



West Bengal State Council of Technical and Vocational Education and Skill Development

(Technical Education Division)

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/I/2019-20/1887

Dated, 1st October, 2020

NOTIFICATION

Guidelines for the External Assessment of the Final Semester/Year Students (Academic Session: 2019-20)

This is to notify that the external assessment for the theoretical subjects of the eligible diploma students (both REGULAR and CASUAL) of the final semester/year in the academic session 2019-20 will be done through “**Examinations**” in online mode on and from **05.10.2020 (Monday)**. Schedule for the said examinations has already been notified by the Council on its official website (www.webscte.co.in). Basic guidelines have already been issued to the Institutes for onward transmission to their eligible students. Now, following guidelines are being issued in connection with the said examinations for the students.

1. Question papers will be sent to the students by the **respective Institutes** through **E-mail/WhatsApp** or by any other online mode before commencement of the examinations. However, such questions will be password protected.
2. On each day of examinations, students will be provided with a confidential password by the respective Institutes through **E-mail/WhatsApp** or by any other online mode **30 minutes** before the commencement of the examinations. Students have to use that password to download the questions.
3. Students have to download the question paper as per the examination schedule and have to write the answer of the questions **in own handwriting** using A4 size pages.
4. Each completed answer script must possess a **FRONT PAGE** (A4 size) carrying details (Branch, Semester, Registration Number, Roll Number, Subject Name & Date of Examination) of the student. Students are advised to **download the blank FRONT PAGE** from the official website of the Council, take a printout of the blank front page and fill it carefully for each day's examination.
5. Students must specify page number at the top of each page of the answer script. No page number is to be specified for the front page.
6. Students must write branch name, roll number & subject name and put full signature at the bottom of each page of the answer script.

7. After completion of the examination, students have to send a scanned copy of the answer script along with the filled in front page (**in single PDF file only**) to the respective Institute through **E-mail/WhatsApp** or any other online mode within the stipulated time. Name of the PDF file should have a specific format as **<Registration Number> <Date of examination> <Subject Code> <Discipline>**. **[Example: For a Mechanical Engineering student having registration number D171899999, PDF file for Industrial Management (Subject Code 601-S) and date of examination 05-10-2020, PDF file should be named as D171899999_05102020_601_ME]**
8. **Students should mail their answer script to the Institute once only.** For mailing answer script twice by a student to the Institute, his/her answer script may be treated as cancelled.
9. In absence of duly filled-in front page, answer script will be treated as incomplete and will not be considered for evaluation.
10. Students will be provided with additional time of **30 minutes** for sending the scanned answer script after the examination hours. As there is time restriction for sending the answer script to the Institute, students should be very much careful about it and must make necessary arrangements prior to appearing in the examination on each day.
11. Duration of the examinations will be **2 hours** [for Full Paper (Total Marks 70/80/100)] and **1 hour** [for Half Paper (Total marks 35/40/50)]. So, students will get total time of **3 hours** for the full papers and **2 hours** for the half papers including the time for receiving of the question paper and sending of the answer script in online mode.
12. Concerned students are advised to take note of the above, contact their respective Institutes immediately for having detailed information about the technicalities of the whole examination process and provide their contact details (Email id/WhatsApp Number etc.) to their Institute for receiving the question paper and sending the answer script in online mode on the days of examinations.



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