

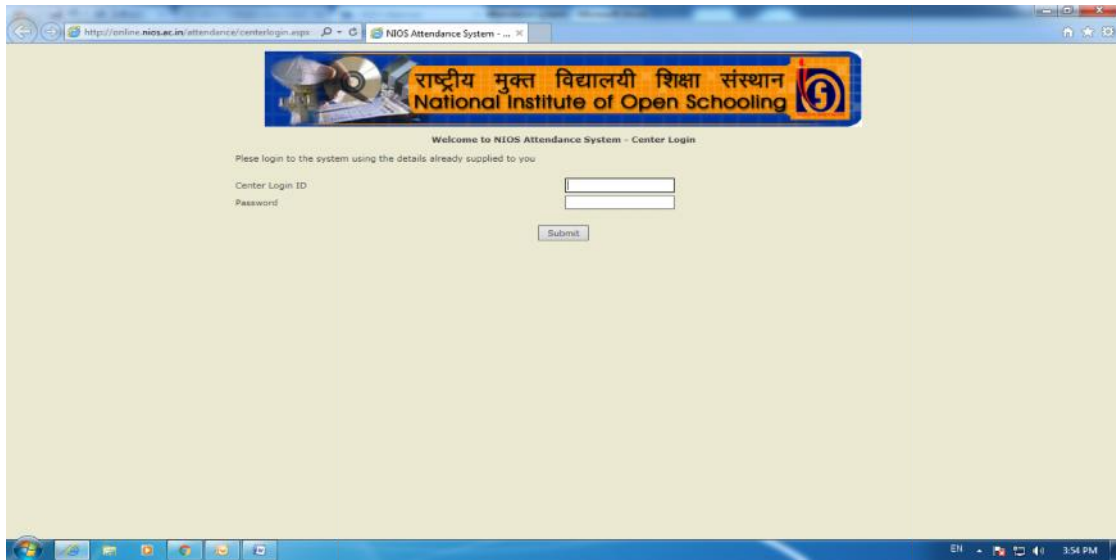


National Institute of Open Schooling

NIOS ATTENDANCE SYSTEM October 2017

Instructions for Submitting Absentee by the Exam Centre:

1. Type the URL <http://online.nios.ac.in/attendance/centerlogin.aspx> in Address Bar. The following screen will appear



2. Login using User ID and Password provided by Regional Centre or obtained from Regional Centre.
3. All centre numbers with no of students allotted on that particular day will be displayed.

Center X Present Total	Reg Center X - 1 Present Total	Reg Center X - 2 Present Total	Center XII Present Total	Reg Center XII - 1 Present Total	Reg Center XII - 2 Present Total
10936	54019	0	20936	30000	0
48	0	0	0	0	0
48	69	0	5	0	0

4. Select centre number for marking Absentee. The following Screen will appear.

Roll No	Name	Subject	Confirm Attendance	Check RW
090002162025		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162024		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162023		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162030		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162031		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162507		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162508		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162509		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162510		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162511		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162512		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090002162513		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090046162007		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090046162009		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090046162010		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090091152523		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
090091152524		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MO9001162035		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MO9001162018		213	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Empty Box means the student is absent.
6. Please use '**All Select**' option to mark all students as present.
7. Empty the box by remove the tick mark against the rollno which is ABSENT.
8. Mark **RW** for Unfair means (UFM) cases in Adjacent BOX , if any.
9. Please print and keep a copy using option '**PRINT**' for your record.
10. After ensuring that the information entered is correct click '**SUBMIT**' Button to save the attendance.

Attendance must be marked daily after **3.00pm**. As you cannot enter attendance of previous day. It is therefore directed to enter attendance daily i.e. on exam day without fail.

It is mandatory to submit the online ABSENTEE for all Examination Centre. In cases of non compliance the action will be taken against the examination centre. In case of any query, pl. contact your Regional Centre.

The Regional Centre has to do the complete monitoring of the compliance of the online ABSENTEE process.

Ms. Mamta Gupta
Asstt. Director(Evaluation),
NIOS, NOIDA