the rank of Assistant. Registrar)	Member
7.	One Regional Director, NIOS (to be nominated by the Chairperson, NIOS)	Member
8.	SA/P, NIOS	Member
9.	Assistant Director (Confidential), NIOS	Member
10.	Deputy Director (Evaluation)-I/II, NIOS	Member Secretary

**Note:** The Director (Evaluation) of NIOS on recommendation of the Regional Director constitutes a Regional UFM Committee at Regional Centre level every two years to screen and recommend UFM/Mass Copying cases reported in NIOS Public Examinations.

### 17.4 EXAMINATION CENTRE FIXATION COMMITTEE (ECFC)

1.	Regional Director, NIOS	Member Convener
2.	Regional Officer of KVS/NVS or representative of KVS/NVS	Member
3.	Regional Officer of CBSE or representative of Regional Centre, CBSE	Member
4.	Officer of Group 'A' or 'B' as member from State School Education Department	Member
5.	Any other officer to be nominated by Director (Evaluation), NIOS	Member

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## CHAPTER-18

# AMENDMENTS AND REVISION

The Evaluation Committee of NIOS is competent to make from time to time amendments and revision in the Bye-laws Governing Examination and Certification and to implement them after approval of the Chairperson, NIOS.

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## CHAPTER-19

# JURISDICTION

The legal Jurisdiction for the suits to be filed against NIOS, if any, on matters concerning these Bye-laws shall be the Court of Gautam Budh Nagar, NOIDA, Uttar Pradesh.

The Secretary, NIOS shall be the legal person/authority in whose name, NIOS may sue and be sued.

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## **IMPORTANT NOTE**

- 1 In the event of some doubt arising in interpretation of provisions, practices and rules, and in the Examination Bye-laws the decision of the Chairperson, NIOS will be final.
- 2 NIOS reserves the right to amend, modify or alter any of these rules and bring them into effect through a notification. Once notified, the rules would come into force.
- 3 If the last date so specified happens to be public holiday (Saturday/Sunday), the next working day will automatically be treated as the last date for the purpose.
- 4 Every care has been taken to print correct information to the possible level. However, NIOS is not responsible for any inadvertent mistakes cropping up during printing etc.