



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-14014/1/2020-ACC OFFCR (WBSCTVESD)/2022-23/4183

Dated: 28.02.2023

NOTIFICATION

Sub: Guidelines to conduct Higher Secondary (Vocational) Theory Examination 2023 of Class XII.

All concerned Head of the Institution of VTCs are informed that the ensuing Higher Secondary (Voc.) Examination 2023 will be held on and from 14.03.2023 to 25.03.2023 at **Away Centers**.

Guidelines for conducting Higher Secondary (Vocational) Theory Examination, 2023 as follows:-

1. The details of Away Centre (Examination Centre) for Higher Secondary (Voc) Examination 2023 has been notified and is available on Online Portal <http://wbscvetpps.org.in/ca>.
2. The confidential materials of H.S. (Voc) Examination 2023 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 11.03.2023**
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. All center in- charge of Away Centres are requested to maintain sanctity of conducting the examination maintaining all norms as stated in **ANNEXURE – I**
7. 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.
8. The Center in - charge has to upload the day-wise attendance in Council Portal within 12 hours of start of the Exam.
9. 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.

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 18.03.2023

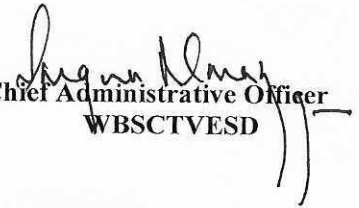


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13. Similarly in Phase 2, unevaluated answer scripts of next three days' examinations (two vocational papers & common paper i.e. Vocational paper(s) of third and fourth days of examination and ENST) to be submitted within 22.03.2023
14. In Phase 3, all other remaining accumulated post-exam unevaluated answer scripts to be submitted at the respective nodal office within 27.03.2023
- 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 **19th March 2023** in phased manner. The concerned HOI will have to release 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 2023 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 2023.

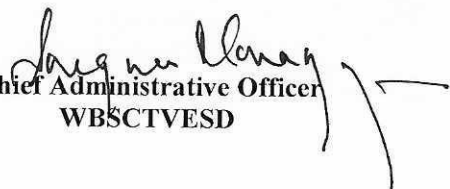

Chief Administrative Officer
WBSCTVESD

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Dated: 28.02.2023

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



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ANNEXURE I

Guidelines for conducting Higher Secondary (Vocational) Examination 2023

In continuation to all guidelines, notifications, letters, etc. issued in connection with the conduct of the Higher Secondary HS (Vocational) examinations 2023, following advisories are being given

1. 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.
2. 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.
3. Only lady staff / faculty will check the female students.
4. Students who have power (correction) glasses will only be allowed to wear specs (glasses).
5. If students are found carrying anything other than the above-mentioned items (e.g. watch, mobile etc.), that will be seized for indefinite period.
6. No bags / books will be allowed in the main exam venue.
7. 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.
8. No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
9. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.
10. 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.

Chief Administrative Officer
WBSCT&VE&SD