



**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND  
SKILL DEVELOPMENT**

(A Statutory Body under Government of West Bengal Act XXVI of 2013)  
Department of Technical Education, Training & Skill Development, Government of West Bengal  
Karigari Bhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2022-23/ 21

Dated 11.04.2022

**NOTIFICATION**

**Sub: Guidelines to conduct Higher Secondary (Voc.) Theory Exam, 2022 of Class-XII.**

All concerned **Head of the Institution of VTCs** are informed that the ensuing Higher Secondary (Voc.) Exam, 2022 will be held on & from **28.04.2022 to 14.05.2022** at **Away Centres**. The schedule of Theoretical Examination of class-XII is notified vide memo no.SCTVESD-14014/2/2020-AO (WBSCTVESD)/2021-22/844, dated: 23.03.2022.

**Guideline for conduct of Higher Secondary (Voc.) Theory Examination, 2022 as follows:**

- 1) Details of **Away Centre [examination centre]** for Higher Secondary (Voc.) exam, 2022 has been notified & is available in online portal <http://wbscvetpps.org.in/ca/>.
- 2) The confidential materials of HS(V) Exam, 2022 in sealed bag/s will be kept under safe custody of local police station of the respective Away centre (VTC), by the Nodal official in presence of HOI of the Away Centre.
- 3) The HOI or representative of Away centre/s will physically verify date wise exam confidential packets in presence of nodal official & officer in-charge Police Station.
- 4) The nodal official/s may hand over [if necessary] blank answer scripts packet/s along with other essential exam materials to the respective HOI of Away centre from the Nodal centre or the Custodian Police station as is convenient.
- 5) Day wise, prior to commencement of HS(V) examination, the HOI or the authorised representative of Away centre has to collect exam confidential packet/s as per exam routine & seal the bag/s again in presence of officer in-charge police station.
- 6) All HOIs of Away Centres are requested to maintain sanctity of conducting the examination.

**Post Examination Guidelines:-**

- 7) The HOIs are instructed to submit all post exam, used answer scripts packed in big envelopes subject wise, institute wise at the respective nodal centre after completion of exam of each day.
- 8) Away centres which are far away from the nodal office, may keep used answer scripts packet/s under safe custody of respective police station on the day of exam, in the bag meant for the school.
- 8.1) They have to submit **unevaluated answer scripts** of Away centres **at respective Nodal Centres** in **three phases i.e. Phase-1, Phase-2 & Phase-3** on the same date of receipt from the Police station.
- 8.2) **In Phase-1**, the HOIs are to submit all post exam used answer scripts of **first two days' exams** on language papers [**i.e. Lang-1 & Lang-2**] by **30.04.2022** within 4.30 p.m.

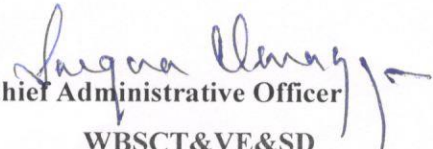
8.3) Similarly, in **Phase-2**, unevaluated answer scripts of **next three days' exams [two Vocational papers & common paper (i.e. Vocational paper/s of third & fourth days of exam, and ENST)]** to be submitted by **07.05.2022** within 4.30pm.

8.4) In **Phase-3**, all other **remaining accumulated post exam unevaluated answer scripts'** to be submitted at respective nodal office by **17.05.2022** within 4.30 p.m.

9) All the transfers of unevaluated Answer Scripts and respective attendance sheets from the Custodian Police station to respective Nodal will have to be done in the additional parcel bag given in the main Parcel bag. (The bag will be reused in case of each transfer)

10) All **concerned subject teachers** of VTCs are hereby informed that they **will be engaged** by the Council **to evaluate answer scripts** at District nodal centralized evaluation camp **as necessary**. The **subject teachers** will **have to join** at centralized evaluation camp during the month of May, 2022 as soon as they are intimated / appointed through respective nodal centre & the HOI will have to release the concerned teachers immediately.

All **concerned HOIs** are advised **to attend necessary important meeting/s** [may be through **Video conference**] to be called by the respective Nodal Centre relating to conduct of the ensuing Higher Secondary (Voc.) Exam, 2022 at Away Centres as per guidelines of the Council. The HOIs of schools are requested to keep on checking Council website **setvesd.wb.gov.in** regularly on various matters relating to ensuing Higher Secondary (Voc.) exam, 2022.


  
Chief Administrative Officer  
WBSCT&VE&SD

SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2022-23/ 21

Dated: 11.04.2022

Copy forwarded for information to ;

- 1) P.A. to Hon'ble MOS, DTET&SD, Govt. of W.B.
- 2) P.A. to Principal Secy. DTET&SD, Govt. of W.B.
- 3) Chairperson, WBSCTVESD
- 4) DVET, Govt. of W.B.
- 5) All District Nodal Officers of Nodals are requested to call meeting with the HOIs of Away Centres & take necessary action for various pre-post examination activities as per guidelines of the Council.

  
Chief Administrative Officer  
WBSCT&VE&SD