



**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, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

Memo no :- SCTVSD-14014/2/2020-AO (WBSCTVESD)/2023-24/758 Dated : 05.02.2024

NOTIFICATION

All concerned Head of the Institution of VTCs are informed that the ensuing Higher Secondary (Voc.) Examination 2024 will be held on and from 16.02.2024 to 28.02.2024 at **Away Centers**.

Guidelines for conducting Higher Secondary (Vocational) Theory Examination, 2024 of Class XII as follows:-

1. The details of Away Centre (Examination Centre) for Higher Secondary (Voc) Examination 2024 has been notified and is available on Online Portal <http://wbscvetpps.org.in/ca>.
2. The confidential materials of H.S. (Voc) Examination 2024 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 center in charge of the Away Centre.
3. The center in charge or representative of Away Centre(s) will physically verify date-wise exam confidential packets in presence of Nodal Official & Officer-in-Charge of the Police Station.
4. The Nodal Official(s) may hand over blank answer script packet(s) along with other essential exam materials to the respective center in charge of Away Centre from the Nodal Centre **within 15.02.2024**
5. Day wise prior to commencement of H.S. (Voc) Examination, the center in charge or the authorized representative of Away Centre has to collect exam confidential packet(s) as per exam routine and seal the bag(s) again in presence of the Officer-in-Charge of the Police Station.
6. The center in charge are instructed to submit all post examination used answer scripts packet in big envelopes subject wise, institute wise at the respective police station after completion of exam of each day for safe custody on the day of examination in the Trunk meant for the school.
7. The Center in charge has to upload the day-wise attendance in Council Portal within 12 hours of start of the Exam.
8. After the end of the Examination, the Center in charge will collect the subject wise papers (used answer script) and tally it with the subject wise attendance sheet. The Answer script & Attendance sheet has to be put in the envelope provided and the Top sheet has to be duly filled. The Answer script and Attendance sheet will be then sealed & Top sheet has to be signed by the center in charge & the invigilator.



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9. All center in charge of Away Centres are requested to maintain sanctity of conducting the examination maintaining all norms stated below
- Candidates with mobile phones are strictly prohibited from entering the venue. Strict mobile checking is to be done at the main gate of each venue under the supervision of deployed police. Girl candidates are to be tapped and checked for mobile phones by lady staff/teachers/invigilators. Other than the Centre-in-charge, all others teaching and non-teaching staff are prohibited from entering the Venue with mobile phones.
 - To prevent entry to the venue with mobile phones, the Center in – Charge is requested to inform the candidates in advance that the candidates will not enter the school with mobile phones. If anyone is caught entering the exam venue with a mobile phone, then the candidate's exam will be cancelled and the students will be debarred from taking the exam, for which neither the centre in charge nor the council will be responsible.
 - The Question paper distribution will start only after invigilators and Center–In–Charge are completely certain that no student is carrying a mobile phone.
 - Examiner/Center in- Charge will be present at 9.00 am in every day of the Examination. Teachers and non-teaching staff are not allowed to leave the venue after the examination has started.
 - Every center in –charge has been directed to take immediate action to make students R.A (Reported Against) if any of the above-mentioned 5 reasons occur during the Examination. The reasons are 1) Entering the venue with a mobile phone 2) cheating and other malpractice or using dishonest means 3) Harassing the invigilator or teacher by the candidates 4) destroying the school's property 5) Tearing the answer script, secretly taking it home, making any indecent comments on the answer scripts, in these cases, the candidates will be Reported Against.
 - In case there is any complaint of lawlessness, cheating and other malpractice from any center, the result of the center will stand “withheld”.
 - Students will not be allowed to enter the examination hall if they are found to possess anything other than admit card, non-scientific calculator, pen, pencil and instrument box. Due checking should be made before entering the examination hall by the students.
 - Body checking by tapping method is allowed to identify other unallowable items by the personnel deployed by the Center in charge in presence of Police.
 - Only lady staff / faculty will check the female students.
 - Students who have power (correction) glasses will only be allowed to wear specs (glasses).
 - If students are found carrying anything other than the above-mentioned items (e.g. watch, mobile etc.), that will be seized for indefinite period.
 - No bags / books will be allowed in the main exam venue.
 - Teachers and staff of the institutes will not carry their mobile phones at the question opening



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- Teachers and staff of the institutes will not carry their mobile phones at the question opening area or at the Exam Hall. They should keep their mobile under the safe custody of the HOI. **The question paper will be opened in front of the students in Examination Hall.**
- No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
- No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.
- If any candidate wishes to leave the examination hall, he/she will have to submit the answer script. Such candidate will not be allowed to rejoin the examination

Post Examination Guidelines

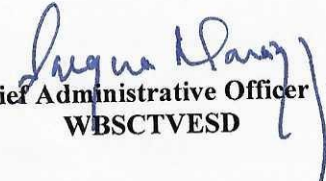
11. The center in charge has to submit unevaluated answer scripts of Away Centres at the respective Nodal Centres in three phases i.e. Phase 1, Phase 2 & Phase 3 on the same date of receipt from the Police Station.
12. In Phase 1, the center in charge are to submit all post examination used answer scripts of first two days' examinations on language papers (i.e. Lang 1 & Lang 2) Within 19.02.2024
13. Similarly in Phase 2, unevaluated answer scripts of next three days' examinations (two vocational papers i.e. third and fourth days of examination and ENST) to be submitted within 22.02.2024
14. In Phase 3, all other remaining accumulated post-exam unevaluated answer scripts to be submitted at the respective nodal office within 29.02.2024
- 15.. All the transfers of unevaluated answer scripts from the custodian Police Station to the respective nodal will have to be done in the bag given in the main parcel bag. (The bag will be reused in case of each transfer).
16. All concerned subject teachers of VTCs are hereby informed that they will be engaged by the Council to evaluate answer scripts at the District Nodal Centralized Evaluation Camp as necessary. The subject teachers will be intimated / appointed by the Nodal officer for evaluation of the Answer papers. The centralized evaluation camp will start from the 20.02.2024 in phased manner. The concerned HOI will have to relieve the selected teachers as soon as they are intimated of the appointment.



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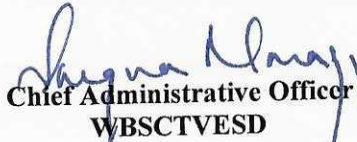
All concerned center in charge are advised to attend necessary important meeting(s) (may be through video conference) to be called by the respective nodal centre relating to conduct of the ensuing Higher Secondary (Voc) Examination 2024 at Away Centres as per guidelines of the Council. The HOIs of schools are requested to keep on checking the Council's website i.e. sctvesd.wb.gov.in regularly on various matters relating to ensuing Higher Secondary (Voc) Examination 2024.


Chief Administrative Officer
WBSCTVESD

Memo no :- SCTVSD-14014/2/2020-AO (WBSCTVESD)/2023-24/ 758(7) Dated : 05.02.2024

Copy forwarded for information to:-

1. The Chairperson, WBSCT&VE&SD
2. The Sr P.S. to the Principal Secretary, Dept. of TET&SD
3. The Director-in-Charge, Directorate of Vocational Education & Training, WBSCTVESD
4. Senior Administrative Officer (TE), WBSCTVESD
5. Senior Administrative Officer (VED), WBSCTVESD
6. All District Nodal Officers of Nodal - *are requested to call meeting with the center in charge of Away Centres and take necessary action for various pre-post examination activities as per guidelines of the Council.*
7. Office Copy


Chief Administrative Officer
WBSCTVESD