

National Institute of Open Schooling
Evaluation Department, A-24/25, Sec-62, Noida

Norms and Guidelines for establishment of Examination Centre to be effective
from April/May 2011 Public Examination

1. Preference of Schools to be selected as Examination Centres are as under:-

S.No.	Types of Schools	Category
i	Kendriya Vidyalayas (KV)/ Navodya Vidyalayas (JNV)/Central Tibetan Schools(CTS)	A
ii	Reputed CBSE/ICSE affiliate Schools/ Defense Sector Schools/ Reputed NIOS AIs.	B
iii	Reputed Degree Colleges/ Technical Colleges	C
iv	State Government or Govt. aided Schools having proper infrastructure	D
v	Reputed State Board/Council affiliated schools (Intermediate)	E

The Regional Director should select the Schools for Examination Centre on the above preference and in case of non availability of school at preference (i) the next preference should be selected and so on. In case schools selected under category C and D, physical inspection of the Institution is mandatory.

2. In case Accredited Institute of NIOS is fixed for examination centre, the allotment of candidate should not be interchanged between the Accredited Institutions, but it should be from **AI-X to Y, Y to Z and Z to X.**
3. Fixation of Home Centre should always be avoided as far as possible and if it is recommended there should be sufficient justification for the approval of Director (Evaluation). However practical examination can be conducted at the same SAID study centre for their own candidate.
4. Regional level Examination Centre fixation Committee(EFC)
- (i) **The Regional Director, NIOS**
 - (ii) **The Regional Officer of KVS/NVS or representative of KVS/NVS**
 - (iii) **The Regional Officer of CBSE or representative of RO, CBSE**
 - (iv) **One Member of group 'A' or 'B' Officer from State Education Department**

The Regional Director should constitute a Committee consisting of the above Officers and to convene a meeting to finalize the selection of the examination centre. The Regional Director should place all the facts and figure with total centre acceptance received to finalize the Centre Notification. Minutes of the Committee should be prepared along with justification note for selecting or not selecting a school for exam centre in respect of all the Centre acceptance received in the Regional Centre.

5. Constitutions of Inspection Team for Inspection of School (Category C, D & E) for selection of Examination Centre
 - (i) **Regional Director or one member not below the level of Section Officer to be deputed by the Regional Director.**
 - (ii) **One member from outside preferably KVS/NVS, State Education Department not below the rank of group 'A' or 'B' Officer, may be serving or retired. The remuneration for inspection of the school will be paid minimum Rs. 400/- for one school and maximum Rs. 800/- subject to inspection of minimum two schools in a day. Actual TA will be paid on as per NIOS norms.**
6. The Regional Centre should maintain a panel of schools for the use of examination centre mentioning their category on the basis of the above gradation as at serial no. 1, physical inspection and past performance report.
7. The Regional Director should give order of reference based on the category i.e. A, B, C, D and E.
8. The panel of schools maintained for the use of examination centre may be updated from time to time by including new names on the basis of physical inspection report and report of previous examination.
9. The Regional Director may consult and take the help of the Director of Education or State Board/Intermediate Education/Controller of examinations of University or District Magistrate to obtain centre acceptance from the best/reputed State Board School in their locality.
10. All the Centres recommended should be duly marked with the preferred category i.e. **'A'/'B'/'C'/'D'/'E'** against the centre number on the Centre Notification.
11. If the School agrees, may be also undertaking can be given by the school Principal to run a smooth & fair examination.
12. The selection of centre will be the personal responsibility of the Regional Director. He has to submit an under taking that every care has been taken, norms followed in selecting the centre while submitting the Centre Notification to the Director (Evaluation) for approval.