



**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  
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SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/ 797

Dated 02. 03.2022

**NOTIFICATION**


**Sub: Regarding to conduct Pre-board examination of class-XII students of H.S. (Voc.) courses of the session 2021-22.**

**The Council intends to take pre-board examination of class-XII students in off line mode in March, 2022.**

In the academic interest of the students of **class-XII of HS(Voc.) courses**, all concerned **Head of the Institution of Vocational Training Centres** are requested to take appropriate action & instruct your respective **Teachers & Instructors** to follow detail **Academic Guidelines relating to conduct Pre-board Examination, 2022 of class-XII** as under :-

- 1) All concerned VTC from where class-XII students have been enrolled for HS(V) exam, 2022 will conduct Pre-board Examination of their own students from **17.03.2022 to 28.03.2022** at own school.
- 2) The examinations will be conducted **from 11.00AM to 02.00PM [for 03 hrs exam] & from 11.00 A.M. to 01.00P.M. [For 02.00 hrs exam]** as the case may be in offline mode in each working day.
- 3) The Question paper in each subject of class-XII will be set on full theory marks as per the existing course curriculum of existing HS(V) Courses.
- 4) The Subject teachers are to prepare questions in each respective subject/s as per the topic/module/contents of syllabus of the subject taught by the teacher during the ongoing academic session 2021-22 excluding the discarded topics of syllabus if any.
- 5) For preparing of questions in each subject, the subject teachers are to refer of average level of understanding of their own class-XII students as understood during online mode or off line mode of classes held or are being held.
- 6) The nature of Questions of each subject may be set with **MCQ, T/F, Fill in the blanks etc./short Type questions & answer types etc./ minor problem solving type / basic explanation type etc.** as the case may be and the structure of the question paper of subject may be similar to that of board question of that subject.
- 7) Blank answer scripts have to be provided by the school with a direction [may be with rubber stamp affixed on it] for writing student Name, Roll no. Date of examination, Name of the subject in full etc.
- 8) After completion of examination, the HOI of VTC has to mail the question Papers of each subject of class-XII to the Council in a specific mail-id. The details of which will be mailed shortly.

- 09) The answer scripts are to be **evaluated** by the subject teachers within a week of completion of the Examination and corresponding **marks of the subjects are to be tabulated against name/roll no. / paper group code etc. of the students**
- 10) The schools are to submit a signed copy of student wise / subject wise all evaluated answer scripts of the Examination and preserve a copy of the same for future reference.
- 11) The Council will requisition evaluated Answer Scripts at random from any school at any time. Which from time to time on completion of examination & evaluation
- 12) In respect to **conduct Examination as per schedule**, it is the responsibility of the schools to ensure participation of all enrolled students of class-XII in the Examination process.
- The Head of Institutions have to strictly adhere to the Guidelines of conducting examination within the schedule. Council may decide on considering a weightage on performance in examination conducted by the schools for the final assessment of the students.

  
Chief Administrative Officer