



GOVERNMENT OF ASSAM

**State Council of Educational Research and Training
(SCERT)**

Kahilipara, Guwahati - 781019, Assam

EXAMINATION MANAGEMENT SYSTEM

User Manual for Candidates

Candidate Portal: www.scertems.co.in/site/userlogin

Version 1.0 – June 2026

1. Introduction

This manual guides candidates of D.El.Ed. course through the Examination Management System (EMS) candidate portal. Using this portal, candidates can:

- Log in securely with their Registration Number
- View semester-wise examination results and the Final Result
- View repeaters examination results
- Apply online for re-evaluation of answer scripts and pay the fee
- Download the acknowledgement slip and track re-evaluation requests

Portal URL: <https://scertems.co.in/site/userlogin>

What you need before you start:

- Your Registration Number (e.g. 01P022400345)
- A device with an internet connection (computer or smartphone)
- For re-evaluation: a Debit/Credit Card, Net Banking or UPI for online payment

2. Logging In for the First Time

- Step 1.** Open your browser and go to **https://scertems.co.in/site/userlogin**, or click the **Login** button at the top-right of the website.
- Step 2.** On the **TRAINEE LOGIN** screen, enter your **Registration No.** in the first field.
- Step 3.** Enter your password. For first-time login, the default password is: **password**
- Step 4.** Click the **Sign In** button.

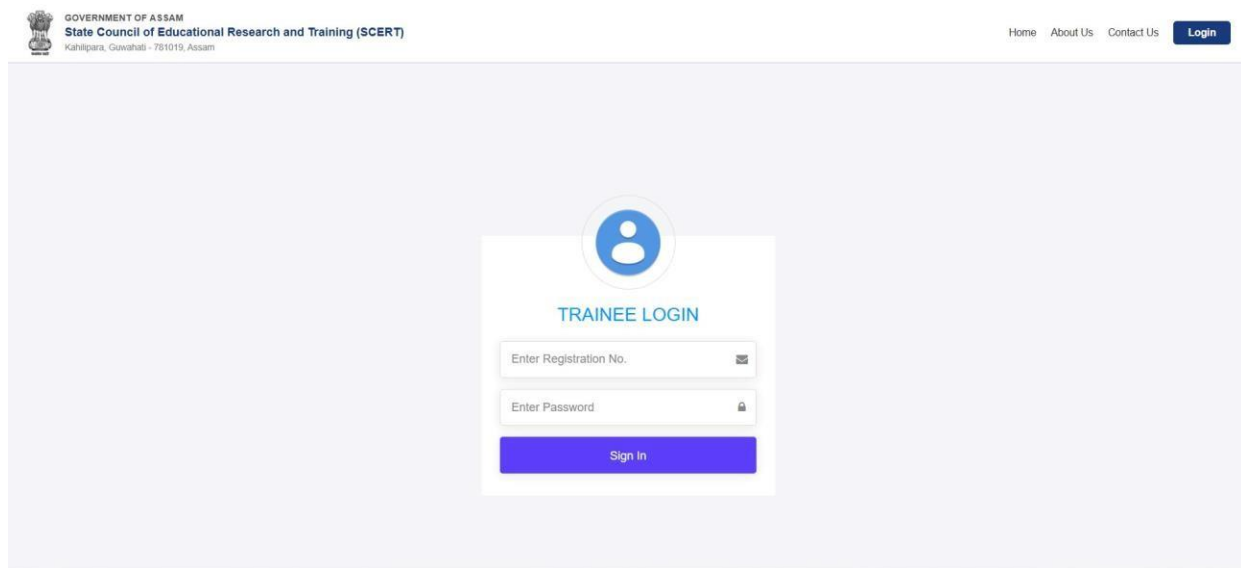


Fig. 1 – Trainee Login page

Note: The default password works only for your very first login. You will be required to change it immediately (see next section). Do not share your password with anyone.

3. Changing Your Password (Mandatory on First Login)

Immediately after your first sign-in, the system will ask you to change your password before you can continue.

- Step 1.** In the **Current Password** field, enter the default password (**password**).
- Step 2.** In the **New Password** field, enter a new password of your choice (minimum **8 characters** recommended).
- Step 3.** Re-enter the same password in the **Confirm New Password** field.
- Step 4.** Click **Change Password**. You will then be taken to your account dashboard.

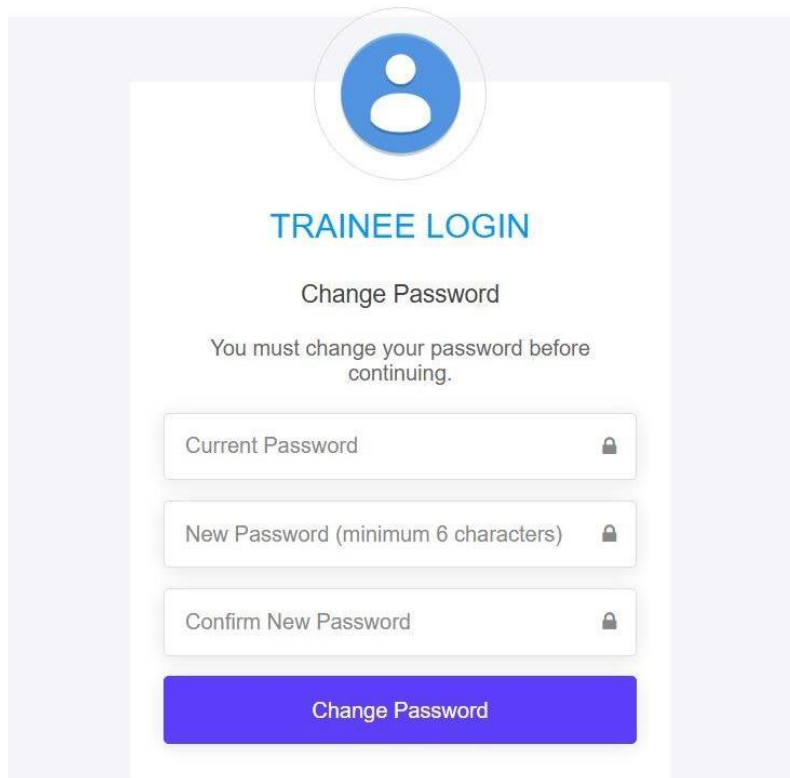
The image shows a web interface for a 'TRAINEE LOGIN'. At the top, there is a blue circular icon with a white person silhouette. Below the icon, the text 'TRAINEE LOGIN' is displayed in blue. Underneath, the heading 'Change Password' is shown in black. A message states: 'You must change your password before continuing.' Below this message are three input fields, each with a lock icon on the right: 'Current Password', 'New Password (minimum 6 characters)', and 'Confirm New Password'. At the bottom of the form is a prominent blue button labeled 'Change Password'.

Fig. 2 – Mandatory password change screen

Important: Choose a password you can remember but others cannot guess. Use a mix of letters, numbers and symbols. Keep your new password safe – you will need it for all future logins.

4. Your Dashboard (Candidate Details)

After logging in, you will land on your Dashboard. It displays your Candidate Details as:

- Student Name, Registration No., Roll and No.
- Institute name and Session (e.g. 2024-2026)
- Father's Name and Mother's Name

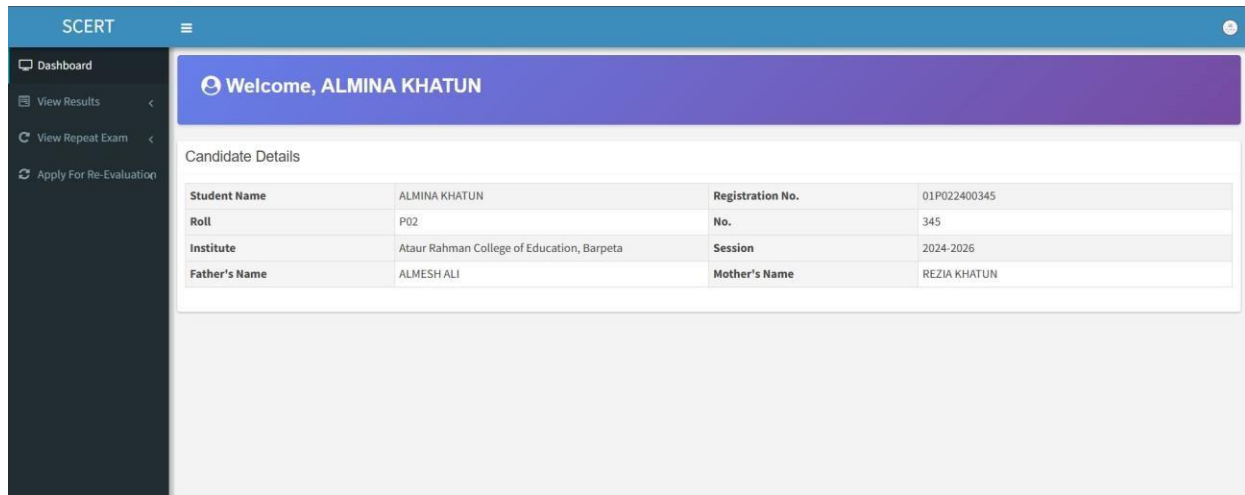


Fig. 3 – Dashboard showing Candidate Details

The left sidebar menu contains all portal features: **Dashboard**, **View Results**, **View Repeat Exam** and **Apply for Re-Evaluation**.

Note: If any of your personal details are incorrect, contact your institute or SCERT immediately for correction. Details cannot be edited from the portal.

5. Viewing Your Results

- Step 1.** In the left sidebar, click **View Results**.
- Step 2.** Select the semester you want – **Semester-I, Semester-II, Semester-III** or **Semester-IV**.
- Step 3.** Your marksheet for that semester opens, showing each paper with **Internal, External** and **Total** marks against the full marks for each component.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Roll	No	Name	Growth, Development and Protection of Children(S1.1)			Early Childhood Care and Education(S1.2)			Understanding Language and Early Language Development(S1.3)			Towards Self Understanding(S1.4)		Proficiency in English-I(S1.5)			Pedagogy of Mathematics-I(S1.6)		
2				Internal	External	Total	Internal	External	Total	Internal	External	Total	Internal	Total	Internal	External	Total	Internal	External	Tot
3				30	70	100	15	35	50	15	35	50	50	50	15	35	50	15	35	50
4	P02	345	ALMINA KHATUN																	

Fig. 4 – View Results: Semester-I

Final Result: The Final Result option appears under View Results only when you are in (or have completed) the 4th semester. It shows your consolidated final result across all semesters.

6. Viewing Repeaters Exam Results

If you have appeared in any repeaters examinations, you can view those results separately:

- Step 1.** In the left sidebar, click **View Repeat Exam**.
- Step 2.** Select the semester (**Semester-I to Semester-IV**).
- Step 3.** The repeaters exam marksheet for that semester is displayed in the same Internal / External / Total format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Roll	No	Name	Growth, Development and Protection of Children(S1.1)			Early Childhood Care and Education(S1.2)			Understanding Language and Early Language Development(S1.3)			Towards Self Understanding(S1.4)			Proficiency in English-I(S1.5)			Pedagogy of Mathematics-I(S1.6)		
2				Internal	External	Total	Internal	External	Total	Internal	External	Total	Internal	Total	Internal	External	Total	Internal	External	Total	
3				30	70	100	15	35	50	15	35	50	50	50	15	35	50	15	35	50	
4	P02	345	ALMINA KHATUN																		

Fig. 5 – View Repeat Exams: Semester-I

7. Applying for Re-evaluation of Answer Scripts

You can apply online for re-evaluation of answer script of paper. A fee of ₹300 per paper is payable online.

7.1 Select the Papers

- Step 1.** In the left sidebar, click **Apply for Re-Evaluation** and select the relevant semester.
- Step 2.** Your marks for that semester are displayed. Tick the **checkbox** under the External marks of each paper you want re-evaluated.
- Step 3.** You may select a maximum of 3 papers in semester-I,II,III & 1 paper in semester-IV. The counter at the top shows how many papers you have selected. Use **Clear Selection** to start over.
- Step 4.** Click the **Apply for Re-evaluation** button at the top of the table.

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Apply Re-evaluation for following papers : Sem-I

Re-evaluation Application: Check the checkbox for subjects you want to apply for re-evaluation, then click "Apply for Re-evaluation" button.

Apply for Re-evaluation (0 selected) Clear Selection No subjects selected

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Roll	No	Name	Growth, Development and Protection of Children(S1.1)			Early Childhood Care and Education(S1.2)			Understanding Language and Early Language Development(S1.3)			Towards Self Understanding(S1.4)		Proficiency in English-I(S1.5)			Pedagogy of Mathematics-I(S1.6)	
2				Internal	External	Total	Internal	External	Total	Internal	External	Total	Internal	Total	Internal	External	Total	Internal	External
3				30	70	100	15	35	50	15	35	50	50	50	15	35	50	15	35
4	D22	803	PANASRI BARUAH	24	<input type="checkbox"/>	80	12	<input type="checkbox"/>	40	11	<input type="checkbox"/>	39	40	40	11	<input type="checkbox"/>	32	12	<input type="checkbox"/>
					56			28			28					21			20

Fig. 6 – Selecting papers for re-evaluation

7.2 Confirm and Pay the Fee

- Step 5.** A popup **Acknowledgement Slip – Re-evaluation Application** appears, listing the selected papers, the fee per paper (₹300) and the **Total Fee Amount**. Verify the details carefully.
- Step 6.** Click **Proceed to Pay** (or **cancel** to go back and change your selection).

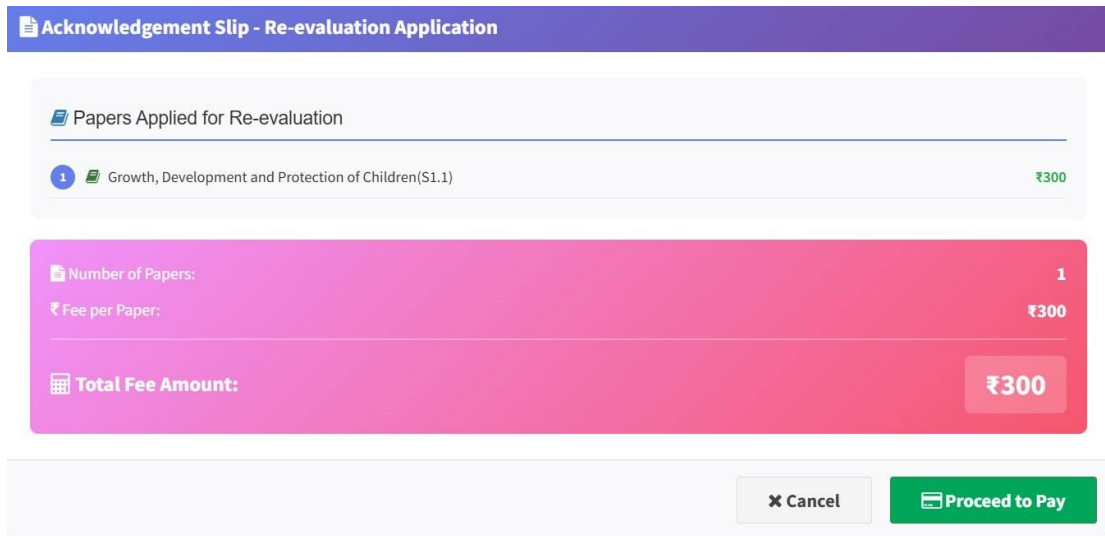


Fig. 7 – Acknowledgement popup with fee summary

Step 7. You will be redirected to the secure payment gateway. Choose a payment method – **Cards (Mastercard / RuPay / VISA), Net Banking or UPI** – enter the details and click **Pay**.

Step 8.

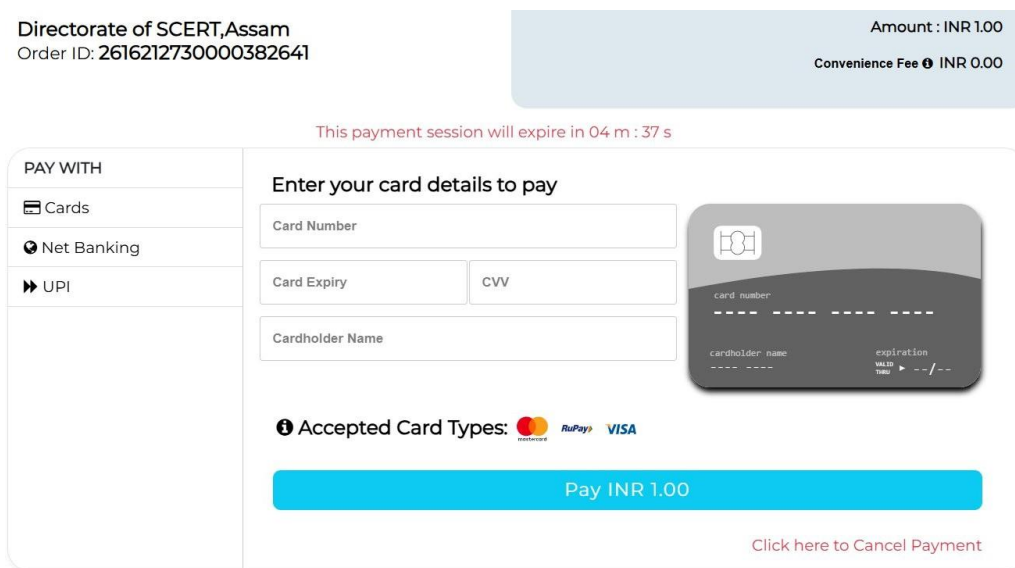


Fig. 8 – Payment gateway (SCERT, Assam)

Important: Complete the payment within the time shown on screen (the payment session expires in about 5 minutes). Do not press the browser Back button or refresh the page while payment is processing.

7.3 Download the Acknowledgement Slip

Step 9. After successful payment, the final **Acknowledgement Slip** is displayed. **Download or print it** and keep it safe for future reference.

7.4 Track Your Re-evaluation Requests

Step 10. Go to **Apply for Re-Evaluation** → **Re-evaluation Requests** in the sidebar to see all the papers you have applied for, at any time.

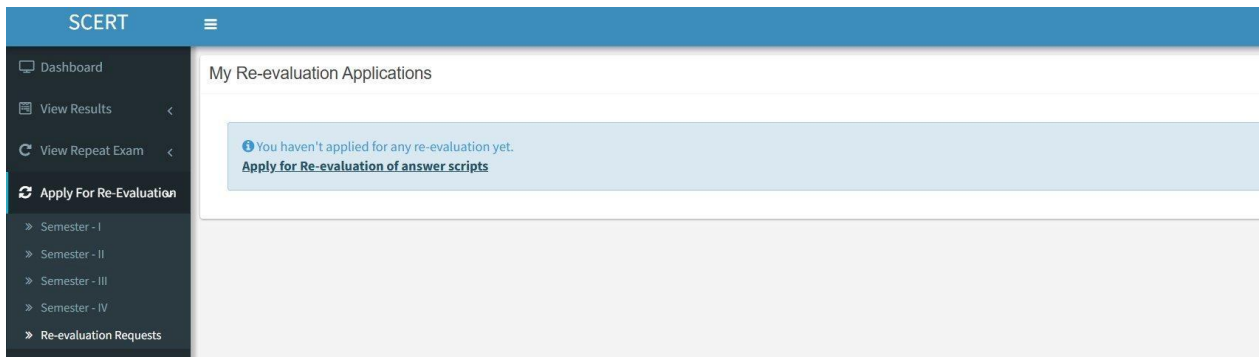


Fig. 9 – My Re-evaluation Applications page

8. Quick Reference & Help

Item	Details
Portal URL	https://scertems.co.in/site/userlogin
Username	Your Registration No. (e.g. 01P022400345)
Default password	password (must be changed on first login)
Re-evaluation fee	₹300 per paper, paid online
Final Result	Visible only when you are in the 4th semester
Payment methods	Debit/Credit Card (Mastercard, RuPay, VISA), Net Banking, UPI

Frequently Asked Questions (FAQ's)

- **My payment was deducted but the slip did not appear.** Do not pay again immediately. Check Re-evaluation Requests after some time; if the application does not appear, contact at below mentioned email ID with your Order ID and payment proof.
- **My personal details are wrong on the dashboard.** Report it to your institute / SCERT – details cannot be changed from the candidate portal.

For any further assistance, support, or clarification regarding the Examination Management System (EMS), candidates may contact the at the email address provided below:

scertemshelpdesk@gmail.com