



INSTRUCTIONS

For

IOQM 2026

CENTRE REGISTRATION

CENTRE ACTIVATION

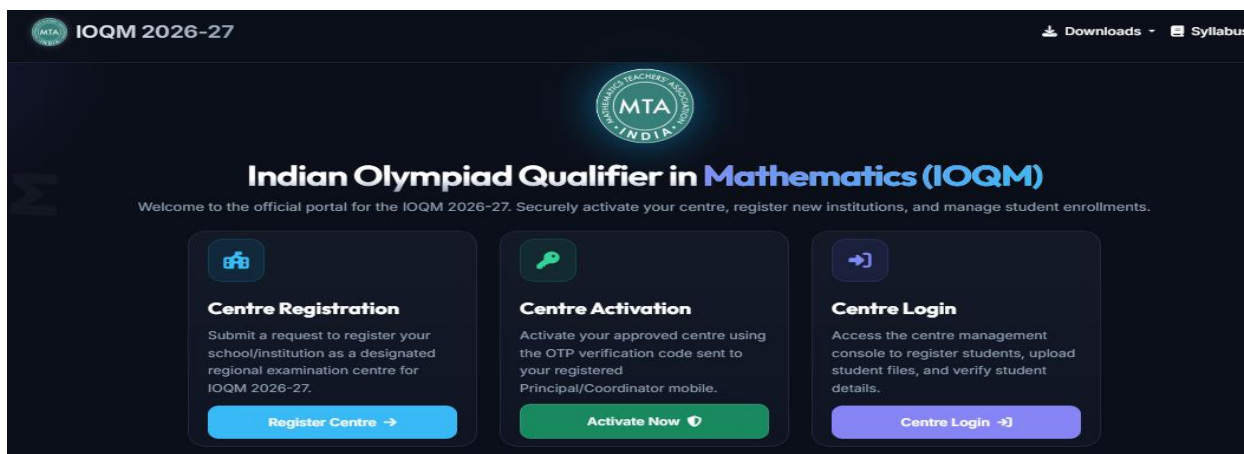
&

CENTRE LOGIN

Instructions for Centre Registration

Step 1: Accessing Centre Registration

- On the homepage, three options will be displayed. Under the **Centre Registration** section, click **Register Centre**, as shown in the image below. You will be redirected to begin the registration process.



Step 2: Select Institution Type

- After clicking **Register Centre**, select the appropriate **Institution Type** from the dropdown list.
- If **KV (Kendriya Vidyalaya)** is selected, enter the respective **KV Code**. The KV code should be exactly 4 numeric digits.
- If **JNV (Jawahar Navodaya Vidyalaya)** is selected, enter the respective **JNV AEP-MIS Code**. The JNV code should be exactly 10 characters, where the first 4 are alphanumeric and the last 6 are numeric.
- For all other schools, click **Register** to proceed with the Centre Registration process.

(The respective KV/JNV codes are provided once you select the Institution type-it will show as “Search KV/JNV Code” for your reference.)

- After selecting the KV/JNV code and clicking **Register**, verify the displayed school details and click **Confirm** to proceed with the Centre Registration process.



Step 3: Declaration Form

- After confirming your school details, carefully read the **Declaration, Consent & Examination Integrity Undertaking** and select the **Final Consent** checkbox to proceed.

IOQM 2026 Centre Registration Declaration, Consent & Examination Integrity Undertaking

- We undertake to preserve all examination-related records and CCTV footage for the period prescribed by MTA(i).
- We shall ensure that the Centre Incharge, Invigilators, and examination staff perform their duties impartially and avoid conflicts of interest.
- MTA(i) reserves the right to withhold, cancel, or invalidate the results of candidates from the centre concerned, either partially or fully, in the event of serious irregularities after due review.
- Any violation of examination guidelines, confidentiality requirements, security protocols, non-cooperation during investigation, malpractice, mass copying, impersonation, question paper leakage, or examination misconduct may result in cancellation of centre approval, withholding remuneration, withholding/cancellation of results, blacklisting, and/or legal action.
- The decision of MTA(i) regarding examination centre approval, suspension, cancellation, result invalidation, disciplinary action, or blacklisting shall be final and binding.

Final Consent

☐ I/We have read, understood, and agree to abide by the Declaration, Consent, Examination Security, Confidentiality, Integrity, and Centre Conduct requirements prescribed by MTA(i) for IOQM 2026. I/We understand that violation of these requirements may result in cancellation of centre approval, withholding/cancellation of results, blacklisting from future examination activities, and/or other actions deemed appropriate by MTA(i).

PROCEED

Step 4: Details of Institution

You will now be taken to the **Details of Institution** page. Please fill in the following fields:

- Affiliated Type:** Select the board or authority with which your institution is affiliated. (For KV/JNV it will be auto filled)
- UDISE Code:** Mandatory. Enter the 11-digit UDISE code.
- Full Name of the Institution (As displayed on the Board):** Enter the school name exactly as displayed on the school board.
- Address Line 1:** Enter a brief version of the school address.
- Landmark:** Provide a nearby landmark for easy identification.
- Post Office:** Name of the nearest post office.
- Pin code:** Enter the official postal PIN code of the institution.
- City/Taluk/Tehsil/Town/Village:** Select from the dropdown list. (If your city is not available in the dropdown list, please contact the IOQM Helpdesk.)
- Google Location:** Locate your institution on Google Maps, copy the Google Maps link, and paste it into the field provided.

IOQM 2026
Step by step application

Details of Institution

Affiliated Type* CBSE **UDISE code ***

Full Name of the Institution (As displayed on the Board) *

Address line 1 * **Address line 2**

Landmark * **Post Office *** **Pincode ***

City/Taluk/Tehsil/Town/Village * **State *** **District ***

Google Location (Copy & Paste the Google Link of your Institution from Google Maps)*

Steps for filling the 'Google Location' via Google Maps. [Click Here](#)

→ NEXT

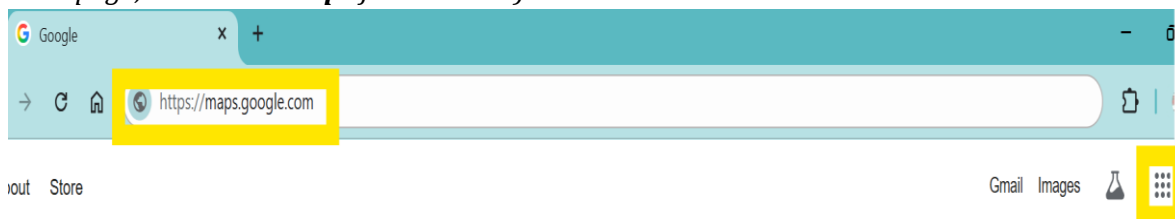
Activate Windows
Go to Settings to activate Windows

How to Fill the “Google Location” Field (Using Google Maps)

To provide the correct Google Maps link for your institution’s location, please follow the steps below:

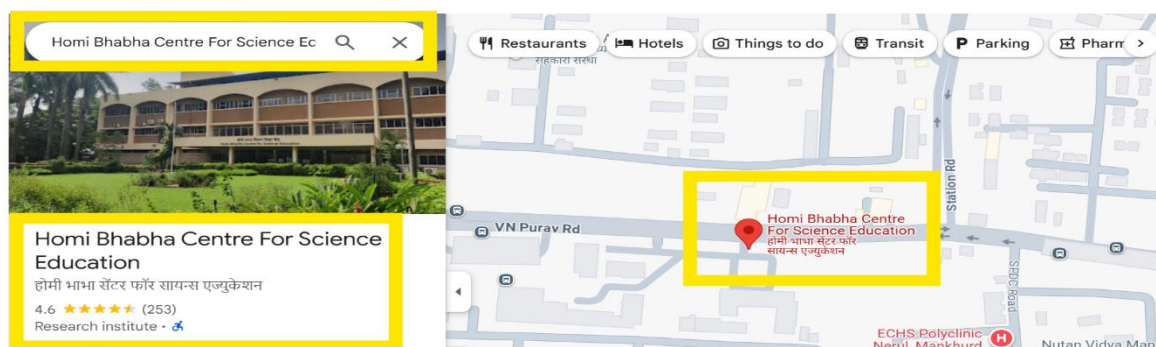
Step 1: Open Google Maps

- Open a **new tab** in your web browser (Google Chrome is recommended for best compatibility).
- In the address bar, type **maps.google.com** and press **Enter**. (You may also click the Google Apps grid icon  near the top-right corner of the Google homepage, then select **Maps** from the list.)



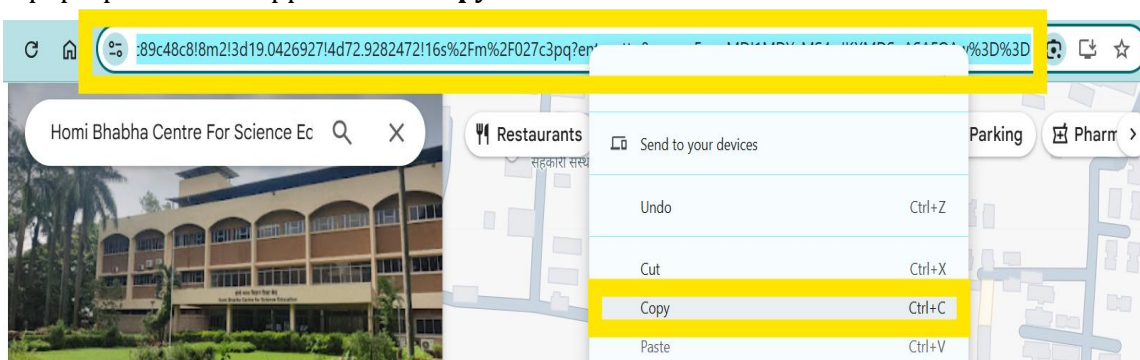
Step 2: Search for Your Institution

- In the **search bar** at the top-left of Google Maps, type the **full name or address** of your school.
- Google Maps will show suggestions — click the correct one.
- Once selected, a **location marker** (red pin) will appear on the map indicating your institution.



Step 3: Copy the Location Link

- After confirming the correct location:
 - Right-click the location card displayed on Google Maps.
 - A pop-up menu will appear. Click **Copy**.



Step 4: Paste in the Registration Form

- Return to the **Centre Registration form**.
- In the “**Google Location**” field under *Institution Details*, **paste the copied link**.
- ✓ Ensure the link opens the exact location of your institution on Google Maps.

Step 5: Details of Principal

On the **Details of Principal** screen, enter:

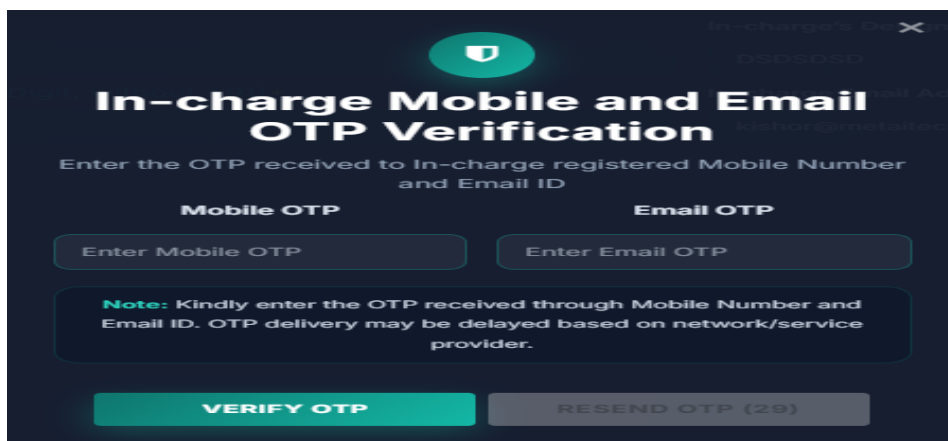
- **Name of the Principal:** Current principal's full name.
- **Principal Mobile Number (10 digits only, no +91):** Numeric only.
- **Re-confirm Mobile Number:** Must match the above entry.
- **Principal Email Address (lowercase only):** Valid email ID.
- **Re-confirm Email Address:** Must match the above entry. Click **Next** to continue.

Step 6: Details of Incharge

Now, enter the **Details of Incharge**:

- **Name of the Incharge:** Full name of the exam centre in-charge.
- **In-charge's Designation:** In-charge official title.
- **In-charge Primary Mobile Number (10 digits only, no +91):** Numeric only.
- **In-charge Email Address (lowercase only):** Valid email ID.
- After entering the In-charge Mobile Number and Email Address, click **Verify** to validate both contact details. Separate OTPs will be sent to the registered mobile number and email address.

Click **Next** to proceed.



In-charge Mobile and Email OTP Verification

Enter the OTP received to In-charge registered Mobile Number and Email ID

Mobile OTP **Email OTP**

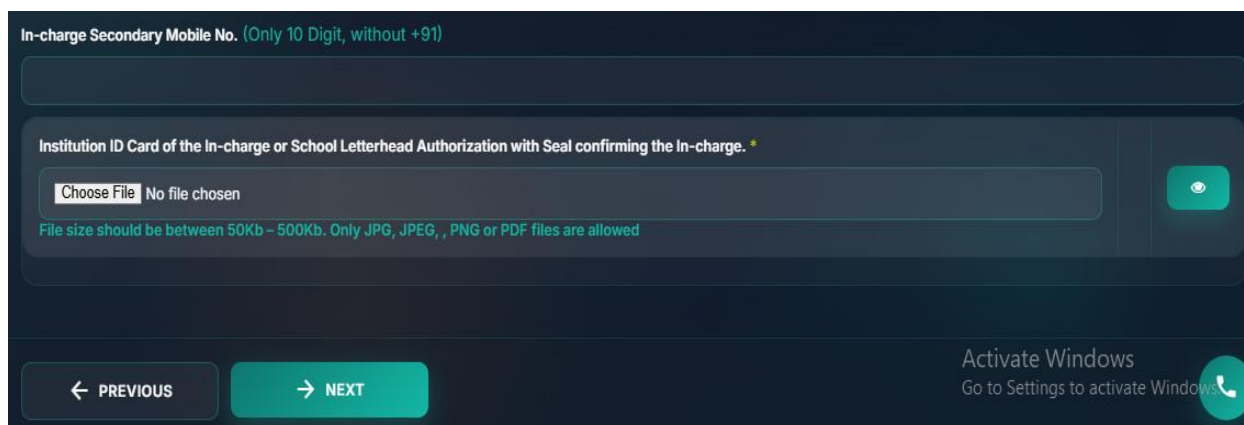
Enter Mobile OTP Enter Email OTP

Note: Kindly enter the OTP received through Mobile Number and Email ID. OTP delivery may be delayed based on network/service provider.

VERIFY OTP **RESEND OTP (29)**

Click **Verify OTP**. Upon successful verification, a confirmation screen displaying the verified mobile number and email address will be shown. Click **OK** to continue.

- **Secondary Mobile Number (10 digits only, optional):** Optional, for backup contact.
- **Upload the Institution ID Card of the Incharge or School Letterhead Authorization with Seal confirming the Incharge.** This is **mandatory**.
(File size should be between 50 KB and 500 KB. Only JPG, JPEG, PNG or PDF)



In-charge Secondary Mobile No. (Only 10 Digit, without +91)

Institution ID Card of the In-charge or School Letterhead Authorization with Seal confirming the In-charge. *

Choose File No file chosen

File size should be between 50Kb – 500Kb. Only JPG, JPEG, PNG or PDF files are allowed

← PREVIOUS → NEXT

Activate Windows
Go to Settings to activate Windows

Step 7: Centre Acceptance & Centre Capacity Details

After completing the **Details of In-charge**, the next section is about confirming whether your institution is willing to act as an examination centre for IOQM 2026, scheduled on **06th September (Sunday) 2026**, and entering details about how many students your school can accommodate.

- **For Kendriya Vidyalayas (KVs) and Jawahar Navodaya Vidyalayas (INVs):**

You will see a message: “Your institution is an examination centre for IOQM 2026.

- **For Other Schools:**

You will see a question: “Are you willing to provide your institution as an examination Centre on Sep 06, 2026 (Sunday)?”.

By default, **YES** is selected. If you change the selection to **NO**, the following confirmation message will be displayed: “Are you sure that your institution is not willing to serve as an exam centre?”, In that if you click **YES**, then it will proceed to Next page.

If You Select YES:

You will be asked to fill in three fields:

1. **Enter the maximum number of students can be accommodated from your school.** – Please enter the total number your school can comfortably accommodate.
2. **Enter the maximum number of students can be accommodated from other school.** – Enter how many students from nearby schools your institution can accommodate.
3. **Total number of students you have agreed to accommodate.** – This will be filled automatically by adding the above two numbers. You don't need to fill this manually.

- **Additional Questions for KV and JNV Schools (Only if you allow students from other schools):**

For KV Schools:

If you entered a number greater than zero for other school students:

- You will be asked:

“Does your school come under a high-security area?”

- If you say **YES**, you will be asked:

“Can you allow other school students to your Centre?”

- If you select **NO**, the number of other school students will be made zero automatically.

For JNV Schools:

If you entered a number greater than zero for other school students:

- You will be asked:

“Is your school a residential school?”

- If you say **YES**, you will be asked:

“Can you allow other school students to your Centre?”

- If you select **NO**, the number of other school students will be made zero automatically.

Before proceeding, if your school is either in a high-security area (KV) or is a residential school (JNV), and you still choose to allow students from other schools, a message will appear asking for confirmation:

“Since your institution is a high-security area/residential school and you are also willing to allow students from other schools to take the exam, could you kindly confirm?”

Click **OK** to continue or **Cancel** if you want to go back and review your entries.

Step 8: Bank Details of the Institution

Enter the following account information:

- **Name of the Account Holder:** As per the bank records.
- **Bank Account Number:** Enter correctly.
- **Confirm Account Number:** Re-enter to confirm.
- **PAN / TAN Number of the Institution:** Enter valid ID.
- **Account Type:** Savings / Current.
- **Branch IFSC Code:** Valid IFSC code.
- **Bank Name:** Name of the bank.
- **Branch Name:** Specific branch name.

Upload a scanned copy of a cancelled cheque or the **bank passbook's first page**.

(File size should be between 50 KB and 250 KB. Only JPG, JPEG or PNG)

Click **Preview** to continue.

Step 9: Preview & Declaration

After clicking **Preview**, a summary of all the entered details from previous steps will be displayed. Please verify each section carefully.

After verifying all information, select the Declaration checkbox and click **Submit**.

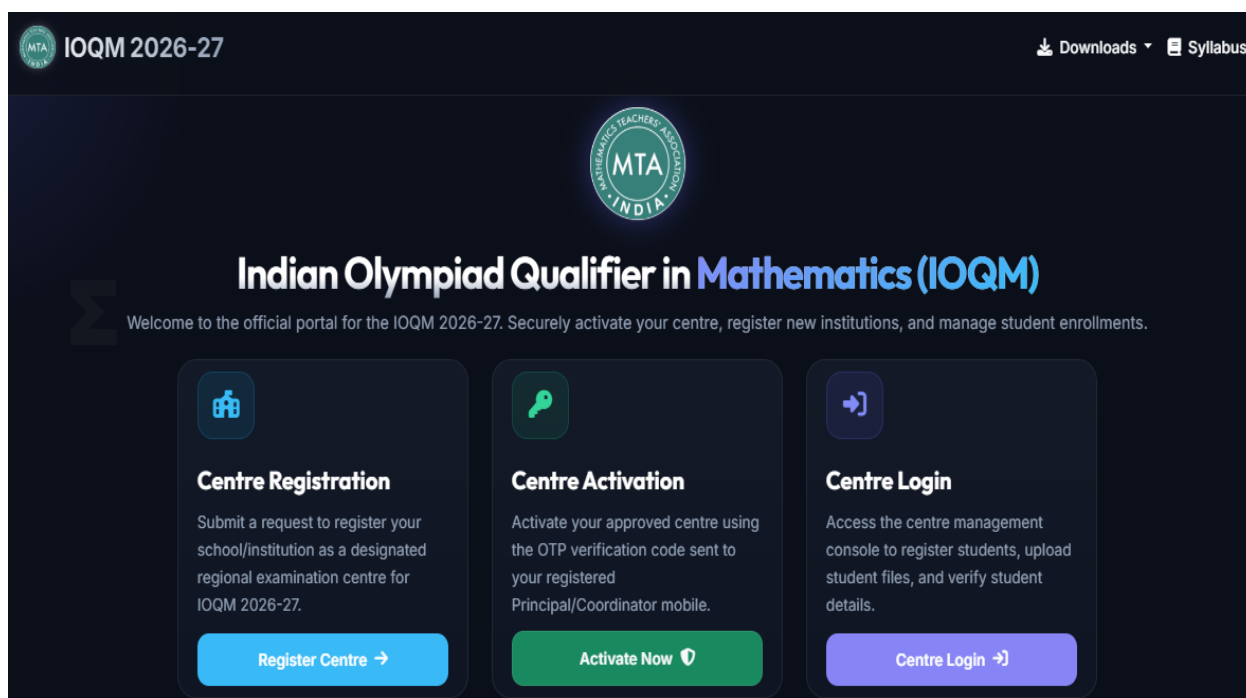
Step 10: Submission Confirmation

After successful submission, a confirmation message will be displayed, marking the **completion of Centre Registration – Part 1**.

To proceed with **Centre Activation**, refer to the next set of instructions provided separately.

Instructions for Centre Activation

Go to the Website Home page, select “**Centre Activation**” and click on “**Activate Now**”.



You will see a screen asking for details.

- Enter the registered mobile number of the **Principal**.
- Enter the **6-digit activation OTP** received via **SMS and Email**.
- Then click on **Activate**.

Upon successful activation, the Username and Password will be sent to the registered Principal and In-charge through SMS and Email.

The screenshot shows the 'IOQM 2026-27 CENTRE ACTIVATION' form. On the left, there are three instructions:

- Provide the registered Mobile Number of the Centre Principal.
- Enter the 6-digit Activation OTP received via SMS / Email.
- Username and password credentials will be sent to Principal / Incharge Mobile and Email.

On the right, there are two input fields:

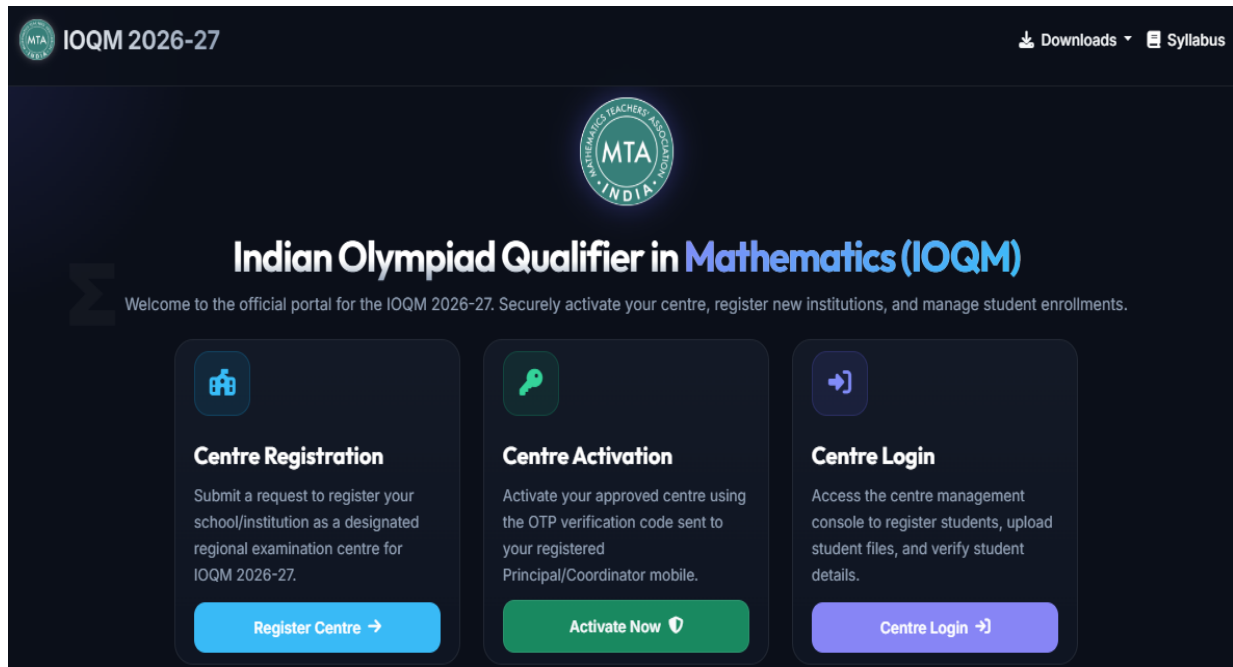
- PRINCIPAL MOBILE NO. ***: A field with a mobile icon and placeholder text 'Enter 10 Digit Mobile'.
- ACTIVATION OTP ***: A field with a key icon and placeholder text '.....'.

Below the input fields, there are two buttons:

- ACTIVATE CENTRE**: A button with a power icon.
- Back to Homepage**: A button with a left arrow icon.

Instructions for Centre Login

After successful activation, visit the website Home page, select “Centre Login” and click on “Centre Login”.



You will see a screen asking for details.

- Enter the **Username and Password** received via SMS and Email, then click **Login** to proceed with the next steps and manage your Centre account.

The screenshot shows the 'CENTRE LOGIN' form for IOQM 2026-27. The form is set against a white background with a purple header.

- Header:** 'IOQM 2026-27' and 'CENTRE LOGIN' in white text on a purple background.
- Username Field:** Labeled 'USERNAME *' in red. It contains a text input with the placeholder 'E.G. ABC123' and a user icon.
- Password Field:** Labeled 'PASSWORD *' in red. It contains a text input with the placeholder 'Enter Password', a key icon, and a toggle icon for visibility.
- Login Button:** A large purple button with the text '→ LOGIN' in white.
- Back Link:** A link '← Back to Homepage' in purple text below the login button.