

**GUIDELINES AND INSTRUCTIONS FOR SUBMISSION OF ON-LINE EXAMINATION FORM ONLY FOR ODL & ONLINE PROGRAMMES (PEN & PAPER & CBT MODE) STUDENTS FOR TERM END EXAMINATION (THEORY ONLY) FOR DECEMBER 2026 TEE**

**Last date to Apply Online Examination Form for TEE December-2026 is w.e.f. 10.09.2026 to 30.09.2026 without Late fee.**

**This Online Examination Form is for Theory Courses ONLY. Candidate needs to submit separate Examination Form for the PRACTICAL/ PROJECT courses. Please check the Announcement/Schedule for the same.**

The December, 2026 Term-end Examinations of the University for ODL & Online Programmes (Pen & Paper & CBT Mode) are likely to commence from **25<sup>th</sup> November, 2026** onwards. Online link for submission of the examination form for Term-end Examination theory courses ONLY by the eligible students for December, 2026 Term-end Examination is open along with the schedule and necessary instructions/guidelines thereof. The students may submit online examination form accordingly, by following the instructions and guidelines provided.

**A separate link for payment of Project & Practical examination fees is already available in the Samarth Login of the eligible learners. The students may fill the fee for Project/Practical through that link separately.**

**Those students, who want to improve their division can apply through offline mode at the concerned section within six months of printing the marksheet.**

**SCHEDULE**

| <b>Dates</b>                                 | <b>Prescribed Fee for Student admitted till December 2022 admission cycle</b> | <b>ALLOTMENT OF THE EXAM CENTRE</b>                                                                                                                                                                                                                              |
|----------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. 10.09.2026, to 30.09.2026 (Online)</b> | Rs. 200/- per course. (Theory courses)                                        | The <b>University</b> will try to accommodate the students in the examination centre opted by them. (In case, the sitting at the centre has exhausted, student may choose the nearest/alternate exam centre under the jurisdiction of the same Regional Centre). |
| <b>II 01.10.2026 to 15.10.2026 (Online)</b>  | Rs. 200/- per course. (Theory courses with Late fee of Rs.1100/-              | <b>However, the University reserves the right to shift the students from one exam centre to another exam centre. The decision of the University is final and student cannot claim.</b>                                                                           |

**NOTE: 1. The University reserves the right to reschedule/cancel examinations/papers at any time in all the Examination Centre across the Country or in any particular Examination Centre/ State due to any exigency or any other reasons.**

## IMPORTANT NOTE:

Students are requested to fill up the examination form for December, 2026 Term-End-Examination for the following courses:

1. All the eligible courses registered for first year/re-registered for second/third year for Under Graduate and Postgraduate Programmes.
2. All the eligible courses registered for Diploma and PG Diploma Programmes.
3. All the eligible courses registered for Certificate, PG Certificate Programmes and all the semester based programmes.
4. The student is having the validity of the Programme.
5. Eligible Courses for which term end examinations have not been successfully completed or not appear, so far.
6. The students are required to create ABC ID while filling the Term-End-Examination Form otherwise their grades/marks will be not reflected on the Academic Bank of Credit (ABC)/DigiLocker and might affect timely declaration of result. The creation of ABC ID has been made mandatory by the Government.
7. The students may kindly be advised to fill the Examination Form through the Samarth link, which will be available on the IGNOU website w.e.f. 01.09.2026 onwards and fees will be accepted through Samarth Portal only.
8. The Examination fees will NOT be accepted through SBI Misc. Fees Challan or any other mode except Samarth Portal.
9. The students are advised to fill the examination form and choose the Examination Centre carefully as after issue of hall ticket no examination centre will be changed or allowed.
10. All the learners are informed that in December, 2026 TEE no Stray Candidate will be allowed to sit in the Examination Centres.
11. The students who have appeared in June, 2026 Term-End-Examinations for previous semester/year courses but their result is not declared as on the date of filling up the examination form may apply/add such course(s) without waiting for the result within the duration of applying for the December, 2026 Term End Examination.
12. To be eligible to appear at the term-end-examination in any course, the candidates are required to fulfill the following conditions:
  - (i) They should have paid the course fee due for that year/semester.
  - (ii) They should have opted and pursued the prescribed course (s) as per provisions laid down in the Programme Guide.
  - (iii) They should have submitted the examination form in time.
  - (iv) They should have submitted the required number of assignments within due dates before taking the examination.
  - (v) Their registration for the programme should be valid.
13. The University conducts term-end-examinations twice a year i.e. in June and December. In the Programmes under semester system the students can take term-end-examination at the end of each semester. In the programmes under annual system, the students can take their annual examination at the end of year failing which they can take the same in December or June term end examinations within the total span/period of the programme.
14. The students of certificate programmes of six months duration or less can take their examination on completion of duration of programme in the following term-end-examinations. Thereafter, the left over courses or unqualified courses examinations can be taken in June and December according to the convenience of students.
15. The University will release hall ticket indicating the courses opted by the student in the examination form as per their registration.
16. Although all efforts will be made to declare the results in time, there will be no binding on the University to declare the results of the last examination before the commencement of the next examination. The students may, therefore, fill up the form without necessarily waiting for the result.

## PRE-REQUISITE FOR SUBMISSION OF EXAM FORM:

- Registration for the courses is valid and not time barred.
- Required number of assignments in the courses must have been submitted by the due date wherever applicable as per the provision of your programme.
- Have completed minimum time to pursue these courses as per the provision of the Programme.

## (I) THE CLASH OF EXAM DATE/SESSION WILL NOT BE CONSIDERED IN THE FOLLOWING CASES:

- i. The courses are from the same group (Group-1 to Group-6) as the exam of courses in a particular group is conducted on same date and time.
- ii. The courses are backlog courses (from different years).
- iii. The courses are from different Programmes.

iv. In MP Programmes, courses from different specialization.

(II) THE EXAM OF COURSES IN A GROUP ARE CONDUCTED ON SAME DATE AND TIME. NO REQUEST FOR CHANGE IN DATES FOR THE COURSES WILL BE ENTERTAINED.

|         |                                                                                                                 |
|---------|-----------------------------------------------------------------------------------------------------------------|
| Group-1 | BGSE001/EHD05/ EHI07/ BHIE107/EEC11/EPA01/ MTE01/BPY001/BULE001/BSWE04/ BPC001/                                 |
| Group-2 | EHD02/BHDE108/BEGE102/ EHI02/ /BPAE102/ BRDE101/MTE02/BPY003/BULE002/ BPC004/ BECE002/                          |
| Group-3 | EHD03/BEGE103/BEGE108/EHI03/EEC10/EEC13/EPS03/EPS08/EPA03/ESO013/BPY005/BSWE05/BULE03/BPC006/ MTE08/            |
| Group-4 | BHDE106/EHD06/BEGE105/EPS07/EHI04/ BECE214/EPA04/BPAE104/ /MTE09/BPY006/ BSWE06/BULE004/ ESO14/                 |
| Group-5 | BHDE107/EEG06/BEGE106/EPS15/EHI05/BECE15/EPA5/ESO15/MTE11/BULE005/BECE016/BPCE14/BPCE15/BPCE17/ ECO08/ BCOE108/ |
| Group-6 | EHD04/BEGE104/BEGE107/EPS06/EPS09/EEC07/BECE107/EHI06/EPA06/ESO16/MTE13/ BPY011/ BULE006/                       |

(III) THE EXAM OF CBCS COURSES IN A GROUP ARE CONDUCTED ON SAME DATE AND TIME. NO REQUEST FOR CHANGE IN DATES FOR THE COURSES WILL BE ENTERTAINED.

|         |                   |                       |             |            |
|---------|-------------------|-----------------------|-------------|------------|
| Group-1 | English           | Hindi                 | Urdu        | Sanskrit   |
| Group-2 | Sociology         | Education             |             |            |
| Group-3 | Political Science | Public Administration | Mathematics | Philosophy |
| Group-4 | Economics         | Anthropology          |             |            |
| Group-5 | History           | Psychology            |             |            |

  

|         |             |           |
|---------|-------------|-----------|
| Group-1 | Physics     |           |
| Group-2 | Chemistry   |           |
| Group-3 | Mathematics | Botany    |
| Group-4 | Zoology     | Geography |
| Group-5 | Geology     |           |

INSTRUCTIONS AND GUIDELINES TO BE FOLLOWED DURING FILLING ONLINE EXAM FORM:

1. With the implementation of Samarth in Examination filling activities, no link for filling of Examination Form to the Regional Centres will be provided.
2. Answer to the question paper will be accepted in the language (s) in which the Programme is offered. Answer script attempted in any other language will not be evaluated and cancelled without any information. However, students have an option to attempt the examination of the course's in Hindi medium irrespective of registration of the same in English medium (except for language programmes). The Examination for MBA (1st Semester) courses and DECE courses can be attempted in Odiya and Hindi Language also in addition to English in Pen & Paper Mode Only.
3. **June, 2026 Term-end Examination results are being uploaded on IGNOU website (www.ignou.ac.in) in phased manner. In case, the result of any course(s) is not declared on or before the last date of submission of online exam form for December, 2026, students are advised to fill the exam form without waiting for the complete result to avoid future consequences.**
4. **In no circumstances the student will be allowed to write Examination for two courses in a session even if both the courses are reflected in the Hall Ticket for the same session & time.**
5. **Jail Inmates are advised to submit exam form at the concerned Regional Centre only. The jail inmates will not be permitted to appear in regular exam centres under any circumstances, as exam centre for jail inmates are activated in respective jail itself. In case any Jail inmates submit exam form and opt for exam centre outside the jail, it will be reverted back to the same jail where the inmate is in custody.**
6. **No outside person is allowed to appear in the Jail Exam Centre.**

STEPS FOR ONLINE SUBMISSION OF THE EXAMINATION FORM TEE AND PAYMENT OF EXAM FEE:

(The Exam Form MUST be filled with utmost care and accuracy. No request for any kind of amendments will be entertained after the submission of Exam Form)

- **Select the Regional Centre and Exam Centre code of your choice carefully.**

- Exam Centre will be allotted as first come first serve basis. In case the sitting capacity at the chosen exam centre is full, you may opt for the nearest/alternate exam centre.
- Please ensure that the exam form for all the course(s) for which exams to be written are filled in one attempt, as next attempt to add the course(s) can result in change of exam centre/ non availability of sitting capacity at the same exam centre.
- In case the validity of the registration shown as INVALID or course(s) for which you are eligible for appearing in the December, 2026 Term-end Examination is/are not reflected in the drop-down box, student should contact Registrar SRD on email ([registrarsrd@ignou.ac.in](mailto:registrarsrd@ignou.ac.in)).
- Students may select payment gateway as indicated in the portal to make payment using UPI/Debit/Credit Card and Internet Banking of any bank. Payment in any other mode or via any of the Link/Account will not be accepted and no request for refund will be entertained. **Examination fee once paid shall neither be adjusted nor refunded in any case.**
- **Once all the parts of the examination form are filled, the summary of it will be reflected on screen before proceeding for payment. Check the same carefully to avoid future consequences.**
- Take the print out of the acknowledgement for future references.
- In some cases the status of submission of exam form is generated within 72 hours after making the payment. The University will not be held responsible, in case, the status of the submission of exam form shown as Transaction Failed after the last date of submission of exam form is over. **You are advised not to wait for the last date for submission of the exam form.** Students are advised to check the status of their examination form in their **SAMARTH login**.
- If no status appears, it means that you are required to re submit the examination form with prescribed fee on or before the last date for submission of exam form.

#### REFUND OF EXCESS/UNSUCCESSFUL EXAMINATION FEE/DATESHEET

- In case of excess and unsuccessful payment, the student is required to approach the bank to take the charge back after the issuance of Hall Ticket.
- The result shall be withheld/ cancelled for the students who have taken back the examination fee through charge back process from the concerned bank and appeared in the examination illegally.

§ The excess/unsuccessful fee amount will be adjusted/refunded as the case may be, to the account from which the payment was made after due verification of records of the concerned bank only in cases of payment made through payment gateway indicated in the TEE Online Portal.

§ Examination fee receipt is auto generated and does not need any authentication by the University. Please retain the fee receipt after submission the examination form for future reference.

- Please download the final date sheet from the IGNOU website for your future reference. No date sheet of any term end examination will be provided separately to any learners by the University.

#### OPTION FOR CHANGE IN EXAM CENTRES:

**No request for change of exam centre will be entertained in any case (All the exams are to be given at one Exam Centre only).**

#### ISSUE OF HALL TICKET

- Hall Ticket to the **eligible students** will be uploaded on the University website ([www.ignou.ac.in](http://www.ignou.ac.in)) approximately one week prior to the commencement of the Term-end Examination.
- Students are directed to take the print out of the Hall Ticket and report at the address of the Examination Centre on the date and time mentioned on the Hall Ticket well before the commencement of the examination.
- **Entry to the Examination Hall is strictly on the basis of the valid Hall Ticket and University Identity Card.**
- Request towards add on of course (s) in the Hall Ticket after updating of Hall Ticket on the website will not be entertained in any case.

#### WHOM TO CONTACT/E-MAIL ID:

1. For any query regarding non receipt of the control number or about status of Examination Form, please send email to ([termendexam@ignou.ac.in](mailto:termendexam@ignou.ac.in)).

2. For Overseas Students may contact Director, International Division, Block-15, IInd Floor, Section-K, IGNOU, Maidan Garhi, New Delhi-110068, Email id:- [internationaldivision@ignou.ac.in](mailto:internationaldivision@ignou.ac.in), [directorid@ignou.ac.in](mailto:directorid@ignou.ac.in) with regard to submission of examination form for appearing in December, 2026 TEE.

**This Online Examination Form is for Theory Courses ONLY. Candidate needs to submit separate Examination Form for the PRACTICAL/ PROJECT courses. Please check the Announcement/Schedule for the same.**