



**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

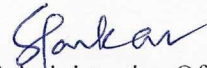
No: .WBSCTVSD- 14014/2/2020-AO(WBSCTVESD) - WBSCTVESD/2025-26/121 **Dated – 04.07.2025**
NOTIFICATION

Sub: Guidelines for conducting Higher Secondary (Vocational) Supplementary Examination 2025

All concerned Head of the Institution of VTCs are hereby informed that the Higher Secondary (Voc.) Supplementary Exam, 2025 will be held on & from 10.07.2025 to 19.07.2025 at Nodal Centers. The schedule of Supplementary Examination is notified vide memo no. No: SCTVSD - 14014/2/2020-AO (WBSCTVESD) – WBSCTVESD/2025-26/117 Dated – 02.07.2025

Guideline for the conduct of Higher Secondary (Voc.) Supplementary Examination, 2025, as follows:

- 1) For each day of exam, as per schedule, the respective question paper(s) in PDF will be made available in the online affiliation portal **URL (sctvesd.wb.gov.in)** one hour before start the examination, the **Nodal Center (Away Center)** after login will download & print the same as per requirement before the commencement of examinations.
- 2) The attendance cum signature sheet(s) of Class XII students (ASS11) for the HS (Voc.) Supplementary examination 2025 will be made available in the online portal (<https://sctedved.wb.gov.in/hsvoc>). The Nodal will download and print the same before the examinations by logging in to the portal.
- 3) All unused Blank Answer Scripts may be collected by the Nodal from their respective VTCs on or before 05.07.2025.
- 4) Admit Card for Higher Secondary (Vocational) Supplementary Examination 2025 may be downloaded through this portal <https://sctedved.wb.gov.in/hsvoc> with the corresponding VTC Password.
- 5) All examinations, including practical except Assessments be held at respective Nodal Centers. The Assessment (SKILL CERTIFICATE) examination schedule & venue will be published shortly.
- 6) All Nodal Officers of Examination Centers are requested to maintain the sanctity of conducting the examination maintaining all norms as stated in Annexure I.


Chief Administrative Officer
WBSCT&VE&SD

No: .WBSCTVSD- 14014/2/2020-AO(WBSCTVESD) - WBSCTVESD/2025-26/121 **Dated – 04.07.2025**
Copy for information to:

- 1) The Chairperson, WBSCT&VE&SD
- 2) Director of Vocational Education & Training, Govt. of W.B.
- 3) Senior Administrative Officer (TED), WBSCTVESD
- 4) ALL District Nodal Officers, Govt. of W.B.


Chief Administrative Officer
WBSCT&VE&SD

Guidelines for Conducting Higher Secondary (Vocational) Supplementary Examination 2025

In continuation to all guidelines, notifications, letters, etc. issued in connection with the conduct of the Higher Secondary HS (Vocational) Supplementary Examination 2025, the 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 the 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 printing 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 till the end of the examination & only after submitting the answer script.
- 10) 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.
- 11) 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 center in charge nor the council will be responsible.
- 12) The question paper distribution will start only after the invigilators and Center-in-Charge are completely certain that no student is carrying a mobile phone.
- 13) Teachers and non-teaching staff are not allowed to leave the venue after the examination has started.

- 4) Every center in charge has been directed to take immediate action to make students R.A (Reported Against) if any of the below-mentioned 5 reasons occur during the Examination. The reasons are
- a) Entering the venue with a mobile phone
 - b) Cheating and other malpractice or using dishonest means
 - c) Harassing the invigilator or teacher by the candidates
 - d) Destroying the school's property
 - e) 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.
- 15) In case there is any complaint of lawlessness, cheating, and other malpractice from any center, the result of the center will stand "withheld".
- 16) Adequate security personnel are to be posted for the smooth conduct of the examination.



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