



West Bengal Council of Higher Secondary Education

Vidyasagar Bhavan

9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 91

No: L/SECY/10/2022

Date : 01/02/2022

Instructions regarding practical Examination of H.S. Examination 2022

As directed, a notice regarding conducting Practical Exam of H.S. Examination, 2022 was uploaded on the website of the council vide No. L/SECY/31/2021 dated 02/11/2021 in which it was mentioned that the Question paper for practical Examination for this year will not be sent by the Council and the schools were directed to complete the Practical Examinations by 04th March, 2022 and to submit Marks Foil etc. to the council by 15/03/2022.

It is compulsory to submit the Marks Foil by 15/03/2022. It is to be noted that there is no need to appear at Practical Examination of a CC/SPL candidate who have passed such examination earlier.

The school authority will arrange for Practical Exam at their own school. Only the concerned subject teacher will conduct the examination and evaluate the answer scripts. Concerned subject teacher of nearby school may be engaged for conducting practical exam if there is no teacher at the school. A written permission is required from the concerned regional office. In this case, the school authority will apply to the regional office along with the NOC of Head Master of nearby school and consent letter of the subject teacher of nearby school. There are three parts of a Marks Foil. It is mandatory to put the signature of the examinee at the space provided at the printed Marks Foil. Please put the marks obtained after signing of the examinee. The teacher will put the Marks at the three portion of the Marks Foil. Please put 'AB' in Red ink in the Marks Foil of the absentee candidate. **The examinee will be treated absent if there is no signature at the space provided for signature.**

The examiner will put his signature at the specified space after putting the marks in the Marks Foil. It is mandatory also to put the signature of the examiner on the Answer Scripts.

The school authority will preserve the "Institution Copy" as office record. There is no need of signature of Head Master on Marks Foil. Please do not separate the "HE/Region Copy" and "Computer Copy". Submit these copy to the concerned Regional Office in a sealed envelop. Please submit only the Marks Foil (HE/Region copy & Computer copy)

Please don't submit the evaluated Answer Script of H.S. Exam (Practical) 2022 to the Region Office [Please see Notification no. L/SECY/35/2021 Date : 09/11/2021]. You have to preserve the evaluated Answer Scripts at your institution. The council may collect the evaluated Answer Scripts as and when required.

Pre-printed 'Top Sheets' of Practical Examination are provided to the institutions from the year 2012. Evaluated Answer Scripts are to be preserved as per 'Pre-printed Top Sheet'. You may put 100 (One hundred) answer scripts in a packet. More separate packets may be prepared if required. Pre-printed Top Sheet must be pasted on each and every packet. Photo copy of Pre-printed Top Sheet may be used for this purpose.

The institutions may contact the concerned Regional Office if required.

N.B. :-

- Don't separate "Computer Copy" and "Region Copy".
- Signature of the examinee on Marks Foil is essential.
- Please put 'AB' in case of absentee.
- No need to submit the evaluated Answer Scripts to the Regional office.



(TAPAS KUMAR MUKHERJEE)

Secretary-In-Charge

W.B. Council of H.S. Education