



# Online system for marking Formative Assessment Marks (In Academic Subjects) and Internal Assessment Marks (in Vocational Subjects) by Study Centres (AI)

(Secondary / Senior Secondary Public Examination Oct./Nov. 2025)

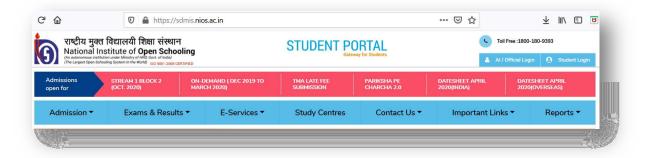
Schedule of 5 PCP Practical (Formative Assessment) only for the learners of Stream 1 Block 2 of Academic Session 2024-25 and for the learners who paid the FA Exam Fee for Oct./Nov. 2025 Session

Formative Assessment start date: 1st September 2025

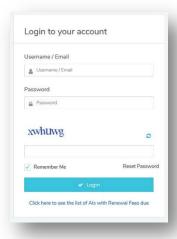
Formative Assessment end date: 15<sup>th</sup> September 2025

(Last edited on 03<sup>rd</sup> September 2025)

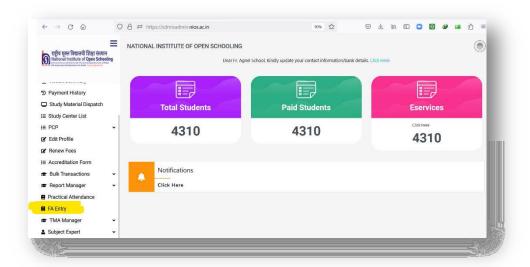
Visit the Student Portal sdmis.nios.ac.in and click on AI/Official Login button as shown in the figure below



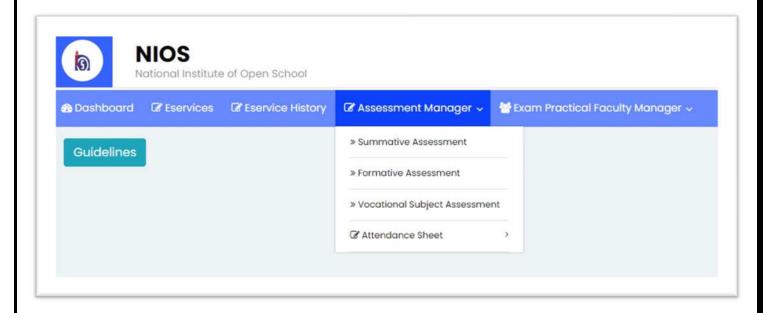
Login into your AI account using the credentials (username and password) assigned to you by Regional Centre



After successful login, you will be able to see the AI dashboard as shown in the figure below. Click on the "FA ENTRY" link given in dashboard to visit Formative Award Entry system as highlighted in the figure below



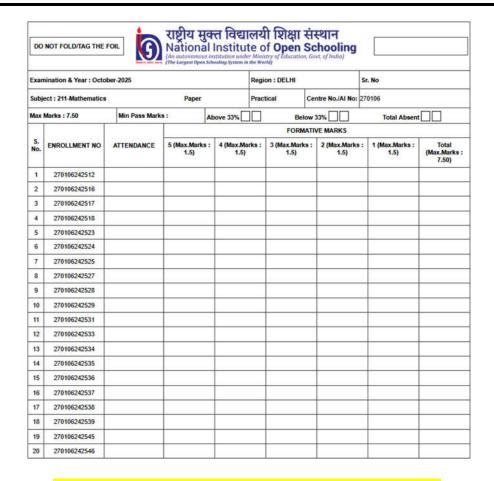
After successful login into the Exam Portal, you will be able to see the dashboard as shown in the figure below. Click on the menu Assessment Manager-> Formative Assessment to initiate the process of Formative Award Entry for Practical subjects of Secondary and Senior Secondary courses online as shown in the figure below



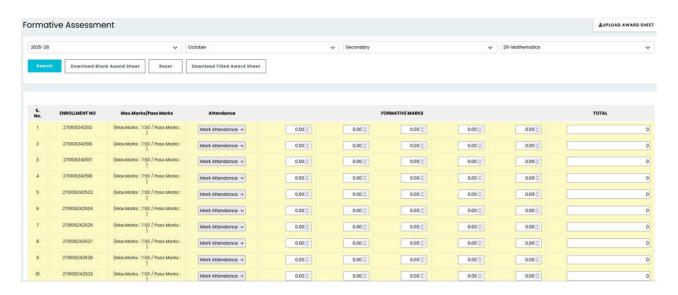
From the screen, select the Course (Secondary/Sr. Secondary) and practical subject for which you want to enter the Formative Marks.



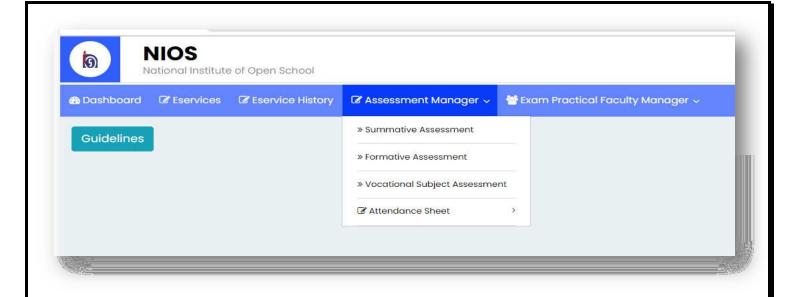
After selecting the course and subject, the list of students with enrolment number and five columns for each enrolment number will appear. You can enter the formative assessment (FA) marks in the respective columns. Marks entered online will automatically get saved in the database on change of each column. Marks will be automatically saved when you move from one student to another student. FA data will be automatically **FREEZED** after the Formative Marks entry is closed on the last date as per the schedule. Marks once finally submitted can't be edited. Formative Assessment Blank Award Sheet is shown below:



### Kindly mark the attendance for all the candidates.

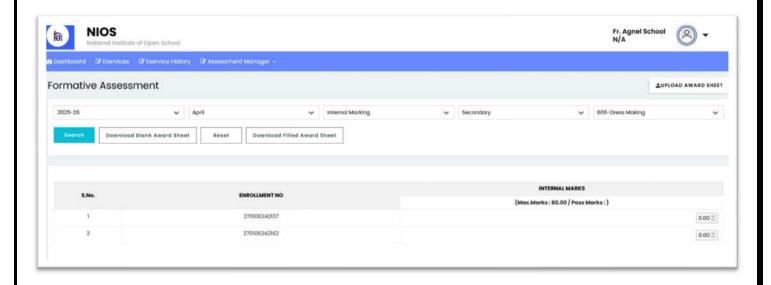


For the Internal Award Entry of <u>Vocational subject integrated with Academic courses</u> (Secondary and Senior Secondary), select the Vocational Subject Assessment menu option as shown in the figure below:



For the <u>vocational subject integrated with Academic courses</u> (Secondary and Senior Secondary), select the vocational subject from the dropdown and click on Search button. Only those vocational subjects will be visible in the dropdown for selection which has the internal marks option available (as per the vocational prospectus). In the list of students having the Vocational Subject integrated with Academic courses, enter the Internal Marks after conducting the PCP/Internal assessment.

NOTE: Formative Assessment marks are not applicable for Vocational courses. Instead, Internal Marks are to be awarded by the Study Centre to the registered students in the vocational subject as shown in the figure below:

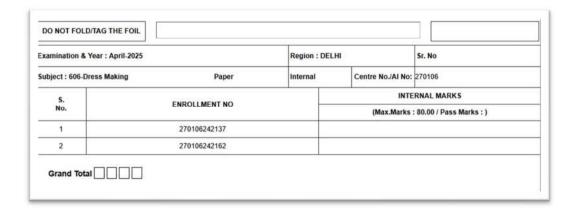


The study centre shall download the blank award sheet for the purpose of marking the FA/Internal on the award sheet and then record/feed the FA/Internal marks/awards from the award sheet to the online

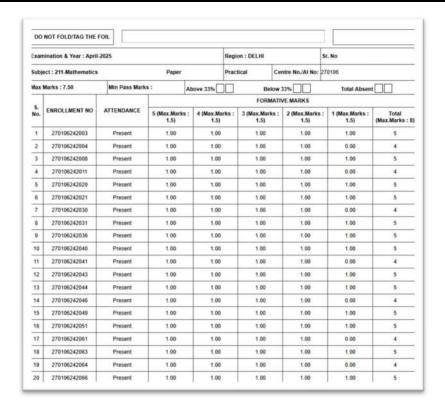
FA/Internal award entry system. You can click on Download Blank Award Sheet to download the award sheet as shown in the figure below

Examination & Year : April-2025           Subject : 211-Mathematics         Paper           Max Marks : 7.50         Min Pass Marks : Above 33%					Region : DELHI Practical Centre No./Al No:			Sr. No 270106			
					s.		ATTENDANCE	FORMATIVE MARKS			
No.	ENROLLMENT NO	5 (Max.Marks 1.5)	4 (Max.Max.Max.Max.Max.Max.Max.Max.Max.Max.		3 (Max.Marks 1.5)	: 2 (Max.Marks 1.5)		: 1 (Max.Marks : 1.5)	Total (Max.Marks : 8		
1	270106242003										
2	270106242004										
3	270106242008										
4	270106242011										
5	270106242020										
6	270106242021										
7	270106242030										
8	270106242031										
9	270106242036										
10	270106242040										
11	270106242041										
12	270106242043										
13	270106242044										
14	270106242046										
15	270106242049										
16	270106242051										
17	270106242061										
18	270106242063										

Sample blank award sheet for Internal Assessment marks of Vocational subject integrated with Secondary and Senior Secondary courses is given below:

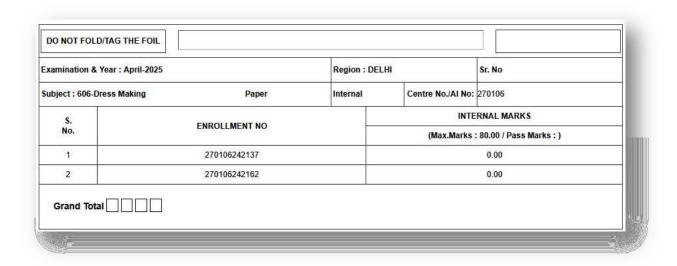


After uploading all the Formative Assessment awards/marks online, the study centre shall download the filled in award sheet by clicking on the button "Download filled award sheet". The filled in FA award sheet shall look like the figure given below (in the sample figure the marks are shown as zero):



The marked Attendance will be printed along with the awarded FA marks.

Sample filled award sheet for Internal Assessment marks of Vocational subject integrated with Secondary and Senior Secondary courses is given below:



For clarifications, contact your Regional Centre. List of Regional Centre can be accessed on the given link: https://sdmis.nios.ac.in/home/regional-center



# राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2015 प्रमाणित/ISO 9001 : 2015 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था) (An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F.No- 21-2/2022/NIOS/SSS/ADM 585

Date: 22.07.2025

To, All Regional Directors, NIOS Regional Centre

Subject: Schedule of five (5) PCP practical session of Stream -1 (Block- II)

Academic year, 2024-25

Madam /Sir,

Please refer to letter dated 24th April, 2025 regarding Personal Contact Programme (PCP) 2024-25 Stream-1 (Block-II) scheduled from first Sunday of May, 2025. Accordingly, the Study centres have uploaded their PCP Schedule in Al's panel on SDMIS portal.

Now, five (05) PCP for practicals should be conducted by AIs in August / September every year for Stream-1 (Block-II). In this regard Evaluation department will soon announce the dates for practical examinations for September /October 2025 public examinations. It has now become essential on your part to complete the PCP practicals (Formative Assessment) well in time and upload the marks of Formative Assessment before the start of Summative Assessment (SA).

Accordingly, please find enclosed herewith the schedule of five (05) PCP practicals with instructions. You are requested to disseminate this schedule to all AIs under your jurisdiction so that they can plan the PCP practicals and inform all learners well in time.

You are also requested to keep a close monitoring of conduct of PCP practicals which is compulsory and to ensure that all AIs are uploading the schedule for dissemination. If any AI fails to upload the schedule of PCP practicals within stipulated time suitable action shall be initiated upon them and action taken report be sent to this department and SA/P for necessary action.

Treat this as MOST URGENT

Yours faithfully,

S Vijava Kumar) Director (SSS)

Encl: As above

Copy to:

1. Director (Evaluation ) – for information

2. SA/P - for information and necessary action.

### National Institute of Open Schooling

SCHEDULE OF FIVE (5) PERSONAL CONTACT PROGRAMME (PCP) PRACTICALS FOR SECONDARY (CLASS-X)/SR. SECONDARY (CLASS-XII), FOR STREAM -1 (BLOCK- II) ACADEMIC SESSION, 2024-25

Dates	Subjects ( Secondary)	Subjects (Senior Secondary)
Conduct of	Mathematics (211), Science	Physics (312), Chemistry (313),
FIVE (5) PCP	& Technology (212), Home	Biology (314), Geography (316),
Practical	Science (216), Painting	Home Science (321), Computer
(Formative	(225), Data Entry	Science (330), Painting (332),
Assessment)	Operations (229), Indian	Environmental Science (333), Mass
1st August,	Sign Language (230),	Communication (335), Data Entry
2025	Hindustani Sangeet (242),	Operations (336), Library and
to	Carnatic Sangeet (243),	Information Science (339), Physical
10th September,	Folk Art (244), and	Education (373), Early Childhood
2025	Natyakala (285)	Care and Education (376), and
		Natyakala (385)

- 1. There will be total 05 PCPs for Practicals and all are compulsory.
- 2. The 05 PCP practical are to be utilized for learning as Formative Assessment.
- 3. After completing 5 sessions of Practical Personal Contact Programme, the Summative Assessment for the Practical Examination will be conducted as per the schedule fixed by Evaluation Department.
- 4. A weightage of 50% of the marks be awarded for Formative Assessment (05 Practical classes) and 50% marks for the Summative Assessment (Practical Examination).
- 5. The link for uploading the marks of Formative Assessment will be open from 1st September, 2025 to 20th September, 2025.
- 6. All AIs should upload the Formative Assessment (FA) marks in the portal as cited above and no extension of date will be provided.
- 7. Request if any for uploading of Formative Assessment (FA) marks after close of portal will not be entertained by NIOS.
- 8. The Regional Centre should inform the schedule of PCP practicals to Al's and monitor scrupulously the PCP practicals with the help of Academic Facilitators.

Director (SSS)

# Important Information for Conduct of Practical Examinations of October-November 2025 Examinations

- 1. Practical Examinations scheduled to be held from 12<sup>th</sup> September to 27<sup>th</sup> September, 2025 & Formative Assessment (FA) will be held from 1.9.25 to 15.9.2025.
- 2. The Practical examination of Academic subjects has two components namely (i) Formative Assessment (FA) and (ii) Summative Assessment (SA).
- 3. The Practical examination for Summative Assessment (SA) for all learners will be held as per the above dates at Sl. No. 1.
- 4. The serial number of the answer book issued to the candidates must be clearly mentioned in the space provided against each candidate on the computerized attendance sheet on each examination. No additional answer books would be issued to the students for practical examination. The drawing sheets, printouts of practicals of subjects like Painting, DEO, Computer Science etc. must be attached with NIOS practical answer books provided to the students.
- 5. The question papers for practical examinations are to be prepared as per the instructions given in the Guidelines for Centre Superintendents (Practical Examinations). The copy of the question papers must be sent along with the used answer books to the respective Regional Centres of NIOS.
- 6. The marks assigned for Summative Assessment is 50% of the full marks of practical components of each subject.
- 7. Answer Books dispatched to Regional Centres must be reconciled with used and unused Answer books of each Practical Examination Centres and record must be forwarded by Ais to Regional Centre- Bhopal on or **before 20**<sup>th</sup> **Oct 2025.**
- 8. Before submission of awards, the Centre Superintendents need to review the uploaded award and ensure no column is left blank and then press FREEZE the data to permanently record the awards. No edit shall be allowed afterwards. No offline awards shall be accepted. The absentees must be filled/recorded as "AB" in the online award list.
- 9. The practical examination centre will submit the award of summative assessment through online mode and the dashboard shall be active from **12.09.2025** to **10.10.2025**.

### Steps for recording practical awards (SA) and documents:

### A. For Practical Exam Centres

- Step 1: Download the relevant subject Blank Award list along with the photo attendance list;
- Step 2: On the day of practical, fill up the awards of Summative Assessment by hand on the downloaded blank award list;
- Step 3: After recording the awards, the Internal and External Examiners must sign on each page and then the Centre Superintendent should put the signature with seal and date;
- Step 4: Feed/upload/enter the secured marks on the portal and freeze the marks.
- Step 5: Take printout of the online uploaded/fed/recorded awards and get it countersigned by the Practical Exam Centre Supdt. or Coordinator of the Study Centre with seal and date.

### B. Documents to be sent by the Practical Exam centres to Regional Centres of NIOS.

- 1. Original attempted/used Answer books
- 2. Original Attendance sheets (Manual)
- 3. Original Handwritten awards (duly signed by Internal, External and Centre Supdt.)
- 4. Original Printed copy of uploaded/fed/entered marks on NIOS portal duly signed by the Practical Exam Centre Supdt. or Coordinator of the Study Centre, stamped with date
- 5. Subject-wise question papers as administered during practical examinations.
- 6. Original unused Practical Answer books along with information in the format given below:

SI.	Sl. No	. of a	answer	Sl. No	. of	Used	SI. No	. of	Unused	Remarks, if any
No.	books	receive	ed	answer	books		answer	books	<b>;</b>	
	From	То	Total	From	То	Total	From	То	Total	



# 🕼 राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

NIOS National Institute of Open Schooling

माध्यमिक (कक्षा-X) तथा उच्चतर माध्यमिक (कक्षा-XII) प्रायोगिक परीक्षाओं की तिथियाँ सितंबर-अक्तूबर 2025 DATE SHEET OF PRACTICAL EXAMINATIONS FOR SECONDARY (CLASS-X)/SR, SECONDARY (CLASS-XII), SEPTEMBER-OCTOBER, 2025

तिथि / Dates	उच्चतर माध्यमिक/Sr. Secondary	माध्यमिक/Secondary		
12th September to 15th September, 2025	गृह विज्ञान / Home Science (321),जीव विज्ञान / Biology (314) भूगोल / Geography(316), चित्रकला / Painting(332) कम्प्यूटर विज्ञान / Computer Science(330) जनसच्चार / Mass Communication (335) ग्रारिभक शिशु देखभाल एवं शिक्षा / Early Childhood Care and Education (376)	बिज्ञान एवं प्रौद्योगिकी∕Science & Technology (212) गृह विज्ञान,∕Home Science (216) कर्नाटक संगीत,∕Carnatic Sangeet (243) लोककला.∕Folk Art (244)		
16th September to 19th September, 2025	रसायन विज्ञान/Chemistry(313), भौतिकी/Physics (312) पर्यावरण विज्ञान/Environmental Science (333) शारीरिक शिक्षा एवं योग/ Physical Education and Yog (373) डाटा एंट्री ऑपरेशन्स/Data Entry Operations(336) पुस्तकालय एवं सूचना विज्ञान/ Library and Information Science (339) नाट्यकला/Natyakala (385)	चित्रकला/Painting (225), गणित/Maths(211) हिंदुस्तानी संगीत/Hindustani Music (242) डाटा एंट्री ऑपरेशन्स/Data Entry Operations (229) नाट्यकला/Natyakala (285)		
20th September to 23rd September, 2025	कम्प्यूटर तथा कार्यालय संचालन/ Computer and Office Applications (631) डाटा एट्टी कार्यो में प्रमाणपत्र/ Data Entry Operations (632) वेज विकास/Web Development (660) आई टी असेन्शल्स : पीसी हार्डवेयर एवं सॉफ्टवेयर IT Essentials: PC Hardware and Software (651) सीआरएम डोमेरिक वॉयस/CRM Domestic Voice (661) कम्प्यूटर हार्डवेयर असंबंदि एवं रखरखाव/ Computer Hardware Assembly & Maint. (663) योग सहायक/Yog Assistant (667)	बालों की वेखभाल और स्टाइलिंग/ Hair Care and Styling (641) हाथ पैरों की वेखभाल/Hand & Foot Care (642) बेकरी एवं कन्मेक्शनरी/Bakery & Confectionary (256) बेसिक कम्प्यूटिंग में प्रमाणपत्र/ Certificate in Basic Computing (608) डेस्क टॉप पब्लिशिंग में प्रमाणपत्र (सीडीटींगी)/ Certificate in Desk Top Publishing (CDTP) (613) योग में प्रमाणपत्र/Certificate in Yog (614) भारतीय सांकेतिक भाषा/Indian Sign Language (230)		
24th September to 27th September, 2025	गृह व्यवस्था∕House Keeping (356) कैटरिंग प्रबंधन/Catering Management (357) खाद्य संसाधन/Food Processing (358) होटल स्वागत कार्यालय संचालन/ Hotel Front Office Operations (360) फलों और सब्जियों का संरक्षण/ Preservation of Fruits & Vegetables (363) खेब डिजाइनिंग और विकास / Web Designing & Development (622)	कटाई एवं सिलाई/Cutting & Tailoring (605) पोशाक निर्माण /Dress Making (606) सींवर्य संवर्द्धन और बालों की वेखभाल/ Beauty Culture & Hair Care (612) भारतीय कढ़ाई में प्रमाणपत्र/ Certificate in Indian Embroidery (628) सींवर्य उपचार/Beauty Therapy (640)		

### टिप्पणियाँ/Notes:

- शिक्षार्थी अपनी सुचना-सह-हॉल टिकट एनआईओएस की वेबसाइट : http://sdmis.nios.ac.in से डाउनलोड कर सकते हैं। The candidates can download the Intimation-cum-Hall Ticket available on NIOS website : http://sdmis.nios.ac.in
- सभी प्रैक्टिकल परीक्षाएं अध्ययन केंद्र में आयोजित की जाएंगी जब तक कि संबंधित क्षेत्रीय केंद्र द्वारा अन्यथा ( रह् /गैर-कार्यात्मक एआई/पंजीकृत शिक्षार्थियों की कम संख्या ) अधिसूचित न किया जाए। विवरण के लिए, कृपया पहले से एआई/क्षेत्रीय केंद्र से संपर्क करें।

All the Practical Examinations will be held in the study centres unless otherwise (cancelled/non functional Als/less no. of learners registered ) notified by the concerned Regional Centre. For details, please contact the Al/Regional Centre in advance. उपर्युक्त तिथियों के अनुसार प्रायोगिक परीक्षाएँ आयोजित की जाएँगी। चूँकि प्रायोगिक परीक्षाएँ एक छोटे समूह बनाकर आयोजित की जाती हैं इसलिए विद्यार्थियों से अनुरोध है

कि वे प्रायोगिक परीक्षा की तिथियाँ तथा अपने आबंटित समृह के बारे में जानने के लिए केन्द्र अधीक्षक/प्रत्यायित संस्थानों के समन्वयक से प्रायोगिक परीक्षा आरम्भ होने से पहले संपर्क करें।

The Practical Examination will be conducted as per the above schedule. Since practical examination are being conducted in small batches, learners / candidate are advised to contact the Centre Superintendent/Coordinator of Als well in advance of the commencement of the practical exam. to know specified dates as well as batch allotted to them.

- प्रायोगिक परीक्षाओं के लिए, एआई में उम्मीदवारों को प्रयोगशाला की क्षमता के अनुसार और अध्ययन केंद्र/एआई के अधीक्षक/समन्वयक द्वारा संबंधित परीक्षकों के परामर्श से आवश्यक संख्या में बैच में विभाजित किया जाएगा।
  - For Practical Examinations, the candidates at Als will be divided in required number of batches according to the capacity of the laboratory and in consultation with the Examiner(s) concerned by the Superintendent/Coordinator of the Study Centre/Als.
- परीक्षा का परिणाम संभवतः अंतिम सिद्धांत परीक्षा के दिन से 7 सप्ताह के बाद घोषित किया जाएगा। परीक्षा परिणामों की घोषणा की वास्तविक तिथि के बारे में किसी पछताछ का उत्तर नहीं दिया जाएगा। परिणामों की घोषणा के बाद तुरंत ही परिणाम इंटरनेट http://sdmis.nios.ac.in पर उपलब्ध होगा।
- The result of examination is likely to be declared after 7 weeks from the last date of theory examination. No enquiries about the actual date of declaration of result will be entertained. The result will be made available immediately on NIOS website http://sdmis.nios.ac.in after the declaration.
- उत्तीर्ण होने वाले विद्यार्थियों को अंक तालिका–सह–प्रमाणपत्र तथा प्रवजन–सह–स्थानांतरण प्रमाणपत्र उनके संबंधित प्रत्यायित संस्थाओं के माध्यम से जारी किए जाएगें। ये डॉक्यूमेंट निरस्त प्रत्यायित संस्थाओं से प्रवेश लेने वाले विद्यार्थियों को क्षेत्रीय केंद्र डाक के माध्यम से उनके घर के पते पर भेजे जाएगें।
  - The Mark Sheet-cum-Certificate and Migration-cum-Transfer Certificate will be issued to the successful candidates directly through their respective Als. In case of cancelled Als these documents will be sent to them by the Regional Centre by post at their residential addresses available at NIOS.
- परीक्षा की तिथियों में परिवर्तन नहीं किया जाएगा।
  - There will be no change in the dates of the examination.
- प्रयोग परीक्षा शुल्क जमा करने पर विद्यार्थी परीक्षा में बैठने के योग्य हो जाता है बशर्ते वह अन्य तरीके से भी योग्य हो। उसे परीक्षा केन्द्र पर अतिरिक्त शुल्क देने की जरूरत नहीं है।
  - The Examination fees paid by the candidates entitle them to appear in practical examination, if otherwise eligible, without having to pay anything extra at the
- परीक्षा केंद्र द्वारा प्रायोगिक अवॉर्ड को ऑनलाइन माध्यम से अपलोड करना अनिवार्य है। It is compulsory to upload the Practical Awards by the examination centres through online mode only.

नोएडा/NOIDA

तिथि/Dated: 26.08.2025

निदेशक ( मूल्यांकन )/Director (Evaluation)