

Bye - Laws

Governing Examinations and Certification

2012



National Institute of Open Schooling
(An autonomous organisation under MHRD, Govt. of India)
A-24-25, Institutional Area, Sector-62, Noida, U.P.
Website: - www.nios.ac.in

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CHAPTER-1

DEFINITIONS

1. SHORT TITLE AND COMMENCEMENT

These bye-laws shall be called as 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), National Institute of Open Schooling.

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 the NIOS’.
- (iv) ‘Examination Committee’ means ‘Examination Committee of the NIOS’.
- (v) ‘Rules’ mean ‘Rules as framed by the NIOS from time to time.’
- (vi) ‘Chairman’ means the ‘Chairman of the NIOS’.
- (vii) ‘Secretary’ means the ‘Secretary of the NIOS’.
- (viii) ‘Director (Academic)’ means ‘Director (Academic) of the NIOS’.
- (ix) ‘Director (Evaluation)’ means ‘Director (Evaluation) of the NIOS’.
- (x) ‘Director (Student Support Services)’ means ‘Director (Student Support Services)’ of the NIOS.
- (xi) ‘Director (Vocational)’ means ‘Director (Vocational) of the NIOS’.
- (xii) ‘Committee of Courses’ means ‘Committee of Courses of the NIOS’.
- (xiii) ‘Unfair Means Committee’ means committee dealing with malpractices in the NIOS Examinations.
- (xiv) ‘Evaluation Committee’ means committee dealing in policy matters & other matters of the Examinations of NIOS.
- (xv) ‘AI’ means a School/College/University/NGO or any other educational institution accredited with NIOS as an Accredited Institution.
- (xvi) ‘Marksheet’ means statement of marks issued by the NIOS.
- (xvii) ‘Migration Certificate’ means certificate issued by the NIOS to a candidate on successful completion of Secondary/Senior Secondary Certificate Examinations of NIOS for seeking admission for higher education.
- (xviii) ‘Pass Certificate’ means certificate issued by the NIOS to a candidate on successful completion of Secondary/Senior Secondary /Vocational Course.
- (xix) ‘Prospectus’ means booklet containing details of instructions, rules for admissions and Examinations for the particular year.

- (xx) 'Near Relation' includes wife/husband, sons, daughters and members of their family, nephews, nieces, similar relationship of wife/husband.
- (xxi) 'Regional Centre' means Regional Centre of NIOS.
- (xxii) 'On Demand Examination System (ODES)' means an Examination system under which candidates can appear in the Examination as per their wish subject to availability of seats.
- (xxiii) 'Transfer of Credit (TOC)' means facility provided by NIOS to the Ex-Secondary/Senior Secondary learners of NIOS and other recognized Boards of School Education as approved by NIOS.
- (xxiv) Words importing the singular number also include plural number and vice-versa; words importing the masculine gender also include the feminine gender.

3. **INTERPRETATION**

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

4. **JURISDICTION TO FILE SUITS**

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

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

* * *

CHAPTER-2

EXAMINATIONS CONDUCTED BY THE NIOS

2.1 EXAMINATIONS CONDUCTED BY THE NIOS

The following Examinations are conducted by NIOS

S.No.	Name of the Examination	1st Examination	2nd Examination
i.	Secondary School Certificate Public Examination	April-May	October-November
ii	Senior Secondary School Certificate Public Examination	April-May	October-November
iii	Vocational Course Public Examination	May/-June	November-December
iv	On Demand Examination (Any day as per the demand of candidate and availability of seats)	Appeared in the exam during 1 st April to 30 th September will be treated as April/May session of the Public Examination of the same year for certification.	Appeared in the exam during 1 st October to 31 st March will be treated as October/November session of the Public Examination of the same year/Previous year for certification.
v	Open Basic Education (OBE)	Decided by NIOS from time to time.	Decided by NIOS from time to time.
vi	Vocational Examination for Minorities (Hunar)	May/June and as decided by the Director (Eval.)	November/December and as decided by the Director (Eval.)
vii	Basic Literacy Programme for Adult Learners (Under NLMA Project)	March or as decided by NLMA-NIOS	August or as decided by NLMA-NIOS

2.2 Any other Examination that NIOS conducts up to Senior Secondary level or equivalent and as may be assigned to the NIOS from time to time by the appropriate Competent Authority.

2.3 The period of commencement of Examinations as indicated in 2.1 above, is only suggestive. The Examinations shall actually be held on such dates and time at such centres as may be determined by the Director (Evaluation) every year.

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CHAPTER-3

SCHEME OF EXAMINATIONS

3.1 PUBLIC EXAMINATION

- (i) After enrolment, candidates admitted to the Secondary and Senior Secondary courses, will have to pursue a course of study for an academic year (unless otherwise specified), to be eligible to appear for Public Examination.
- (ii) For every Examination, a candidate must register at the AI by filling the examination form as per modes provided by NIOS and deposit the requisite fee as fixed by NIOS from time to time, indicating the subjects for the Examination. Registration for the Examination and payment of Examination fee within the due date is an essential condition for making the candidate eligible to appear at each succeeding Examination of NIOS. The Examination forms are annexed in the prospectus and are also available at the AIs. Examination form can be photocopied or downloaded from the official web site of NIOS www.nios.ac.in , if needed.
- (iii) The Examination fee/forms will not be accepted after the last date as fixed by NIOS under any circumstances. However, a candidate who fails to submit his/her Examination form alongwith requisite Examination fee within the stipulated dates, may submit the same at Regional Centre of their respective region with a special late fee/ fine as decided by NIOS from time to time within the stipulated date as prescribed/notified by the NIOS in the prospectus or otherwise.
- (iv) Candidates whose AIs are not functioning or are cancelled can however submit the Examination form along with Examination fee at the respective Regional Centre or online.
- (v) The Examination fee once paid for the Examination will not be refunded or adjusted for future Examinations under any circumstances.
- (vi) However, fixation of Examination centre is the sole prerogative of NIOS. The Examination centres of NIOS will be preferably fixed in Schools/Colleges of recognized Boards/Universities. The Examinations of the NIOS shall be held at such Examination centres as recommended by the Regional Examination Centres Fixation Committee and subsequently approved by the Director (Evaluation), NIOS. The candidate will be informed about the allotment of Examination centres and date of Examination through an intimation letter or otherwise. Students can

also seek the information about their Examination centres from the concerned Regional Centre as well as from the official websites of NIOS www.nios.ac.in .

- (vii) Only such candidates whose names appear in the list of candidates supplied by NIOS to the Examination centres or who have written permission from the Regional Centre/NIOS Head Quarter will be allowed to appear at the allotted Examination Centre in the registered subjects. Other candidates will not be allowed to appear in the Examination.

3.2 SCHEDULE FOR REGISTRATION FOR EXAMINATION AND PAYMENT OF EXAMINATION FEE

The Schedule for registration and payment of Examination Fee for Secondary and Senior Secondary Examination effective from April-2013 Examination is given below:

3.3. FOR APRIL EXAMINATION

- (i) For fresh and unsuccessful learners of previous Examination – 01st December to 31st December (without late fee)
- (ii) For learners who have been unsuccessful in the preceding Examination i.e. October Examination – 16th December to 31st December (without late fee)
- (iii) For all learners with late fee of Rs. 50/- per subject 01st January to 10th January
- (iv) For all learners with consolidated late fee of Rs.800/- per learner – 11 January to 20th January

3.4 FOR OCTOBER EXAMINATION

- (i) For fresh and unsuccessful learners of previous Examination – 01st June to 30th June (without late fee)
- (ii) For learners who have been unsuccessful in the preceding Examination i.e. April Examination – 16th June to 30th June (without late fee)
- (iii) For all learners with late fee of Rs. 50/- per subject 01st July to 10th July
- (iv) For all learners with consolidated late fee of Rs.800/- per learner – 11 July to 20th July

3.5 SCHEME OF EXAMINATIONS

a) Secondary Examination					b) Senior Secondary Examination				
Code	Subject	No. of Papers	Max. Marks	Duration (hours)	Code	Subject	No. of Papers	Max. Marks	Duration (hours)
Group A					Group A				
201	Hindi	1	100	3	301	Hindi	1	100	3
202	English	1	100	3	302	English	1	100	3
206	Urdu	1	100	3	303	Bengali	1	100	3
209	Sanskrit	1	100	3	306	Urdu	1	100	3
203	Bengali	1	100	3	309	Sanskrit	1	100	3
204	Marathi	1	100	3	Group B				
205	Telugu	1	100	3	311	Mathematics	1	100	3
207	Gujarati	1	100	3	312	Physics	(Th) 1 (Pr) 1	80 20	3 3
208	Kannada	1	100	3	313	Chemistry	(Th) 1 (Pr) 1	80 20	3 3
210	Punjabi	1	100	3	314	Biology	(Th) 1 (Pr) 1	80 20	3 3
228	Assamese	1	100	3	315	History	1	100	3
231	Nepali	1	100	3	316	Geography	(Th) 1 (Pr) 1	80 20	3 3
232	Malayalam	1	100	3	317	Political Science	1	100	3
233	Oriya	1	100	3	318	Economics	1	100	3
235	Arabic	1	100	3	319	Commerce/Business Studies	1	100	3
236	Persian	1	100	3	320	Accountancy	1	100	3
237	Tamil	1	100	3	321	Home Science	(Th) 1 (Pr) 1	80 20	3 3
Group B					328	Psychology	1	100	3
211	Mathematics	1	100	3	330	Computer Science	(Th) 1 (Pr) 1	60 40	3 2
212	Science & Technology	(Th) 1 (Pr) 1	85 15	2½ 3	331	Sociology	1	100	3
213	Social Science	1	100	3	332	Painting	(Th) 1 (Pr) 3	30 70	1½ 6
214	Economics	1	100	3	333	Environmental Science*	(Th) 1 (Pr) 1	80 20	3 3
215	Business Studies	1	100	3	335	Mass Communication	(Th) 1 (Pr) 1	80 20	3 3
216	Home Science	(Th) 1 (Pr) 1	85 15	2½ 3	336	Data Entry Operations	(Th) 1 (Pr) 1	40 60	2 2
222	Psychology	1	100	3					
223	Indian Culture and Heritage	1	100	3					
225	Painting	(Th) 1 (Pr) 1	30 70	1½ 3					
229	Data Entry Operations (E)	(Th) 1 (Pr) 1	40 60	2 2					

3.6 PASS CRITERIA

SECONDARY COURSE

- (i) To pass in a subject a candidate must secure a minimum of 33% marks in aggregate (theory plus practical wherever applicable) in the Examination.
- (ii) For Secondary certification, a candidate must pass in five subjects including at least one language but not more than two languages.

CERTIFICATION CRITERIA

Course	Pass Criteria in a subject	Certification Criteria
Secondary Course (Class X)	A Minimum of 33% marks in the aggregate (Theory plus practical wherever applicable) in the public Examination.	Pass in 5 subjects including at least one but not more than two languages.
Senior Secondary Course (Class XII)	A Minimum of 33% marks in the aggregate as well as separately in theory and practicals in the public Examination.	Pass in 5 subjects including at least one but not more than two languages.

3.7 SENIOR SECONDARY COURSE

- (i) To pass in a subject, a candidate must secure a minimum of 33% marks in aggregate as well as a minimum of 33% marks separately in the theory and practicals of the Examination.
- (ii) For Senior Secondary certification, a candidate 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.

3.8 ELIGIBILITY FOR HIGHER STUDIES

Award of a certificate to a candidate does not make him/her automatically eligible for admission to the next level of education, whether in the formal or in open mode. This will depend on the candidate fulfilling the eligibility conditions laid down by the concerned Institution/Board/University. Hence, candidates 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. The candidates must offer and pass the required subject in that case. Therefore, the candidates who wish to pursue their studies further from some **other Board of Secondary Education or University** are advised to offer subjects keeping in view the requirement of respective Board/University.

3.9 CHANGE OF SUBJECT

- (i) After admission in Secondary/Senior Secondary course during the course of study, a candidate 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 Examination. **Subject (s) passed by the candidate, also cannot be changed subsequently.**
- (ii) Candidates can apply for the change of subjects or for additional subject (s) during the course of study within the periods given below:
1st April to 15th April to appear for Oct. – Nov. Examination
1st October to 15th October to appear for April-May Examination
- (iii) For change of subject (s)/additional subject (s), the candidate shall be required to pay the prescribed fee as may be fixed by NIOS from time to time.
- (iv) Candidates whose AIs stand cancelled, may send their applications for change in subject (s)/ additional subject to the concerned Regional Centre.

3.10 MEDIUM OF EXAMINATION

- (i) Irrespective of the Medium chosen by the candidate at the time of admission, the candidate is free to write the Examination in any of the scheduled Indian languages.

3.11 CREDIT ACCUMULATION

- (i) The candidates are offered as many as nine chances to appear in the external Examination, spread over a period of five years from the date of

registration. NIOS will maintain record of subjects in which candidates have been declared pass and credits awarded to them till eligibility certification norms are met. To illustrate, a candidate admitted in July, 2007, can avail chances to appear in the external Examination upto April/May 2012 Examinations.

- (ii) If a candidate passed in theory but failed in practical examination of Senior Secondary Examination, marks in theory will be retained. However, if such a candidate appears again in theory, the better of the two marks will be taken into account for the result. Likewise, passed in practical but failed in theory similar procedure will be applicable. However, in such cases, the candidates will be required to pay the requisite fee for both theory and practical as may be fixed by NIOS from time to time.

RE-ADMISSION AND TRANSFER OF CREDITS

3.12 RE-ADMISSION

- (i) Ex-Secondary /Senior Secondary candidates of NIOS who qualified 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 subject(s) passed during the previous admissions will be transferred to the re-admission, after which candidates may complete the course after passing the remaining subjects.

3.13 TRANSFER OF CREDIT (TOC)

- (i) Ex-Secondary/Senior Secondary candidates of International/National/State Board/CBSE, State Open Schools and of other recognized Boards of School Education in India or by Association of Indian Orientation (AIO) for transfer of credit, may seek admission in the respective NIOS courses with the option to get transfer of credit of Maximum of two subjects passed by them through their respective Boards, provided these subjects are available in the scheme of courses offered by NIOS. Thus, to qualify in NIOS programme, candidate will be required to pass in the remaining three subjects only.
- (ii) In the statement of marks or marksheet issued by NIOS, there will not be any mention about the transfer of credit.
- (iii) TOC will be granted as per the admission policy of NIOS.

3.14 SYLLABUS

The Learners 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 students shall be appearing. NIOS has discretion to change/revise the syllabus, scheme of Examinations or both during the period of the registration of the candidate. In such case, the candidate has to complete remaining course with the revised syllabus.

3.15 HOLDING OVER THE FEE

Holding over or carry forwarding of the fee for the next date of the Examination fee will not be permitted under any circumstances.

3.16 IMPROVEMENT OF PERFORMANCE

Even though a candidate might have passed in a subject, NIOS may allow the candidate to re-appear in that subject for improvement of performance. For this purpose the candidate should apply through the prescribed mode alongwith the requisite fee. This chance can be availed by the candidate within five years from the date of admission. Better of the two results will be reflected in the marks statement or Mark Sheet. A candidate wishing to improve the performance in a subject involving both theory and practicals, will be required to appear in both. If a candidate appears only in theory or in practical he will not be given better marks of one Examination in theory and the other Examination in practical. Such candidates will be required to follow the same syllabi, courses and the scheme of Examination as are applicable to the year of Examination, in which the candidate shall be appearing for improvement.

3.17 ONLY ONE CHANCE IS PERMISSIBLE TO A CANDIDATE FOR IMPROVEMENT OF PERFORMANCE IN EACH SUBJECT DURING THE PERIOD OF FIVE YEARS OF ADMISSION

3.18 PRACTICAL EXAMINATIONS

As far as possible the Practical Examination will be conducted at the same AI, the days and dates are decided by the NIOS in the date sheet. The Practical Exam Centre will be the concerned of AI provided the Minimum twenty learners should be available for organizing for Practical Exam. In case of non-availability of AI, with the approval of the Director (Evaluation), nearest AI of NIOS or Examination Centre of NIOS may be fixed for Practical Examination Centre as a special case.

The Practical Examination for Vocational Subjects under academic stream will also be conducted at the respective study centre (AVI). The candidates may approach their respective study centres for details of Practical Examination.

3.19 ILLNESS OF CANDIDATE DURING EXAMINATIONS

Absence of a candidate from the Examination due to illness or some other circumstances shall not be construed as postponement of the chance to appear in the Public Examination, which are held twice a year.

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CHAPTER-4

ADMISSION TO NIOS COURSES

4.1 ADMISSION TO SECONDARY AND SENIOR SECONDARY COURSES

Admission in NIOS for Secondary and Senior Secondary Courses is available On-line only.

The Learners have three options for on-line admission as given below:

- (i) Register themselves directly On-line on NIOS website www.nios.ac.in by following the given procedure.
- (ii) Visit concerned Regional Centre and take its help for on-line registration. The list of Regional Centres and the detailed procedure for admission is available on the NIOS website www.nios.ac.in.
- (iii) May Visit nearest AI (study centre)/Facilitation Centre and take its help for On-line registration. The list of Regional Centres and Accreditation Institutions (AIs) is given on the NIOS website www.nios.ac.in.

There are four streams of On-line admission catering the learners with different needs. The admission in these four streams are mutually exclusive i.e., learner can opt only for one of them.

4.2 ON-LINE ADMISSION FOR ALL LEARNERS (STREAM 1)

This stream for On-line Admission is open for all the learners as per the laid down eligibility criteria for Secondary and Senior Secondary level. Online Admission for stream-1 is available throughout the year.

Learners seeking admission under Stream-1 will be attached to the AI (Study Centre) as opted by them at the time of admission and will be eligible for Transfer of Credit(TOC) as per rules.

4.3 ENTRY REQUIREMENTS

<i>Requirement</i>	<i>Admission Dates</i>	<i>Secondary</i>	<i>Senior Secondary Course</i>
(a) Online Admission Ist Block	1 st March to 31 st August	14 years as on 31st July of the year of admission	15 years as on 31st July of the year of admission
IIInd Block	1 st September to 28 February	14 years as on 31st January of the year of admission	15 years as on 31st January of the year of admission

<p>(b) Supporting Documents</p>		<p>(i) Attested copy of Birth Certificate issued by the Municipal Authority or District Office of the Registrar of Birth and Deaths for all candidates born on or after 26.01.1989.</p> <p style="text-align: center;">OR</p> <p>(ii) Transfer Certificate/ School Leaving Certificate showing applicant's DATE OF BIRTH, issued by the last school attended by the applicant.</p> <p>In case of Govt. schools the transfer certificate/ school leaving certificate should be signed by the Principal while in the case of Private schools it should also be countersigned by the competent education authority of State/or District Education Officer</p>	<p>Attested copy of the Certificate of Matriculation/ Secondary Examination having a record of the DATE OF BIRTH. (No other proof of age will be accepted for Senior Secondary admission).</p>
<p>Note: In case of Orphan/Juvenile/Street Children, the Medical Legal Certificate may be provided as proof of Date of Birth</p>			
<p>(c) Minimum Educational Qualifications</p>	<ul style="list-style-type: none"> • Certificate of Class VIII passed, or • Self Certificate (as Mentioned at the back of Admission Form) 	<p>Copy of the Certificate of the Secondary Examination passed from NIOS or a recognised Board of Secondary Education duly attested by a Gazetted Officer</p>	

IMPORTANT NOTE

- 4.4**
- (i) Admission forms received without supporting documents will be rejected.
 - (ii) If the Secondary level Examination has not been passed from a recognised Board, admission at Senior Secondary level will not be considered. List of recognised Boards is given in prospectus for admission.
 - (iii) If a candidate possesses a High School/Secondary Certificate from any Foreign Board/University and wants to take admission to Senior Secondary course of NIOS, the candidate will be required to attach a certificate from the concerned Embassy/High Commission to the effect that the Examination passed by the candidate is equivalent to the Indian High School/Secondary Examination.
 - (iv) Address Proof is not mandatory for admission.
 - (v) Only a maximum of three (03) admissions will be allowed on a given address.

4.5 ON-LINE ADMISSIONS FOR EX-STUDENTS OF RECOGNISED BOARDS(STREAM 2)

This stream for On-line admission is open from 20th May to 20th July every year for those learners who had appeared but could not clear or who were eligible but could not appear in the public Examination of Secondary/Senior Secondary Levels from any recognized Examination Board. They can opt only for the same subject-combination in which they had appeared/registered for the Board Examination. The learners of this stream are eligible to appear in the October-November, Secondary/Senior Secondary Public Examination of NIOS of the same year. These learners have to submit original failed Marksheet/admit card (Hall Ticket) of the respective Boards alongwith the application for admission. The learners registered under this stream will be eligible for TOC as per laid down conditions.

4.6 ON-LINE ADMISSION FOR LEARNERS WANTING TO APPEAR IN ON DEMAND EXAMINATION SYSTEM (ODES) OF NIOS FOR SECONDARY LEVEL (STREAM 3)

This stream for On-line admission is open throughout the year for those learners who have already passed Secondary Examination from recognised Board and want to take part admission in one subject or up to 4 subjects for updating their qualification or learners who had appeared but could not clear or who were eligible but could not appear in the Public Examination of Secondary level from any recognised Board and want to appear through On Demand Examination System of NIOS for Secondary level only. Along with his admission form the learner has to submit the original failed Marksheet/admit card (Hall Ticket) issued by the previous Board for confirmation of the admission.

4.7 ON-LINE ADMISSION FOR LEARNERS WANTING TO APPEAR IN ON DEMAND EXAMINATION SYSTEM (ODES) OF NIOS FOR SENIOR SECONDARY LEVEL (STREAM 4)

This stream for On-line admission is open throughout the year for those learners who have already passed Senior Secondary or above Examination from any recognised Board/University and want to take part admission in one subject or up to 4 subjects for updating their qualification or learners who had appeared but could not clear or who were eligible but could not appear (absent) in the Public Examination of Senior Secondary level from any recognised Board in the same subject combination in which they had appeared and want to appear through On Demand Examination System of NIOS at Senior Secondary level. The learner has to submit his/her admission form along with the original failed Marksheet/Admit Card (Hall Ticket) issued by the previous Board for confirmation of the admission. Under this Stream, admission can be taken only in such subjects, in which On Demand Examination is available.

4.8 RE-ADMISSION FOR EX-NIOS LEARNERS

The Learners of NIOS at Secondary/Senior Secondary level who have completed their validity period of five years of admission, but could not complete the course, are eligible to take Re-admission in NIOS. The credit of subjects passed (maximum of four subjects) in the previous admission period will be transferred on submission of original marksheet for seeking fresh admission, if these subjects are passed by the learners through NIOS during the last ten years. Re-admission is not allowed to the students of NIOS whose admission is still valid.

49 DUAL ENROLMENT AND PART ADMISSION

Under this provision, if a candidate is studying in a regular school, or have already passed Secondary/Senior Secondary Examination or any other higher course from any recognised Board/University, may opt for upto four subjects of his choice, to update knowledge and educational qualifications. However, on passing, only the Mark-sheet will be issued and no certificate will be issued.

4.10 CANCELLATION OF ADMISSION

Admission will be cancelled if;

- (i) **the admission form is incomplete,**
- (ii) **full fee is not paid,**
- (iii) **supporting documents are not complete,**
- (iv) **false documents have been submitted,**
- (v) **required educational qualifications are not fulfilled,**
- (vi) **the minimum age criteria is not fulfilled,**
- (vii) **incorrect or wrong information is given,**
- (viii) **the Secondary Examination is not passed from a recognised Board.**
- (ix) **more than 03 (three) admission forms are received having the same address.**

4.11 CHANGE OF STUDY CENTRE (AI/AVI)

- (i) The learners must choose their study centre/AI very carefully. In case a learner wishes to change his/her Study Centre from one centre to another centre, he may do so after giving valid reasons and submitting the supporting document(s). A fee of Rs. 500/- (five hundred only) is charged from the learners for this purpose.
- (ii) The Accredited Institute (i.e., the Study Centre) chosen by a learner at the time of admission will provide the following services **without any additional charges**.
- (iii) Issue of Prospectus at the prescribed cost.
- (iv) Accepting the examination form and examination fee.
- (v) Holding of a maximum of 30 Personal Contact Programmes (PCPs) as per NIOS Norms by AI and practical classes as prescribed by NIOS. The learners should visit their Study Centre to know the PCP time table. However, the learners may also ask to resolve their subject related queries through e-mail to: *lsc@nios.ac.in*
- (vi) Counselling to solve the problems/queries of learners related to the course.
- (vii) Accepting the applications for change of subject(s) or additional subject(s) and forwarding the same to the Regional Centre of NIOS.
- (viii) Informing the dates of payment of fees, Examination date sheet, Examination centre and other important information.
- (ix) Display of results of Public Examinations and distribution of Mark sheets/Certificates, issued by NIOS.

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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 the NIOS shall be fixed as per the recommendation of Director (Evaluation) and approval of the Chairman, NIOS.
- (ii) The conduct of Examination in a fair and smooth manner is the responsibility of the Director (Evaluation) as well as by the Regional Directors of regional centres of NIOS.
- (iii) The Examinations of the NIOS shall be held at such Examination centres as recommended by the Regional Examination Centres Fixation Committee and subsequently approved by the Director (Evaluation), NIOS.
- (iv) The fixation of Examination centre is the sole discretion of NIOS and these may be fixed in any AI of NIOS, Govt. and Govt. aided schools/ KVs/NVs Secondary or Senior Secondary Schools level affiliated to CBSE/ State Boards or any other recognized Institutions/Colleges or at any other suitable place. The Examination Centres shall be fixed as per the availability of all physical facilities like well-lit and ventilated rooms, adequate furniture, laboratories, bank for safe custody of Question Papers etc. While fixing an Examination Centre, the NIOS will also take into account the available information (confidential or otherwise) about the earlier NIOS Examinations conducted at the Institution. The detailed Guidelines of NIOS for fixing of NIOS Examination Centres will be followed by the Evaluation Department. The norms and Guidelines for fixation of exams centre shall be governed by the policy in force from time to time as per the need.
- (v) In the case of natural calamities, riot, curfew, security reasons etc, on the recommendation of Director (Evaluation), the Chairman, NIOS is empowered to change the existing centre and fix a new centre.
- (vi) 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).
- (vii) The Director (Evaluation)/ Regional Director may appoint an Inspection team to visit a particular School/College, before or after it is fixed as an Examination Centre.
- (viii) The Examination papers will be administered simultaneously at all centres as per Indian Standard Time (I.S.T), unless otherwise notified.
- (ix) The NIOS Examinations will be conducted at the premises of an Institution approved for the purpose and cannot be organized elsewhere by the Institution.

(x) Examination Centres in Foreign Countries

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

5.2 NORMS FOR APPOINTMENT OF CENTRE SUPERINTENDENT OF EXAMINATIONS, DEPUTY CENTRE SUPERINTENDENTS AND INVIGILATORS ARE AS PER THE GUIDELINES FOR CENTRE SUPERINTENDENT ISSUED BY NIOS

5.3 USE OF UNFAIR MEANS

The following acts of the candidates before, during or after the Examination shall be construed as Unfair Means:-

- (i) Talking to another candidate or any person, inside or outside the Examination hall, during the Examination hours without the permission of supervisory staff.
- (ii) Leaving the Examination hall without handing over the Answer Book or continuation sheet, if any, to the Superintendent or Invigilator concerned, and taking away/running away with the Answer Book, tearing off or otherwise disposing of the same or any part thereof.
- (iii) Writing on Question Paper or on any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything except the Answer Book or the continuation sheet supplied to the candidate.
- (iv) Using abusive or obscene language in the Answer Book.
- (v) Deliberately disclosing one's identity or making any distinctive mark in the Answer Book for that purpose.
- (vi) Making an appeal to the examiner through the Answer Book.
- (vii) Possession by a candidate or having access to books, notes, paper/mobile phone or calculator or any other material whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (viii) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with the answer book causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or, attempted to be used for assistance or help or in answering a question or a part thereof.
- (ix) Passing on or attempting to pass on, during examination hours, a copy of a question paper, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any other person.
- (x) Smuggling into the Examination hall an Answer Book or a continuation sheet, or taking out or arranging to send an Answer Book or continuation sheet, during or after the Examination with or without the help of or connivance of

any person connected with the Examination or through any other agent, whatsoever.

- (xi) Receiving or attempting to receive with or without the help of or connivance with any member of the supervisory or other staff or any other person, a solution to a question or to a part thereof.
- (xii) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the NIOS Examination with the object, directly or indirectly to influence him to leak out the question paper or any part thereof, or to enhance marks or favorably evaluate, or to change the award in favour of the candidate.
- (xiii) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an Examination centre before, during or after the Examination. Provided that without prejudice to the generality of the provision of the clause any such person as is referred to therein who:
 - a) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so; and
 - b) abuses, insults, intimidates, assaults any other candidates or threatens to do so.shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff within the meaning of the clause.
- (xiv) Copying, attempting to copy, taking-assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- (xv) Presenting a practical work or class-work note-book wherever required, not prepared or produced by the candidate himself.
- (xvi) Arranging to impersonate any person, whosoever he may be, or impersonating the candidate at the Examination hall.
- (xvii) Forging a document or using a forged document knowing it to be forged in any matter relating to the Examination.
- (xviii) Appearing from an Examination Centre other than allotted to him/her without prior written permission of the competent authority of NIOS.
- (xix) On the recommendation of Director (Evaluation), the Chairman of NIOS may declare any other act of omission or commission to be unfair means in respect of any or all the Examinations, which he may deem fit.
- (xx) Giving or receiving assistance of any kind directly or indirectly or attempting to do so.
- (xxi) Contacting or trying to contact any other person during the Examination time;
- (xxii) Running away with the Answer Book.
- (xxiii) Any other serious misconduct.
- (xxiv) If the Director (Evaluation) of NIOS is satisfied that there has been a Mass copying or use of unfair means at a particular Examination centre/hall, he may cancel the Examination of all or candidates concerned and order for conduct of re-Examination, if required.

5.4 IDENTIFICATION AND REPORTING OF UNFAIR MEANS CASES

(1) Types of Unfair Means

If during the course of Examination, any candidate is found doing any of the activity which have been written below, he/she shall be deemed to have used unfair means at the Examination.

- (i) Having in possession papers, books, notes or any other materials or information relevant to the Examination in the paper concerned.
- (ii) Writing question(s) or answer(s) on any material other than the Answer Book given by the Centre Superintendent for writing the answers.
- (iii) Tearing/damaging of the Answer Book/continuation sheets etc. or part thereof.
- (iv) Using or attempting to use any other undesirable method or means in connection with the Examination;
- (v) Smuggling in/out of an Answer Book/question papers.
- (vi) Impersonation
- (vii) If a candidate has written his/her name or has put his/her signature at any place other than specified or has put any sign or mark in Answer Script which may disclose his/her identity to the examiner.
- (viii) Appearing from an Examination centre other than allotted to him/her without prior written permission.

(2) Cases of Mass Copying

Mass copying is different from the individual UFM cases. It is a group activity resorted to Unfair Means in the Examination detected or reported at any stage.

Broad areas of the mass-copying are as under:-

- (i) Copying from the printed sheet circulated in the Examination hall.
- (ii) Displaying the material on the blackboard for copying.
- (iii) Use of loud speaker from outside.
- (iv) Dictating answer by the Invigilators etc.
- (v) Similar answer & mistake of a group found during the course of evaluation.
- (vi) Any other evidence which proves mass copying.

(3) Procedure to be followed by the Centre Superintendent in the cases of UFM (Under above circumstances)

- (i) As soon as any case of unfair means comes to the notice of the Centre Superintendent he shall take in his possession the Answer Book of the candidate alongwith the paper or other material found with him and provide the candidate with a second Answer Book immediately. On the top of the second Answer Book should be superscribed "SECOND ANSWER BOOK". THE CANDIDATE IS NOT TO BE EXPELLED FROM THE EXAMINATION CENTRE IN THE PAPER.

- (ii) The Centre Superintendent shall record on the 'first Answer Book' the time when the case was brought to his notice.
- (iii) He shall also record the time of issue of the "second Answer Book" on the same.
- (iv) While issuing the second Answer Book the candidate shall be asked by the Centre Superintendent to submit his explanation. In case the candidate refuses to furnish statement, he/she should not to be forced to do so. Only the fact of refusal should be recorded by the invigilator(s) on duty at the time of the occurrence and the same should be attested or counter signed by the Centre Superintendent.
- (v) The Centre Superintendent shall also call for the statements of the invigilator(s) concerned and annex these with the case.
- (vi) The 1st and 2nd Answer Books used by the candidate along with the explanation of the candidate or a note regarding refusal to give it as the case may be, the statement(s) of the invigilator(s) and his own remarks in the matter, should also be forwarded by the Centre Superintendent in a SEPARATE sealed COVER to the Concerned Regional Centre alongwith the prescribed proforma, duly filled, soon after the Examination is over. This sealed cover may be kept alongwith other Answer Books.
- (vii) As far as possible, precise information as to **from where the material was found** (in the pocket, desk, shoes etc.) should be mentioned in the statements of the invigilators. The copying material so detected by an invigilator should be signed by the invigilator and **countersigned by the Centre Superintendent** and the total number of pages detected should be mentioned on the title of the Answer Books **duly signed by the Invigilator and Centre Superintendent**. The statement of invigilator(s) and Centre Supdt. is very important. It should be ensured that it is sent in a separate envelope alongwith the Answer Book of the concerned candidate.
- (viii) The fact of UFM should also be recorded in front of the name of the concerned candidate on the Attendance Sheet as well as in the Statement for Dispatch of Answer Books.
- (ix) In case the officials of Regional Centre or OSDs or member of Flying Squad appointed by Headquarter/Regional Office, detect a case of unfair means, they should direct the Centre Superintendent or Invigilator to book the case as per laid down procedure. They will also have the power to book it on their own after following the prescribed procedure. Such cases should also be forwarded to the Regional Director alongwith the case if any, booked by the Centre Superintendent.
- (x) Candidates can be physically searched by the Centre Superintendent/Invigilators/Team of Flying Squads/OSDs deputed by the NIOS/Concerned Regional Centre before or during the Examination at any time. However, a female candidate should be searched by a female only.

(4) Procedure to be followed in case of Smuggling out an Answer Book

- (i) In a case, where a candidate is found smuggling out an Answer Book, the Centre Superintendent should call the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR be sent to the concerned Regional Centre alongwith the statement of the invigilator present in the room and also of the candidate. The statement of the Group 'D' employees on duty and police constable etc. if any, should also be forwarded.

- (ii) The invigilator must ensure that the Answer Book and the question paper are not taken away when a candidate leaves the Examination hall for toilet etc. At the end of the Examination, no candidate should be allowed to leave, until all the Answer Books are collected, counted and found correct. If a candidate forces his way out with the Answer Book, the statement of the invigilator explaining the circumstances under which the said candidate left with the Answer Book should be recorded. In no case, this provision should be used to cover up the loss of Answer Books.
- (iii) The statement should contain the time of the incident and details of the incident. Efforts made to recover the Answer Book should also be stated.

(5) Other Cases of Unfair Means

- (i) In case of impersonation, the Centre Superintendent should send, the statements of the person found to be impersonating, the Invigilator(s) and the real candidate, if possible to the concerned Regional Centre. He may also report the matter to the police and shall arrange to have the photograph of the impersonator from 3 angles (front and two sides, left and right) and send the same along with the case(s). The expenditure incurred in this connection shall be reimbursed by the NIOS.
 - (ii) In case the misconduct is of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator(s) and that of the Group 'D'/policeman concerned may be obtained and sent to the office of concerned Regional Centre for further action.
 - (iii) Candidates found using any of the unfair means are, however, not to be debarred from appearing in their remaining subjects of the Examination concerned.
- (6)**
- (i) Proper Procedures must be followed while reporting the unfair means cases.
 - (ii) The Centre Superintendent/ OSDs/member of Flying Squad members must use separate proforma for each case. All the columns of the proforma must be filled in properly in order to strengthen the case after complying with the instructions given in the proforma.

5.5 UNFAIR MEANS COMMITTEE

- (i) The Chairman of NIOS constitutes a Committee every two years to deal with malpractices in the NIOS Examination. The Meeting is chaired by the Director (Evaluation) of NIOS. This Committee is called Unfair Means Committee (UFM). All UFM Cases are placed before the Committee for decision making as per SOP for dealing with Unfair Means cases as given below.
- (ii) The results of all candidates who have been reported to have used unfair means in Examination, by an invigilator, Centre Superintendent, Team of observers, surprise visit by inspectors or examiners, shall be declared as 'Result Withheld'.
- (iii) All the cases of 'Result Withheld' shall normally be decided within a reasonable time from the date of declaration of the result.
- (iv) All the cases of alleged use of unfair means shall be referred to the Unfair Means Committee constituted by the Chairman/Competent Authority.

- (v) Before any penalty is imposed under any of the above categories on a candidate who is reported to have used unfair means, he will be given a reasonable opportunity to explain his conduct. He may either be required to appear personally before the Unfair Means Committee or be asked to send his/her written statement for consideration of the Committee. In case the candidate does not avail of the opportunity by the given date, an ex-parte decision shall be taken by the Committee, which shall be final and binding on the candidate.
- (vi) The Unfair Means Committee may recommend penalties as given in the SOP's
- (vii) All decisions taken by the Unfair Means Committee will be placed before the Director (Evaluation) and Chairman, NIOS for approval.

5.6 LIST OF PENALTIES FOR DIFFERENT TYPES OF OFFENCES UNDER UFM

	Unfair Activity	Penalties
1.	Copying material in his/her possession but did not use it	Current Examination in the subject concerned to be cancelled and the candidate will be debarred from appearing in the next October/April Examination (and upto March/September in case of On Demand Exam) in the subject concerned
2.	Copying material brought in the Examination hall and used	Entire current Examinations in all the subjects to be cancelled and the candidate will be debarred from appearing in the next October/April Examination in any subject (and upto March/September in case of On Demand Exam)
3.	Ran away with Answer Book or decamped the Answer Book	Action against the Examination centre to be initiated on the recommendation of UFM Committee if, there is any fault of exam centre and (b) Entire current exam in all the subjects of the student to be cancelled and debarred from appearing in the next three Examinations. Matter to be reported to the nearest Police Station in writing under proper receipt
4.	Impersonation	Entire Current Examination to be cancelled in all the subjects and he/she will be debarred from appearing for the next three years as well. Matter may be reported to the nearest Police Station in writing under proper receipt

5.	Use of abusive language in the Answer Book or at the exam centre, threatening the staff and indulgence/ involvement in violence during Examination	Current Examination to be cancelled on the whole and disqualified from appearing in the next two Examinations
6.	Swallowing/ destroying evidence including tearing off any Answer Book and also other Examination material	Examination to be cancelled on the whole and disqualified to appear in next two consecutive Examinations
7.	Change of Examination centre at his/her own will	Action against the Centre Supdt./ School and disqualifying the candidate for that Examination on the whole
8.	Mass copying or indulging in any other group activity leading to Unfair Means	Penalty as may be decided by the Unfair Means Committee
9.	The Answer Book is not written in candidate's own handwriting	Cancellation of the current Examination as a whole and to debar him/her for the next three Examinations
10.	Any other Unfair Means not covered above, that jeopardizes the sanctity of NIOS Examination	Any Penalty as may be recommended by the UFM Committee and approved by the Director (Evaluation)

5.7 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 committee may consider the following special provisions each time for taking decision and imposing penalty to cover such cases, the provision regarding the same are as under:

S.No.	Types of Offence	Penalties
1.	Receipt of two Answer Books in respect of one candidate in one subject without any note/remarks from the Examination centre/Regional Director	Current Examination in the subject concerned may be cancelled and allowed to appear in the next Examination
2.	Mass/Group Copying Cases	1. Approval from the Director (Eval) to be taken by the Regional Director for special evaluation to find out the truth and to separate the copying cases and not copying cases

		<ol style="list-style-type: none">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 Marksheet/Other Certificates will be issued after the decision of the UFM Committee and approval of the Chairman of NIOS3. Such schools (Examination Centres) may be debarred from conducting NIOS Examinations for the next three Examinations4. The Affiliating Authority of such schools may be informed to initiate necessary action against the school. If it is an AI of NIOS, , Student Support Services (SSS) Department may be informed to de-accredit or cancel the NIOS accreditation of such AIs
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CHAPTER-6

MONITORING AND SUPERVISION OF CONDUCT OF EXAMINATION

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

- (i) Fixation of suitable Examination Centres
- (ii) Appointment of Centre Superintendents, invigilators and supporting staff.
- (iii) Appointment of Observers/OSDs by the Regional Directors.
- (iv) Appointment of flying squads /supervising teams by NIOS and State Authorities.
- (v) Establishment of Control Room at Headquarter and Regional Centres.

6.1 FIXATION OF EXAMINATIONS CENTRES

- (i) The exercise of Fixation of suitable Examination Centres for the 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. This depends upon the 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 plant, furniture, drinking water facilities and separate toilets for boys and girls, adequately ventilated rooms with provision for lighting and fans etc. The criterion of an institution to be selected as an Examination Centre are given in Chapter No.5 titled as 'Fixation of Examinations centres, Appointment of Centre Superintendent and Rules for Unfair Means Cases'. To ensure that reputed Institutions are fixed as Examinations centre, teams from NIOS HQ and Regional offices visit the Prospective Institutions. On the basis of the report of these teams, the Examination Centres are recommended by the Examination Fixation Committee of the concerned Regional Centre and subsequently approved by the Director (Evaluation) of NIOS.
- (ii) After completion of the Examination, the performance of the Examination Centres is reviewed at the Regional Centre as well as 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.

6.2 APPOINTMENT OF CENTRE SUPERINTENDENTS, INVIGILATORS AND OTHER SUPPORTING STAFF

The Principal/Head of the Institution of the concerned Examination Centres, is usually appointed as Centre Superintendent. In exceptional cases Director (Evaluation) NIOS may appoint Centre Superintendent other than Principal/Head of the Institutions. 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 Centre Superintendents covering all aspects related to the conduct of Examination 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 involvement of the Centre Superintendent or the other supervisory staff of the same centre for their centre of their involvement in UFM cases leads to disciplinary action against them as per rules.

6.3 APPOINTMENT OF OSD/OBSERVER BY THE REGIONAL DIRECTOR

For smooth conduct of Examination, Director (Evaluation) appoints OSDs/Observer on the recommendations of Regional Directors. These OSDs/Observers supervise the Examination process at the Examination Centres.

6.4 ELIGIBILITY CRITERIA FOR APPOINTMENT AS OSD/OBSERVER

- (i) A working or retired Professor/Associate Professor/Assistant Professor/Lecturer/Vice Principal/PGT of a University/College/School or Educational Administrators.

or

- (ii) An Officer of State Govt/Union Territory appointed by District Magistrate/Deputy Commissioner or any other authority of the State Govt/Union Territory appointed on the request of NIOS

or

- (iii) Any other officer appointed by the concerned Regional Director with the approval of Director (Evaluation) NIOS.

The Director (Evaluation) after satisfying himself 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 upon him by the NIOS shall disqualify him from all remunerative work of the NIOS for a given period or even permanently.

6.5 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 2:30 p.m. on each day of the Examination.
- (ii) To reach the allotted Examination Centre on each day of duty at least 30 minutes before the commencement of 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 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 reconcile the number of used and unused ones with the number of candidates present and total number of question papers received.
- (iv) To ensure that no outside help is being sought by any candidate or functionary at the Exam Centre. To ensure that electronic equipments like Calculator, Tape Recorders, Cellular Phones and Pager etc. are not allowed in the Examination hall/room.

- (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 centre. The seating arrangement should be displayed at the main gate as well as in front of each room.
- (vii) 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.
- (viii) In case any candidate 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 candidate and invigilators should also be included. Each page of the copying material recovered should be numbered, signed and recorded in the Proforma.
- (ix) Production of Identity Cards issued by NIOS is a must for candidates for entry to Examination halls. No candidate should be allowed to enter without the Identity Cards unless he/she produces another proof confirming the identity. Intimation letter is not enough – (it is for the information of the candidate as well as for quick check at the gate of the school). However, if a candidate does not have an intimation letter but has Identity Card (or another ID proof) and his/her name is included in the list of examinees for the day, he/she should be allowed.
- (x) To ensure that special Invigilator are specially deputed to check the Identity Cards as per norms.
- (xi) To ensure that the attendance of the candidate has been obtained on the attendance sheet for the day of the Examination and to countersign the same.
- (xii) To see that the candidates are seated according to the seating plan which should also be strictly in accordance with the roll numbers. The number of candidates in each room may be noted and compared with the total number of candidates present in the attendance sheet.
- (xiii) To ensure that the signature of candidates are taken on the list of candidates 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 of some photographs missing in the list, the identity of the candidate may be verified from the identity cards.
- (xiv) To ensure that packing of the answer sheets and signature in the certificate of sealing are done in his presence.
- (xv) To ensure that the Examination is conducted on time at the centre, strictly as per guidelines issued to the Centre Superintendent by the NIOS.
- (xvi) 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 OSD's of Delhi, Ghaziabad and NIODA may send their daily reports in a separate sealed cover through the messenger of the Examination Centre bringing the bags of Answer Books to the Regional Centre. Others may send it by post each day.

6.6 FLYING SQUAD/SURPRISE INSPECTION TEAM

Flying Squad/Surprise Inspection Teams are also appointed by the NIOS. Such teams are headed by Senior serving or retired officers and shall include the members who have experience in the field. These teams are requested to make surprise visits to 4-5 centres in a particular area/district and submit report on the prescribed proforma. These reports are reviewed at Regional Centres and HQ. of NIOS and in case of an adverse report against Examination centres, the centre may be black listed for future. Action as per rules, is also taken against students 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 with the intimation to the concerned Head of the Department of NIOS.

6.7 Establishment of Control Room at Headquarters and 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 Evaluation Department, NIOS, Headquarters is established. Similarly the control rooms are established at all the Regional Centres of NIOS to look after the Examination issues and to dispose of the grievances/complaint etc of their own region in the similar manner and give daily report/status to the Central Control room Headquarter after the Examination is over.

6.8 THE FUNCTIONS OF THE CONTROL ROOM ARE AS UNDER:

- (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).
- (iv) The Central Control Room will receive all the complaints/grievances from all the sources in connection with the conduct of Examination to maintain records in a record book and will arrange appropriate action to dispose of 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.
- (vi) There is a provision for two standby teams of flying squad for surprise checking of an Examination centre on the basis of report and as per the direction of the Director (Evaluation).
- (vii) The engaged official may be allowed actual conveyance charges for duties on holiday/weekly off day and one side conveyance for the duty on the second shift after the office hour.

CHAPTER-7

APPOINTMENT OF PAPER SETTERS AND MODERATORS

7.1 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 course duly approved by the Chairman, NIOS. 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 the panel so approved by the Chairman, NIOS. The panel shall be updated from time to time based on the 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 the approval of the Chairman NIOS. Question papers in selected subjects may be set by a group of 2-3 paper setters, if considered essential. NIOS will normally use Multiple sets of question papers.

Persons/Experts in the concerned subjects with proven integrity who are not engaged in private coaching for NIOS students should be appointed as paper setters.

7.2 ELIGIBILITY CRITERIA FOR APPOINTMENT AS PAPER SETTER AND MODERATOR

(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.

(2) FOR VOCATIONAL COURSES

- (i) Professor/ Associate Professor/Lecturer/Principal/Vice Principal/ Instructor/ PGT with 10 years experience in the concerned trade/subject.
- (ii) The Director (Evaluation) after satisfying himself that a person appointed as Paper Setter 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 works of the NIOS for a given period or even permanently.

7.3 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 (Eval) of the NIOS may, after satisfying himself, reduce or forfeit the remuneration payable to a Moderator. He may further be debarred from such work for a given period of time or even permanently.

7.4 FUNCTIONS OF MODERATOR

The following shall be the functions of a Moderator

- (i) To ensure that Question Paper has been set strictly in accordance with the course contents and the instructions, if any, given by the Committee of courses.
- (ii) To remove ambiguity in the language of questions, if any.
- (iii) To moderate the questions so as to give ample opportunity to candidates of average, moderate and exceptional capabilities.
- (iv) 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.
- (v) To ensure that the translation (from English to Hindi or in any other language desired) has been carried out correctly.

7.5 CUSTODY OF QUESTION PAPER

The Director (Evaluation) will be the custodian of the Question Papers. He will be responsible for getting them set, moderated, printed and dispatched 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 for the specified subject and course. In the absence of the Director (Evaluation), the Chairman, NIOS, may nominate any other Head of the Department of NIOS or Senior officer of the Evaluation Department to undertake all or part of the above confidential works.

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CHAPTER-8

CONDUCT OF SECRECY WORK FOR EVALUATION

8.1 APPOINTMENT OF SECRECY OFFICER

After every Public Examination, the National Institute of Open Schooling obtains the services of the Chief Secrecy Officer (CSO)/Secrecy Officers (SO) for allocating fictitious numbers on the Answer Books before their evaluation. With the establishment of the Regional Centres, the Evaluation work has been decentralized and the Regional Directors are involved in the appointment of the Chief Secrecy Officer /Secrecy Officers. The terms and conditions for appointment of these officers are approved by the Director (Evaluation). This is, however done well in advance so that the Chief Secrecy Officers/Secrecy Officers are in position from day one of the Examinations.

8.2 RECEIPT OF ANSWER BOOKS

- (i) All the Answer Books from the Examination centres shall be received by the concerned Regional Director or by an officer appointed/authorized by him.
- (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) All the Answer Books received from the Examination centres in real roll numbers of the candidates 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 the overall control of Chief Secrecy Officer.

8.3 SECRECY OFFICER-IN-CHIEF

The Director (Evaluation) will appoint Secrecy Officer- in- Chief to generate fictitious roll numbers for each Region. It will be the responsibility of the Secrecy Officer -in -Chief to get the fictitious numbers printed from a specified agency at his own and dispatch these in duly sealed cover to the Chief Secrecy Officer of each Region under his direct supervision. He will not share or handover the key in respect of secrecy work to any one other than the Chief Secrecy Officer of the Concerned Region. However, at the end of the evaluation work the respective Chief Secrecy Officers will send the key to the Director (Evaluation) in a sealed cover for processing the results. All Answer Books will be allotted the fictitious numbers as generated by the Secrecy Officer-in-chief from the H.Q. For additional candidates appearing from an Examination centre, additional fictitious numbers will also be allocated by the Chief Secrecy officer of the concerned Region as per the guidelines/issued to him by Secrecy officer-in -Chief.

8.4 CHIEF SECRECY OFFICERS/SECRECY OFFICERS

- (i) Appointment of Chief Secrecy Officers (CSOs)/Secrecy Officers (SOs):- The Regional Directors will propose the names of the Chief Secrecy Officer/ Secrecy Officers who will be attached with the respective Regional Centre to carry out the secrecy work.

- (ii) The Director (Evaluation) will approve C.S.O. and S.O on the recommendation of Regional Director. The appointment letters of the Chief Secrecy Officer and the Secrecy Officers shall be issued by the Director (Evaluation).

8.5 ELIGIBILITY FOR APPOINTMENT OF CHIEF SECRECY OFFICER/ SECRECY OFFICERS

- (i) Chief Secrecy Officer: Any person not below the level of Principal of recognized Secondary School/Colleges.
- (ii) Secrecy Officer : Any person equivalent to the status of PGT and above.
- (iii) No person whose near relation is appearing in the respective Examination will be appointed as Chief Secrecy Officer/Secrecy officer and an undertaking to this effect will be obtained by the Regional Director from all the persons concerned before recommending their appointment.

8.6 DUTIES OF THE CHIEF SECRECY OFFICER/SECRECY OFFICER

- (1) The Duties of the Chief Secrecy Officer/Secrecy Officers are highly confidential in nature. Apart from strict secrecy, sense of responsibility, accuracy and regularity in work is absolutely necessary.
- (2) The work of Secrecy is a continuous process (including holidays) as per the schedule which is given in advance by NIOS headquarters. The time schedule specified for dispatch /delivery of the confidential bags to the Spot Evaluation Centre/ Regional Centre must be strictly adhered to. The Regional Director and the Chief Secrecy Officer are jointly responsible for timely completion of Secrecy work and the dispatch of Answer Books for evaluation.
- (3) The Chief Secrecy Officer will receive sealed bags containing attendance sheet and copies of Questions Papers and the Answer Books from the Regional Director or the person authorized by him.
- (4) Processing of Answer Books packets involve primarily the following work to be performed by the secrecy team:-
- (i) Opening of the bundles.
- (ii) Counting the Answer Books.
- (iii) Comparing the number of candidates present/absent with the Answer Books and attendance sheets.
- (iv) Arranging Answer Books, Roll No. wise, if required.
- (v) Handing over the unused question papers and other material to the Regional Centre.
- (vi) To segregate Unfair Means cases.
- (vii) Preparing lists of additional candidates and identifying and resolving discrepancy if any.
- (viii) The Chief Secrecy Officer will receive sealed envelope(s) from the Secrecy Officer-in-chief containing the details of fictitious Roll Numbers to be allotted to the candidates by him and his team. Correctness of the allotment of fictitious Roll Nos. and maintenance of the proper records/keys of the roll nos. is the exclusive responsibility of

the CSO. CSO will ensure that the envelopes so received were in sealed condition. Receipt for the same be given to the Regional Director.

- (ix) The Chief Secrecy Officer/Secrecy Officer will organize the Answer Books date-wise, centre-wise, and real roll nos-wise in the first instance.
- (x) The CSO will ensure that all the Answer Books in the statement of candidates appeared have been received and will record centre wise, date wise roll nos of the absentees.
- (xi) On the basis of Attendance Sheet, he will ensure that the absentees are marked carefully in the Award List so that the candidates present are not marked as ‘absent’ and vice-versa.
- (xii) The CSO and SOs will put the fictitious number manually or affix stickers of fictitious numbers on the Answer Books. The roll numbers written by the Candidate on graphs, maps etc shall be defaced by CSO/SOs. The writing should be legible and clear and over-writing, duplication etc. should be avoided to have no confusion at any stage. No Answer Book should be left blank without allotting the fictitious roll numbers.
- (xiii) The CSO will record discrepancy if any, with regard to incorrect roll nos. additional roll nos and any other relevant information and notify the same to the Regional Director for getting it rectified.
- (xiv) The CSO will keep the account of Answer Books received from Regional Director and those in which secrecy work is completed for evaluation as per the directions from the Head Quarters/Regional Director.
- (xv) UFM cases will not be given fictitious roll numbers. Also practical award slips will be on the real roll numbers. Record of additional candidates and UFM Cases shall be kept separately by the Chief Secrecy Officer.
- (xvi) Immediately on receipt the CSO shall handover the UFM cases alongwith all the relevant documents to the Regional Director for onward transmission to NIOS hqrs. The CSO will also send consolidated list of all the UFM cases in a sealed cover after the secrecy of last paper is over through the Regional Director to the Director (Evaluation). He should ensure that all the supporting documents such as report of the candidate, FIR etc. are sent with the UFM cases. Any deficiency in the supporting documents related to the UFM cases, may be brought to the notice of Regional Director.
- (xvii) While preparing the packets of Answer Books, the Chief Secrecy Officer/Secrecy Officer should ensure that about 250 (Two hundred fifty) Answer Books without breaking the Examination centre are packed chronologically and as far as possible the centres in serial order should be taken for preparing these packets.
- (xviii) The Director (Evaluation) will communicate well in advance to CSO through Regional Director the schedule/target of secrecy work by which Answer Books in different subjects are required after secrecy work for onward transmission to evaluation centres/spot evaluation

centre in Secondary, Senior Secondary Courses and Vocational Courses. CSO shall also ensure to complete the work on day-to-day basis in consultation with the Regional Director.

- (xix) After Secrecy, the CSO shall hand over the Answer Book bags Secretly coded under his personal supervision to the Regional Director on day- to- day basis.
- (xx) While packing a bag of the processed Answer Books a slip/label indicating the following may be tagged on the bag.
 - i. Serial Number of the sealed bag as per secret code.
 - ii. Subject/Examination .
 - iii. Total number of Answer Books/packets in side the bag, the details of which may be known only to the CSO.
- (xxi) The Chief Secrecy Officer/Secrecy Officers should ensure that absentees have been marked in the computerized award list which should be separated subject wise and centre wise in advance before packing along with the Answer Books. He should also ensure that the award lists pertaining to the same Answer Books with fictitious roll number are being packed in the packets. For the additional candidates whose roll no. do not appear in the computerized award list, separate award lists in triplicate be prepared with fictitious roll nos.
- (xxii) CSO 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.

8.7 The Secrecy Team will also maintain a bag register which should contain the following information :

- (i) Total number of Answer Books in the bags.
- (ii) Total number of packets in the bag.
- (iii) The prescribed proforma may be used for each day to be filled in duplicate and kept under the custody of CSO till the evaluation work is over. The Secrecy Officer may keep one copy with him and the second copy be kept inside the bag.

8.8 In any eventuality where the CSO has to leave the Regional Centre he shall do so with the written permission from the Regional Director & Director (Evaluation) of NIOS.

8.9 RATES OF PAYMENT

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

8.10 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 Chairman, NIOS 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.

8.11 PAYMENT

- (i) **Release of Fund:** Keeping in view the quantum of secrecy work as assessed by the Confidential Branch of the NIOS Head Quarter, 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 the declaration of result as per norms.
- (iii) The remuneration for Secrecy work to the Secrecy Officer-in Chief shall be approved by Director (Evaluation) as per the norms.
- (iv) In case of any faulty Secrecy work by CSO/SOs, appropriate deductions from their bill/s shall be made by Regional Director with the approval of Director (Evaluation).

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CHAPTER-9

EVALUATION AND DECLARATION OF RESULTS

9.1 EVALUATION

All Answer Books shall be Evaluated by approved Team leaders/Head Examiners/Evaluators.

The Answer Books will be 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 their residences or any other electronic mode after the approval of the Director (Evaluation).

9.2 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 centre, under the overall supervision of the Regional Director of NIOS.

9.3 FIXING OF EVALUATION CENTRE

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

9.4 MARKING SCHEME/GUIDELINES

The 'Marking Schemes/Guidelines for evaluation of Answer Books will be made available to the evaluators appointed by the Regional Director immediately after the question paper has been administered. 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 paper has been administered.

9.5 TEAM LEADER

- (i) Evaluation shall be done by teams of evaluators, each headed by a Team Leader. The team leader should have a minimum of 5 years experience of evaluation with NIOS or any University or Board, Regional Directors shall appoint a senior person of the rank of a Principal/ Vice Principal/Senior P.G.T 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 Team Leader/Evaluator/Coordinator. An undertaking to this effect shall be obtained before the appointment of the Evaluation staff.

9.6 EVALUATORS

- (i) Evaluators shall be appointed by the NIOS to evaluate Answer Books.
- (ii) Evaluators shall be appointed from amongst the practicing /retired teachers/educationists with minimum 3 years experience of teaching at Secondary /Senior Secondary level respectively. 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 service or one against whom departmental enquiry is pending or who has been earlier debarred from any work of the NIOS shall be appointed as an Examiner.

9.7 COORDINATORS

- (i) The Team Leader shall select coordinators from the list of the Evaluators appointed by NIOS. 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.

9.8 AWARD LIST

All award lists are confidential documents of the 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 and second copy of the Award List to the Director (Evaluation) and retain the third copy for further reference if any.

9.9 RESULTS

- (i) On the recommendation of Director (Evaluation), the Chairman shall appoint Result Officers for the processing and declaration of result as per norms and schedules. The results of the Public Examinations held by the NIOS will be declared with the approval of the Chairman, NIOS.
- (ii) Results will be sent to the Regional Director /AIs for the information of the candidates.
- (iii) The results will be displayed on the official web-site of the NIOS www.nios.ac.in.
- (iv) The NIOS shall not be held responsible for any material or other loss incurred by a candidate, if the result of the candidates is delayed by the NIOS as Result Later/Result Withheld.

- (v) The 'Result' will indicate the factual position of the candidate with the marks obtained by a candidate along with his status in a 'Gazette' (Result Register) published and kept in the office of the NIOS.
- (vi) 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 candidates whose Answer Books are lost in transit shall have to reappear in the Examination afresh.

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CHAPTER-10

REGISTRATION FOR PUBLIC EXAMINATION AND MODE OF PAYMENT OF FEE

10.1 PROCEDURE FOR REGISTRATION

To register for the public Examination of NIOS, an application on a prescribed form has to be submitted to the Coordinator of Accreditation Institution/ Regional Centre along with the Examination fee before the last date of the same. Registration can also be done online on NIOS website: www.nios.ac.in

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

10.2 The Schedule for Registration of Examination are given in Chapter 3.3, 3.4 and 3.5.

10.3 The Examination Fee once paid shall not be refunded under any circumstances.

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CHAPTER-11

EQUIVALENCE

- 11.1** Various Boards have given equivalence to each other's Examinations and consequently the 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 only equaled two Examinations. The concerned Board/University may also prescribe additional eligibility condition(s) separately.
- 11.2** The NIOS accepts the recognition/equivalence of foreign qualifications determined by the Association of Indian Universities, AIU House, 16 Kotla Road, New Delhi-110002.
- 11.3** In addition to the above, if a candidate possesses a High School/Secondary certificate from any foreign Board/University and intends to take admission to 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 candidate is equivalent to the Indian High School/Secondary Examination.
- 11.4** **EQUIVALENCES OF EXAMINATIONS OF NATIONAL INSTITUTE OF OPEN SCHOOLING**

The 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 HRD (Dept of Education) Notification vide resolution MD F 5.24/90 Sch. 3, dated 14.09.1990. The Council of Boards of Secondary Education (COBSE) and the Association of Indian Universities (AIU) have recognized the NIOS certification as equivalent to Secondary and Senior Secondary levels for admission to Institutions of higher learning and also for employment. The Boards of School Education in the country have recognized the Examinations and the Certificates of the National Institute of Open Schooling (NIOS).

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CHAPTER-12

GENERAL AND SPECIFIC RELAXATIONS FOR DISABLED LEARNERS

12.1 In NIOS Examination, learners with disabilities are provided general provisions and also the facility of amanuensis, technological devices, calculators etc. according to their disabilities as per the procedure notified by NIOS from time to time.

12.2 PROCEDURAL REQUIREMENTS

Candidates with disabilities as defined in the persons with Disabilities Act.1995 and learner who wishes to avail the concession in the Examination is required to submit an application to the concerned Regional Director along with a medical certificate of a Govt. Hospital/Medical Institution indicating the nature of his/her disability and the extent of the disability. *The certificate should clearly mention the type of support that will be required by the learner.*

While appearing in the Examination, the learner will mention his/her disability on the top of the Answer Book as mentioned in the medical certificate specified at 12.1. This will be authenticated by his/her Centre Superintendent.

GENERAL PROVISIONS

12.3 Provision of Extra Time: The condition of all learners with disabilities will have to be certified as per approved procedure specified at 12.1 for determining requirement of additional time. *An additional 20 minutes per hour for each of the subject¹ will be provided.* Condition of fatigue while dictating to scribe, using Amanuensis, sitting continuously etc. if indicated in the medical certificate specified at 12.1; short *breaks of not more than ten minutes per hour will be permitted in addition to above.*

12.4 Provision of Amanuensis: The service of amanuensis can be availed for theory papers only as per requirement of subjects concerned. The following learners will be eligible for the said facility:

- (i) Learners with Autism, Cerebral Palsy, Mental Retardation, Multiple disabilities, Visual Impairment, those suffering from speech or hearing defects, Dyslexic and any other disability (such as learners with learning disability) specified as per procedure at 12.1 will be provided services of amanuensis **free of charge.**
- (ii) Learners with poor hand function but having speech disorders will have scribes who can understand the sign language (other than the subject teacher, parents or siblings).
- (iii) Upper limb polio affected learners and those in case of hand injury may be provided with the facility of amanuensis/scribe.

12.5 Learners with Locomotor/Orthopedic Disabilities are considered as non-disabled learners and do not require any special provision during the Examination.

- (i) In case of sudden illness resulting in temporary disability, service of amanuensis will be allowed on furnishing of duly certified medical certificate specified at 12.1
- (ii) the candidates may be permitted to draw the diagrams etc. themselves, if desired by them.

12.6 ELIGIBILITY TO BE AN AMANUENSIS

- i. The amanuensis may be a student of a class lower than that of the learner with disability appearing for Examination.
- ii. The amanuensis should not be related to the examinee. The Centre Superintendent will ensure the provisions and obtain and submit a certificate to this effect.
- iii. The Centre Superintendent of Examination Centre concerned will choose a suitable person from the school as far as possible and forward his/her name with photograph immediately to the concerned Regional Director with a report giving full particulars of the learner and of the amanuensis for consideration and approval.

12.7 FEE FOR AMANUENSIS/ INTERPRETER USING SIGN LANGUAGE

- (i) A fee of Rs. 100/- per session of Examination will be given to the amanuensis/ interpreter using sign language from other subjects per hour by the Superintendent of the Examination Centre. The learners under the category 12.2.2 (except for iv) will not be required to pay any charge/fee.
- (ii) Other learners with temporary disabilities using the facility of amanuensis will have to pay the fee themselves.

12.8 Use of Computers: Learners who have minimum hand function but having speech disorders will be allowed to use the computer for the Examinations. This facility will also be available to such visually impaired learners, and learners with learning disability, Cerebral Palsy and any other such disability *who make this request in advance and submit proof of using this facility as means of communication from the authorized authority as specified at 12.1*

However, it will be the responsibility of the learner to bring laptops, ensure adequate battery support and functioning of equipments. The Centre Superintendent will have the right to check the machines for no pre-fed information except the required software (including the Text Reading Software) to enter the response. *Learner will need to report one hour in advance to complete these formalities.*

12.9 Sitting Arrangements: Wheel chair bound and mobility impaired learners will be given facility to write the Examination on the ground floor in case the Examination room is inaccessible. The Centre Superintendent will make arrangements for maximum of four students in a separate Examination Room with a separate invigilator for supervision. The Examination room should be well lit and ventilated and away from noise and disturbances.

12.10 The Centre Superintendent(s) will be directed to send the Answer Books of Special Category students in separate covers to the Regional Office concerned. A separate column will be provided on the title page of the Answer Book for indicating the category of physically challenged candidates so that these Answer Books could be segregated for sending them separately to the Regional Office of NIOS.

12.11 Learners with Specific Needs registered under the SAIED AIs will have their study Centres as Examination center also. During Examination the invigilators deputed by NIOS will monitor the Examination proceedings. To facilitate easy access, a few selected schools will be made Examination centres for special student

12.12 Specific Provisions: These are specific provisions in addition to the general provisions mentioned at 12.11

12.13 LEARNERS WITH VISUALLY IMPAIRMENTS

- (i) Visually Impaired Learners will be provided with alternate questions in the theory papers in the question related to marking and labeling of maps in construction of geometrical figures. This provision will be applicable in the subject of Economics, Sciences, Mathematics and Social Science at Secondary level and History, Economics, Mathematics and Geography at Senior Secondary level.
- (ii) Visually Impaired Learners may be allowed to use amanuensis/take Examination using Braille typewriter, or computer. When the student takes Examination using Braille, NIOS will seek the assistance of an organization for the Blind to transcribe the papers into print. The regular examiners will evaluate the papers along with other papers. The learners should arrange to bring their own Braille, Typewriter, Computer etc. for Examination purposes. Equipment such as talking calculator, abacus, Taylor frame and geometry drawing kit may be allowed in the Examination Hall.
- (iii) For courses requiring computer skills, the equipment shall be provided by the Centre conducting Examination.

12.14 LEARNERS WITH HEARING IMPAIRMENT

- (i) Interpreter using sign language may be allowed in the Examination Room to help the learner with hearing impairment to understand the instructions.
- (ii) One interpreter may be adequate for each Examination room. The Centre Superintendent may take the decision regarding the arrangement of an Interpreter.

12.15 LEARNERS WITH AUTISM, CEREBRAL PALSY, MENTAL RETARDATION and MULTIPLE DISABILITIES

- (i) Computers with adapted hardware like trackball instead of mouse and augmentative communication boards (illustrative and not exhaustive) may be allowed. Use of Calculator may also be allowed for learners with Dyscalculia. Learners will have to arrange for their own tools and equipment.
- (ii) Mentally Retarded learners may opt for project work as an alternative for practical.
- (iii) Adapted chair, table, bed, etc., may be allowed in the Examination room in case of severely disabled children who need them.
- (iv) Provision may also be made for reading out the questions wherever necessary.

12.16 Learners with Learning Disability

Services of Amanuensis, use of computer and extra time may be provided as per the procedure specified at 12.4 and also as mentioned under general conditions.

12.17 Leprosy-Cured Learners

Many learners with disability now request for question papers in alternative format. This involves policy decision and advance preparation. NIOS will announce it as and when mechanism is in place.

General relaxation will be applicable for leprosy cured learners on submitting medical certificate as mentioned in 12.1

12.18 If any learner with a disability not covered under the above provisions approaches the Centre Superintendent of the Examination Centre for any relaxation, the case may be referred to the concerned Regional Director or Director (Evaluation).

CHAPTER-13

RE-CHECKING OR RE-EVALUATION OF ANSWER SCRIPTS

13.1 RE-CHECKING/VERIFICATION OF MARKS

- (i) In case a candidate is not satisfied with his result in the Public Examination, NIOS provides him with an opportunity for re-checking of his Answer Books in which re-totaling of marks is done and 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 for re-checking of the Answer Book in any subject within 30 days from the date of declaration of results. Additional 10 days are allowed to the candidates belonging to the study centre (AIs) situated in North East, Jammu and Kashmir, Sikkim, Andaman and Nicobar Island, Laddhak, Lahaul and Spiti, District Pangi sub division of Chamba District of Himchal Pradesh, Lakshdeep and candidates of Foreign Countries. Application can be sent to the concerned Regional Director, NIOS on a plain paper or prescribed proforma for re-checking of the Answer Books (as per specimen at 'Annexure 'A'). A fee as prescribed by NIOS, per subject has to be paid to the NIOS through Bank Draft drawn in favour of the Secretary, NIOS payable at the concerned Regional Centre. The Re-checking will be completed within 45 days of the receipt of the application.
- (ii) On re-checking, the revised (increased or decreased) marks will be final and binding on the candidates applying for re-checking.
- (iii) In no case, re-checking will be done in the presence of candidate or any one else on his/her behalf, nor the Answer Books will be shown.
- (iv) The facility of rechecking or verification of mark is available for Secondary, Senior Secondary and Vocational courses.
- (v) The Result of Re-checking will be declared with the approval of the Director (Evaluation), NIOS.

13.2 RULES FOR VERIFICATION OF MARKS

- (i) A candidate who has appeared in an Examination conducted by the NIOS may apply to the concerned Regional Centre of the NIOS for verification of marks in any particular subject. The verification will be restricted to checking whether all answers have been evaluated and that there has been no mistake in the totaling of marks for each question in that subject and that the marks have been transferred correctly on the title page of the Answer Book and to the award list .
- (ii) Such an application must be made by the candidate within 30 days from the date of the declaration of common results and not from the date of individual result due to correction, UFM/Mass Copying decision etc.

- (iii) Applications must be accompanied by payment of fee as prescribed by the NIOS from time to time.
- (iv) A candidate shall not be entitled to refund of fees.
- (v) In no case the verification of marks shall be done in the presence of the candidate or any one else on his/her behalf, nor will the Answer Books be shown to him/her to his/her representative.
- (vi) The marks, on verification will be revised upward or downward, as per the actual marks obtained by the candidate in his/her Answer Book
- (vii) The communication regarding the revision of the marks, if any, shall be sent to the candidate within a reasonable period of time
- (viii) The NIOS will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revision of marks or delay in communications for reasons beyond control.
- (ix) The NIOS shall revise the marks statement in respect of such candidates after the previous marks statement is returned by the candidate.
- (x) The decision of the Director (Evaluation) on the result of the verification of marks shall be final.

13.3 RE-EVALUATION (FOR SENIOR SECONDARY EXAMINATION ONLY)

- (i) National Institute of Open Schooling (NIOS) has introduced re-evaluation of answer scripts 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 Secondary and Senior Secondary level . Candidates who have appeared for the Senior Secondary Examination of NIOS can apply for re-evaluation of answer scripts in Theory Paper of any subject. There is no provision for re-evaluation in Practical Papers.
- (ii) Candidates can apply for re-evaluation of one or more subjects by a single application. No second request for re-evaluation will be entertained. The application for re-evaluation should be sent by registered post/speed post only to the concerned Regional Centre.
- (iii) The processing fee for re-evaluation would be as fixed by the NIOS to be paid by the candidate through bank draft drawn in favour of the Secretary, NIOS payable at the city of the concerned Regional Centre.
- (iv) Candidate can apply for re-evaluation on the prescribed form (as per specimen at 'Annexure 'B') within 15 days from the date of declaration of results on the NIOS website www.nios.ac.in. Incomplete applications and those received after the due date will not be entertained and will summarily be rejected without any notice. Application form for re-evaluation can be downloaded from the NIOS website www.nios.ac.in .
- (v) There is no Re-evaluation in the Secondary Examinations.
- (vi) The result of Re-evaluation will be declared with the approval of the Director (Evaluation), NIOS.

13.4 Standard Operating Procedure (SOP) for Re-evaluation of Answer Scripts at Senior Secondary Level

- (i) The application for re-evaluation (for theory paper only) will be received by the Regional Centre for Senior Secondary candidates within 15 days (10 days grace period admissible to the candidates belonging to the study centre (AI's) of North East, Jammu & Kashmir, Sikkim, Andman & Nicobar Island, Laddakh, Lahaul & Spiti of District of Himachal Pradesh, Pangi sub- division of Chamba, Lakshadweep and abroad) of declaration of results on the website of NIOS. The processing fee of Rs.500/- per subject is to be paid through Demand Draft in favour of "Secretary", NIOS payable at the city of concerned Regional Centre.
- (ii) The Regional Centre will keep a record of all the applications and retrieve the concerned answer scripts.
- (iii) The Regional Centre will forward the answer scripts along with the photocopies of the applications to the Director (Evaluation) immediately after the completion of 15 days period. The applications received from the candidates belonging to remote areas (with 10 days grace period) may be sent in the second lot. All the answer scripts must be sent by "Insured Speed Post" only.
- (iv) Confidential Section of Evaluation Department will arrange for the re-evaluation of Answer Scripts through the concerned subject experts (other than the one who has done the first evaluation) preferably team leader. The re-evaluation will be done at the NIOS Head Quarter only.
- (v) Confidential Section will get the answer scripts photocopied. On the photocopies of the Answer Scripts, the marks awarded by the original Evaluators and his/her particulars/signature will be blackened before re-evaluation.
- (vi) The experts called for re-evaluation will be paid @ Rs.30/ per Answer Script /subject to a minimum of Rs. 300/-. The admissible conveyance charges of Rs. 200/- and refreshment charges of Rs 50/- per day.
- (vii) After re-evaluation, a coordinator will do the scrutiny of the re-evaluated Answer Scripts. The coordinator will be paid @ Rs 10/- per Answer Script. The coordinator may be an evaluator or NIOS official
- (viii) 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 candidate is able to get a pass with or without grace, the marks of re-evaluation will be awarded to the candidate.
- (ix) If the increase of marks in re- evaluation is 5% or more the maximum marks of the Question Paper, the new marks will be awarded to the candidate.
- (x) If the marks obtained after re- evaluation are less than the original marks, the original marks will stand.
- (xi) The Confidential Section will take the approval of Director (Evaluation) and forward the result of re-evaluation to SAP for putting up on the website. It will also intimate the candidate about the result of re-evaluation.
- (xii) In case there is change of marks due to re-evaluation, the Confidential Section will forward it to Result Cell for declaration of revised result. The Revised result will be sent by the Result Cell through Director (Evaluation) to SAP for putting it up on the NIOS website and to M&M unit for printing of revised Markstatement.

- (xiii) Marks & Migration unit will send the revised marksheets to the concerned Regional Centre. The Regional Centre will issue it to the concerned candidate after taking back the old marksheets from the concerned candidates.
- (xiv) The revised result of re-evaluation will be final and binding on the candidate. No further request will be entertained in the matter.
- (xv) Entire process of re-evaluation will be completed within a period of 60 days from the date of receipt of application.

13.5 RULES FOR RE-EVALUATION OF ANSWER SCRIPTS AT SENIOR SECONDARY LEVEL

- (i) Candidate who has appeared in the Senior Secondary Examination of NIOS can apply for re-evaluation of answer scripts in Theory paper of any subject. The application for re-evaluation must be submitted in the prescribed format and sent by Registered Post/Speed Post only to the concerned Regional Centre.
- (ii) There is no provision for re-evaluation in **Practical papers**.
- (iii) Candidate must apply for re-evaluation within 15 days from the date of declaration of result on the website of NIOS, www.nios.ac.in. 10 days grace period will be admissible to the candidate belonging to the study centre (AI's) of North East, Jammu & Kashmir, Sikkim, Andaman & Nicobar Island, Ladakh, Lahaul & Spiti District of Pangi sub division of Chamba District of Himachal Pradesh, Lakshadweep and abroad.
- (iv) Candidate should apply for re-evaluation for one or more subject(s) through a single application. No second request for re-evaluation will be entertained by NIOS.
- (v) The processing fee for re-evaluation is Rs. 500/- per subject and to be submitted through the bank draft drawn in favour of **Secretary, NIOS** payable at the city of concerned Regional Centre.
- (vi) Application should be made by the candidate in his/her **own hand-writing** and not by any one else on his/her behalf. Incomplete applications and those received after the due date will not be entertained and will summarily be rejected without any notice.
- (vii) If the increase of marks in re-evaluation is less than 5% of the maximum marks, the original marks will stand except when the candidate is able to get a pass with or without grace, the marks of re-evaluation will be awarded to the candidate.
- (viii) If the increase of marks on re-evaluation is 5% or more of the maximum marks the new marks will be awarded to the candidate.
- (ix) If the marks obtained on re-evaluation are less than the original marks, the original marks will stand.
- (x) The communication regarding the re-evaluation result shall be sent to the candidate within a maximum period of 60 days from the date of receipt of application. It will also be posted on the NIOS website www.nios.ac.in.
- (xi) NIOS will revise the old marksheet wherever applicable. Fresh marksheet will be issued after the old mark sheet is surrendered by the candidate at the concerned Regional Centre.

- (xii) In no case the re-evaluation will be done in the presence of the candidate or any one else on his /her behalf, nor will the Answer Books be shown.
- (xiii) The revised mark sheet will be issued by the concerned Regional Centre to the candidate after taking back the old mark sheet.
- (xiv) The revised result of re-evaluation will be final and binding on the candidate. No further request for re-evaluation will be entertained in the matter.
- (xv) NIOS will not be responsible for any loss or damage or any inconvenience caused to the candidate, consequent on the revision of marks or delay in communications for reasons beyond control.
- (xvi) These rules supercede the previous rules for re-evaluation, if any.
- (xvii) Any doubt about the interpretation of these rules or matter not provided herein will be resolved by the Chairman, whose decision will be final and binding.

13.6 PRESERVING ANSWER BOOKS

- (i) The Answer Books, other than UFM/Mass Copying and re-evaluation and rechecking cases may be retained for 45 days only from the day of declaration of result. In the case of UFM/Mass Copying and re-checking and re-evaluation cases, the Answer Books be retained for 45 days from the date of declaration of the respective result.
- (ii) Processing fee of Rs . 500/- to be paid for availing copy of one Answer Book.

National Institute of Open Schooling

**FORM OF APPLICATION FOR RE-CHECKING OF ANSWER-SCRIPTS
OF SECONDARY/SENIOR SECONDARY EXAMINATIONS**
(Application should be submitted at concerned Regional Centre)

The Regional Director
Regional Centre.....
National Institute of Open Schooling
.....
.....

Demand Draft No..... Date..... Name of the Bank & Place..... For Rs.....in favour of "Secretary, NIOS" payable at
--

Sir,

I hereby apply for verification of marks of self/son/daughter/ward who appeared in Examination held in (Name of the Examination April/October_____) in the subjects vide particulars mentioned below:-

Enrolment No.

--	--	--	--	--	--	--	--	--	--	--

Name

Name of AI.....	Subject Code	Subject(s)	Marks Obtained		
			Theory	Practical	Total
Subject					
Name of the Exam Centre.....					
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----
-----	-----	-----	-----	-----	-----

I hereby undertake to accept the lower marks if the same is established on the basis of verification of marks. .

Yours faithfully,

Name/Address of the candidate

.....

(Signature of Applicant)
 Name.....

PIN

--	--	--	--	--	--

Tel.. Mob No. if any.....

E-mail id.....

- Note: 1. Form must be filled correctly and neatly.**
 2. For result of Re-checking, please see overleaf.

National Institute of Open Schooling

FORM OF APPLICATION FOR RE-EVALUATION OF ANSWER-SCRIPTS OF SENIOR SECONDARY EXAMINATIONS

(Application should be sent by Registered/Speed Post only to the concerned Regional Centre)

The Regional Director
Regional Centre.....
National Institute of Open Schooling
.....
.....

Demand Draft No.....
Date.....
Name of the Bank & Place.....
.....
For Rs.....in favour of "Secretary,
NIOS" payable at

Sir,

I hereby apply for re-evaluation of my answer script(s) for the Examination held in April/October _____ in the subject(s) mentioned below:-

Enrolment No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of the Candidate.....
.....

Father's Name.....

Examination Centre No. _____
Name of Exam centre _____

Sl.No.	Subject	Subject Code	Marks Obtained		
			Theory	Practical	Total
1.	-----	-----	-----	-----	-----
2.	-----	-----	-----	-----	-----
3.	-----	-----	-----	-----	-----
4.	-----	-----	-----	-----	-----
5.	-----	-----	-----	-----	-----
6.	-----	-----	-----	-----	-----
7.	-----	-----	-----	-----	-----

I hereby agree to accept the final result based on the re-evaluation of my answer-scripts.

Yours faithfully,

Name/Address of the Applicant
.....
.....

(Signature of Applicant)

Name.....
.....

Tel/Mob. No.

E-mail id.....

- Note: 1. Form must be filled in BLOCK LETTERS only.**
2. For rules of re-evaluation, please see overleaf.

CHAPTER-14

VOCATIONAL COURSES

14.1 ADMISSION

Admission to Vocational Education courses is open throughout the year. Each Accredited Vocational Institute (AVI) offers specific courses with limited number of seats. The details of the courses offered by an AVI are given in the prospectus for Vocational Courses. The Minimum age for admission in a Vocational Courses is 14 years for Secondary level courses and 15 years for Senior Secondary Level.

14.2 CONTACT HOURS

To bring uniformity in vocational programmes and make teaching and learning more effective, contact hours have been prescribed for each Vocational Course. **AVI has to issue a certificate of completion for pre-defined hours of theory and practical classes by the learner to become eligible to appear in the Examination.**

14.3 CANCELLATION OF ADMISSION

Admission in a Vocational Courses may be cancelled on the following grounds:

- (i) Incomplete application form
- (ii) Shortage of fee
- (iii) Age below the prescribed limit
- (iv) Lack of required educational qualification
- (v) Required documents related to age, qualification and experience are not attached.
- (vi) Any other discrepancy
- (vii) Admission once cancelled will not be reconsidered/restored/revived.

14.4 EVALUATION

NIOS has devised a suitable method of evaluation considering the practical nature of vocational 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. Practical Examination
2. Theory Examination
3. Internal Assessment (if any)

14.5 MEDIUM OF EXAMINATION

- (i) The Question Papers for the Examinations are mostly bilingual i.e., in both Hindi and English. One may, however, write Examinations in Hindi, English or a 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 for passing the Examination.

- (iv) **Passing separately in theory, practical and internal assessment is essential in all Vocational Courses.**

14.6 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.

14.7 COMBINATION OF CREDITS IN ACADEMIC COURSES

If a learner passes in a vocational subject(s) can be combined with the credits of academic courses (as mentioned in the Prospectus of NIOS) for the purpose of certification as Secondary/Senior Secondary level. The request for this may be sent on a plain paper to:

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

14.8 IMPROVEMENT OF PERFORMANCE

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

14.9 SCRUTINY OF MARKS (THEORY)

If a learner is not satisfied with his/her result of a public Examination, he/she may apply for scrutiny of marks within 30 days from the date of declaration of result. 10 additional days are allowed when a candidate is situated at places similar to 13.1.1. One may apply in the prescribed Proforma or on a plain paper with prescribed fee (through a bank draft) to the concerned Regional Centre of NIOS.

14.10 ISSUE OF CERTIFICATES

Marks statement can be obtained from the concerned AVI/SAIED immediately after declaration of the result. Certificate will be sent to the AVI/SAIED after three to four months.

14.11 NIOS does not issue any Migration Certificate to the Learners of Vocational Education Courses.

* * *

CHAPTER-15

ON-DEMAND EXAMINATION SYSTEM (ODES)

15.1 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 an individual learner is ready to take it. Not only ODES is time independent but it also allows the 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 the System of 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 the NIOS learners to take up the Examinations as per their wish and preparation.

15.2 IMPLEMENTATION OF ODES

The implementation of ODES has been done after due field testing of the question bank. The Evaluation pattern & practices in ODES are same as in public Examination. 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 in the month following the Examinations.

At present ODES is conducted at HQ NOIDA and at all its Regional Centres. 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.

15.3 ELIGIBILITY

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

A candidate who had appeared in a subject is not eligible to appear in the same subject again in the same month. Such candidates are permitted to appear for improvement in a subject in subsequent months.

As far as ODE Unfair Means cases are concerned, Director (Evaluation) will form a committee consisting of 5 members on regular interval basis and declare of result of ODE UFM cases after the approval of the Director (Evaluation), NIOS.

15.4 ODE Unfair Means Cases (UFM)

On Demand Examination is conducted in the premises of Headquarters, Regional Centres under the direct and strict supervision of Regional Directors. This eliminate the occurrence of UFM Cases. However, stray UFM cases may also be reported by the Regional Directors regarding these Examinations. To deal with such cases Director (Evaluation) NIOS, Headquarter, 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. Based on the recommendation of the UFM committee, the Director (Evaluation), NIOS will approve the ODE UFM cases.

15.5 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) for Senior Secondary, two years gap is required after passing 10th as per NIOS norms
- (v) The learners admitted in stream-3 and stream-4 can appear through ODES only.

15.6 ODES DAYS

The ODES Theory and Practical exams are conducted every week as per the ODES Guidelines/brochure.

15.7 MEDIUM OF QUESTION PAPER

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

15.8 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, Director (Evaluation) may accord the permission to appear in ODE. The Examination Fee will be payable to NIOS as prescribed from time to time.

15.8 SUBJECTS AVAILABLE UNDER ODES

ODES is conducted in all major subjects, the details of which are mentioned in the ODES guidelines/brochure.

15.9 CONDUCT OF ODES

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

15.10 RESULT AND CERTIFICATION

- (i) After due approval from the Director (Evaluation), the ODES result will be declared and published through NIOS web site.
- (ii) The mark sheet will be printed only for overall pass candidates and dispatched to the individual candidates. Other candidates can request the Marks Sheet and Migration Certificate to the ODES Unit of the Evaluation Department on payment of requisite fee.
- (iii) A candidate 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.
- (iv) The candidates appearing through ODES will be deemed to have appeared in the earlier Public Examinations of NIOS for the purpose of issue of Marksheets/Certificates.

* * *

CHAPTER-16

CERTIFICATION

16.1 PASSING CERTIFICATE/MARKS STATEMENT

- (i) A candidate who has appeared in an Examination of the NIOS shall be issued a statement of marks.
- (ii) A candidate who has appeared in an Examination of the NIOS and has passed the Examination shall be issued a pass certificate. However, learners who has appeared for an improvement and additional subject examination will be issued only marks statement not additional certificate.

CERTIFICATION CRITERIA

In order to pass in a subject and get a certificate in Secondary/Senior Secondary Courses, the criteria laid down by NIOS are given below :

Course	Pass Criteria in a subject	Certification Criteria
Secondary Course (Class X)	A minimum of 33% marks in the aggregate (Theory plus practicals wherever applicable) in the public Examination	Pass in 5 subjects including at least one language but not more than two languages
Senior Secondary Course (Class XII)	A minimum of 33% marks in the aggregate as well as separately in theory and practicals in the public Examination	Pass in 5 subjects including at least one language but not more than two languages

16.2 PROVISIONAL CERTIFICATE

A candidate who has passed the Examination will be issued a provisional certificate by the NIOS.

16.3. DATE OF BIRTH CERTIFICATE

The Date of Birth of the Candidate as admitted in the records of the NIOS shall be indicated in the pass certificate issued to the candidate at Secondary School level only.

16.4. MIGRATION CERTIFICATE

A candidate who has appeared in Secondary/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 candidates of Vocational Courses.

16.5. DUPLICATE PASS CERTIFICATE

A Candidate may obtain a duplicate certificate on payment of the prescribed fee and submission of an application on a prescribed form in the event of loss/theft/mutilation of the original certificate provided an affidavit is sworn before an official not below the rank of a First Class Magistrate.

CHANGES IN THE CERTIFICATE

16.6 CHANGES AND CORRECTIONS IN NAME

Change/corrections in candidate'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.

16.7 CHANGE/CORRECTION IN DATE OF BIRTH

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

16.8 Issue of revised documents after passing an additional subject

On request from a learner NIOS will issue revised passing documents 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 passing 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 additional subject is already available in the prospectus.

* * *

CHAPTER-17

AMENDMENTS AND REVISION

The Evaluation Committee of NIOS is competent to make the amendments and revision from time to time and to implement them after the approval of the Chairman, NIOS.

* * *

CHAPTER-18

JURISDICTION

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

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

IMPORTANT NOTE

- 1 In the event of some doubt arising in the interpretation of provisions, practices and rules, and in the Examination Bye-laws the decision of the Chairman, NIOS will be final.
- 2 NIOS reserves the right to amend, modify or alter any of these rules and bring them into effect through 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.
