



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)/2025-26/ **215** Dated : 10.09.2025

NOTIFICATION

All concerned Head of the Institution of VTCs are informed that the ensuing Higher Secondary (Voc.) **SEMESTER III** Examination 2026 will be held on and from 15.09.2025 to 25.09.2025 at **Away Centers.**

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

1) GENERAL INSTRUCTIONS

- a) E- Admit cards for Semester III Higher Secondary (Vocational) Examination, 2025 will be issued for the examinees through online mode only. The Head of the concerned institutions can download and print the admit cards of their students by visiting the Council's portal (<https://sctedved.wb.gov.in/hsvoc>) using their respective Login ID and Password.
- b) The examinees will be allowed to enter into the venue / hall and appear in the examination with valid admit card only. They should also bring registration certificates. The examinees may also carry pen, pencil, eraser, transparent instrument box, transparent water bottle and transparent clip board in the examination hall for their use. Borrowing of any such item from any of the other examinees will not be allowed.
- c) The examinees must follow the examination guideline. They are prohibited from bringing any printed or written textual material, kits of paper, plastic pouch, calculator, pen drives, writing pad, log table, electronic pen / scanner, mobile phones, Bluetooth ear phones, microphones, pager, smart watch, camera, googles, meta glasses, bag / handbags, health band, any other electronic device / gadget etc. into the examination venues / hall.
- d) Generally, no examinee will be allowed to appear in the examination in any subject which is not mentioned in the admit card. But in urgent situation, the Central In-Charge / Venue Supervisor may allow after due consultation with the Council Authority.
- e) If Center In-Charge finds that any examinee is suffering from any recent infectious disease which may be harmful to other candidates then he / she will arrange to accommodate the concerned examinee in a separate room. In this case, the written ANSWER SHEET of the examinee need not be packed separately; it should be given in the relevant packet itself.
- f) The Council will allow writer / amanuensis who has lower qualification than the examination conducted for Children with Special Need (CWSN) examinees who are unable to write by their own. The Council will issue the permission letter to such examinees subject to the online application by their Head of the Institutions to the Council. They will get extra time for answering the questions.



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- g) On the day of the examination, the invigilator should check the admit card of each examinee. If anyone of them is unable to produce his / her admit card, the observer in consultation with Centre-in-Charge may allow the examinee to sit for the examination on the first day, but a written undertaking to this effect should be taken from him/her that he/she would produce the admit card on the very next day of the examination, otherwise his/her examination(s) would be treated as cancelled.
- h) The examinees must report to the venue at least 1 hour in advance (i.e. at 12:00 noon) before the commencement of the examination. Parents/guardians may accompany them up to the main entrance of the venue. But they must leave the place at least 15 minutes before the commencement of the examination.
- i) The bell should be rung / sounded 15 minutes before the commencement of the examination at the time of start of the examination, 5 minutes before the completion of the examination and at the end of the examination to alert the examinees.
- j) The examinees should read the instructions given on the first page of the Question cum answer Paper carefully. They have to write / fill up the boxes (Registration No., Roll No., Question Booklet Serial No., Subject and Full Signature of the Candidate) correctly and then answer the Multiple Choice Questions (MCQ) by making ✓ on respective correct answer on question cum answer sheet.
- k) Space for rough work will be provided in the Question Paper Booklet itself.

2) REPORTING TIME OF THE EXAMINEE AND EXAMINATION PERSONNEL

ACTIVITIES	TIME
Centre-in-Charge or Assistant Center In- Charge to the Custodian within	12:00 Noon
Collection of question cum answer sheet from the custodian by Centre-in-Charge/ Assistant Center In – Charge/ any nominated person within	10:30 A.M.
Reporting of police personnel at the examination venue	11:30 A.M.
Invigilators to the examination venue within	12:00 Noon
Examinees to the examination venue within	12:00 Noon
Distribution of non-transparent poly pouches question packets among invigilators by the venue supervisor	12:40 P.M.
Opening of question packets (non-transparent poly pouches) by the invigilators in the examination hall in presence of examinees	12:55 P.M.
Distribution of question cum answer papers among the examinees	1:00 P.M.



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3) Guidelines for Institutes :

- The details of the Away Centre (Examination Centre) for Higher Secondary (Vocational) Semester III Examination 2025 have been notified and will be available on the Online Portal <https://sctedved.wb.gov.in/hsvoc>.
- Each of the venues should have the surrounding wall, adequate drinking water facility, electricity and separate toilet facilities for male and female examinees and examination personnel.
- The CWSN examinees (including the writer / interpreter) and sick examinees should be accommodated in separate room with proper invigilation so that such examinees can give their examination smoothly.
- Since the examination is being conducted in September there might be heavy rain / flood / land slide in some parts of the state. So the Council requests all the examination personnel, examinees, parents and guardians to take sufficient precautions to avoid any unwanted incident(s) / causality. In case of any natural calamity like cyclone / storm related Government guidelines should be strictly followed.
- Any Government guidelines regarding hygiene should be strictly followed.
- The confidential materials of H.S. (Vocational) Semester III Examination 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 his 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.
- Day wise prior to the commencement of the H.S. (Vocational) Semester III 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 **11.09.2025**. 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.



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- d) Adequate space should be allowed between two rows and candidate must not be seated on opposite side of the same table.

4) 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 12.00 pm 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 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



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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 safe custody 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

5) 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. However, in case of severe shortage of invigilator, the nearest school teachers of vocational Schools may also be deputed in accordance with the permission of the respective District Nodal Center. The concerned Centre-in-Charge will take necessary action in this respect.



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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) 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.

iv) 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).**

6) 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 .

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, ENST & one vocational papers i.e. third days of examination) Within 19.09.2025

iii) Similarly in Phase 2, unevaluated answer scripts of next three days' examinations (three vocational papers i.e. fourth, fifth and sixth days of examination) to be submitted within 23.09.2025

iv) In Phase 3, all other remaining accumulated post-exam unevaluated answer scripts to be submitted at the respective nodal office within 25.09.2025

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



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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 **3rd NOVEMBER 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) Semester III 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) Semester III Examination 2025.

Sandip K. du 10.09.25
Senior Administrative Officer (TED)
WBSCTVESD

Memo no :- SCTVSD-14014/2/2020-AO (WBSCTVESD)/2025-26/215

Dated : 10.09.2025

Copy forwarded for information to:-

1. The Chairperson, WBSCT&VE&SD
2. The Director, Directorate of Vocational Education & Training, WBSCTVESD
3. Chief Administrative Officer , WBSCTVESD
4. 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.*

Sandip K. du 10.09.25
Senior Administrative Officer (TED)
WBSCTVESD