



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 16

Memo no :- SCTVSD-14014/2/2020-AO (WBSCTVESD)/2024-25/376 Dated : 18.02.2025

NOTIFICATION

All concerned Head of the Institution of VTCs are informed that the ensuing Higher Secondary (Voc.) Examination 2025 will be held on and from 03.03.2025 to 17.03.2025 at **Away Centers**.

Guidelines for conducting Higher Secondary (Vocational) Theory Examination, 2025 of Class XII as follows:-

1. Guidelines for Institutes :

The details of the Away Centre (Examination Centre) for Higher Secondary (Vocational) Examination 2025 have been notified and are available on the Online Portal <https://sctedved.wb.gov.in/hsvoc>.

- The confidential materials of H.S. (Vocational) Examination 2025 in sealed bag(s) will be kept under safe custody of the local police station of the respective Away Centre (VTC) by the Nodal official in the presence of the center in charge of the Away Centre.
- The center in charge or representative of Away Centre(s) will physically verify date-wise exam confidential packets in the presence of the Nodal Official & Officer-in-Charge of the Police Station.
- 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 the Away Centre from the Nodal Centre **within 28.02.2025**
- Day wise prior to the commencement of the H.S. (Vocational) 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 the presence of the Officer-in-Charge of the Police Station.
- Concerned examination centers must send room-wise seat plans of their examination halls latest by **28.02.2025**. Seating arrangements should be made in strict compliance with the following principles :
 - a) If benches are placed for the seating arrangement, only two examinees are seated per bench with adequate space between them.
 - b) If desks are placed for the seating arrangement, only one examinee is seated per desk & the gap between two desks should be enough to maintain the dignity of the examination.
 - c) A definite place should be assigned to each candidate and / or the desk allotted for the candidate should have the supplied Table Sticker pasted on it.
 - d) Adequate space should be allowed between two rows and candidate must not be seated on opposite side of the same table.

2. Guidelines for Examinees:

i) All concerned students must carry the following documents:

a) Admit Card

b) Id Proof (Aadhar Card/Voter Id/Pan Card)

The students are allowed into the exam hall after properly verifying Admit Card and ID card of the



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 16

students.

ii) All concerned students must display their ID card and Admit on the top right hand corner of the desk, so that an invigilator/Observer can check it.

iii) No student will be allowed to enter the examination hall if they are found to possess anything other than admit card, ID card, non-programmable calculator, pen, pencil and instrument box.

iv) Students must enter the examination hall 30 (thirty) minutes before the commencement of the examination.

v) No students should be allowed to enter the examination hall after commencement of examination.

3. Guidelines for Centre-in-Charge:

- The center in charge is instructed to submit all post-examination used answer scripts packets in big envelopes subject-wise, institute-wise at the respective police station after completion of the exam of each day for safe custody on the day of examination in the Trunk meant for the school.

- The Center in charge has to upload the day-wise attendance in the Council Portal within 24 hours of the start of the Exam.

- 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.

- One room has to be earmarked for all confidential activities related to the examinations. All teaching and non-teaching staff are prohibited from entering the aforesaid confidential room with mobile phones.

- 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 9.30 am in every day of the Examination.



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 16

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 i) Entering the venue with a mobile phone ii) cheating and other malpractice or using dishonest means iii) Harassing the invigilator or teacher by the candidates iv) destroying the school's property v) 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 the 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 area or at the Exam Hall. They should keep their mobile under the safecustody of the HOI. **The question paper will be opened in front of the students in the 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

4. Guidelines for Invigilators:

- **Engagement of invigilators:**

- i) Teachers of institutions selected from away centre shall be appointed as invigilators by the Centre-in-Charge in consultation with the Asst. Centre-in-Charge and Head of the Institutions (if Centre-in-Charge is other than head of the institution).
- ii) At least 02 (two) invigilators are to be deputed in one examination room / hall.
- iii) Non-teaching staff or outsider should not be engaged as invigilators.
- iv) The Centre-in-Charge shall record the names, designations, address and signature of the invigilators and send a copy of the same to the Nodal-in-Charge of the corresponding nodal centre.



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 16

v) The Centre-in-Charge shall issue in writing a broad outline of the duties of the invigilators for smooth conduct of the examination in the particular away centre.

• Duties of invigilators:

i) The invigilators shall see that no candidate carries books, papers, notes or cell phone, smart watch, earphones with him / her into the examination hall.

ii) They shall check the admit card and the registration certificates of the candidates on each day of examination and shall see that the particulars written by the candidates on the cover pages of their answer scripts tally with those printed on the admit cards and the registration certificates and put their signatures with date on the cover pages of the answer scripts and record the attendance of the candidates within an hour from the hour of commencement of the examination. At the time of recording the attendance of the candidates, each candidate must put his / her signature on the Attendance cum Signature Sheet (ASS) on each day.

iii) All loose sheets given to the candidates should bear the invigilators' signatures with dates put at the time of handing them over to the examinees. While issuing loose sheets the invigilators should make sure about the requirement (loose sheets should not be kept signed before distribution). Students should number all loose sheet starting from 1.

iv) They shall not allow any candidate to submit his / her answer scripts and leave the examination hall before the expiry of an hour from the hour of commencement of the examination. The invigilators shall not allow any candidate submitting answer scripts at the end of the first hour to leave the examination hall with his / her copy of the question paper. The question papers in such cases shall have to be submitted to the invigilators and collected from him / her at the end of the examination.

v) It is the responsibility of the invigilators to count and compile the answer scripts they receive. The total number of which must tally with the number of candidates present in that room. **No candidate will be allowed to leave the hall without submitting his / her answer scripts to the invigilator(s).**

5. Post Examination Guidelines

i) 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.

ii) 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 06.03.2025

iii) 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



**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 16

09.03.2025

iv) In Phase 3, all other remaining accumulated post-exam unevaluated answer scripts to be submitted at the respective nodal office within 18.03.2025

v) 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).

vi) 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 **24th March 2025** in phased manner. The concerned HOI will have to relieve the selected teachers as soon as they are intimated of the appointment.

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 2025 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 2025.

**Chief Administrative Officer
WSCTVESD**

Memo no :- SCTVSD-14014/2/2020-AO (WSCTVESD)/2024-25/ **376** Dated : 18.02.2025

Copy forwarded for information to:-

1. The Chairperson, WSCT&VE&SD
2. The Director-in-Charge, Directorate of Vocational Education & Training, WSCTVESD
3. Senior Administrative Officer (TED), WSCTVESD
4. Senior Administrative Officer (EXAM), WSCTVESD
5. 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.*

**Chief Administrative Officer
WSCTVESD**