



THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office: Bikash Bhavan (2nd Floor, East Block),
Bidhannagar, Kolkata-700091.

Memo no. 09/WBCROS/BB/2022

Date. 06/01/2022

Notice for M.P (S.E), December - 2021

Considering Prevailing the Covid -19 pandemic situation and as per Govt. order of School Education Department, Govt. of West Bengal vide order no.1230-SE/EE/SED/13037/63/2021-ELEMN SEC dated 23.12.2021 issued by School Education Department, Govt. of West Bengal, the Co-ordinators & learners of all study centres under the West Bengal Council of Rabindra Open Schooling are requested to follow the necessary directions & steps in day to day works for conducting M.P (S.E), December 2021 which are given below

- i) As per order no. 1230-SE/EE/SED/13037/63/2021-ELEMN SEC dated 23.12.2021 all examinations regarding M.P (S.E), December - 2021 will be held through **own study centre of their candidates** in the following system where guardians/candidates would **collect the question papers & Blank Answer Scripts** from their respective study centres, **write answers at their home and submit the answer scripts on the next day to the study centres.**
- ii) In this Covid – 19 pandemic situation all postponed M.P.(SE), December 2021 examinations will be held through study centre on & from 23/01/2022. So all candidates are requested to communicate with their respective study centre by phone/email/ or any other online mode regarding their examination.
- iii) **No Candidates will be allowed to sit examination without Admit card in any situation.**
- iv) All Co-ordinators /authorised person of study centre are requested to collect a)Admit Cards b) Descriptive Roll c) Absentee's form d) Top sheets e) Blank Answer script format for Xerox f) Envelops for packetings etc for **M.P.(SE), December 2021** on and from 08/01/2022 (08/01/2022&09/01/2022,12/01/2022,15/01/2022 & 16/01/2022 and 22/01/2022 & 23/01/2022 are open) onwards from the office of WBCROS at Bikash Bhavan for South Bengal Region & Rahul Sanskritayan for North Bengal Region. The same Descriptive Roll of all subjects and other necessary papers (b to e) will be printed one copy & Xerox two copies 7 days before the starting of Examination, which will be supplied by the WBCROS through online (email). Candidates / guardians will sign in respective Descriptive Roll, when he/she will submit the written Answer script.
- v) As per Examination programmed it is requested that the question papers on each day will be supplied to the candidate 1 hr before the commencement of the examination through online /offline from their respective study centre by the Co-ordinators as well as guardians /candidates are requested to collect the question papers from the study centre on each day 1hr. before the commencement of examination maintaining Covid 19 pandemic protocol. Where it is stated that question papers on each day of examination will be supplied to the study centre 3hrs. Before the commencement of examination each day through online by the WBCROS for photo copying/printing.
- vi) **Candidates are requested to write answer at their home in specific format of Blank Answer script in schedule time period.** Format of Blank Answer script will be supplied to the study centre through online 7days before the starting of examination and Xerox copy of Blank Answer script will be supplied to the candidates by the study centre in proper & convenient time maintaining Covid -19 pandemic protocol . **No candidate is allowed to write their answer scripts at the premises of the study centre .**
- vii) Guardians/Candidates are requested to submit their (examinee) written answer script within 24 hrs. after the end of examination to the study centre during working hour maintaining Covid-19 pandemic protocol and candidates/ Guardians are requested to sign in specific place of subject's Descriptive Roll, when written Answer script is to be submitted at study centre. Co-ordinator are requested kindly seal & pack all subject wise and Examinations wise written answer scripts in A4 size envelops along with Top sheets day to day i.e. next day after the end of commencement date of said exam (given by Council),Format of Top sheet &Blank Answer Scripts Format will supplied to the study centre by WBCROS through online .
- viii) i) Subject wise Two copies of signed Descriptive Roll, ii) Two copies of Top sheets, iii) Two copies of Absentee list iv) sealed packets of answer scripts, will be collected by the Council/submitted by the study centre within 2 days after the end of all examinations.
- ix) All Co-ordinator/officer-in-Charge of examination centres are requested to seal & pack all subject wise & exam wise written Answer scripts in A4 size envelope along with Top sheets (Provided by Council)and send the examination report through email (enclosed scanned subject wise Top Sheet) day to day i.e. next day after the end of commencement date of said exam.
- x) The HM/TIC/Co-ordinator (any one) will act as the Officer-in-charge of the concerned Exam Centre.

**** The Co-ordinator of all study centres under the WBCROS are requested to follow & maintain the Govt. orders & Guidelines issued by the Govt. of W.B. for the prevention the spread of Novel Corona virus (COVID -19).**

Azathi 06/01/2022

Secretary

The West Bengal Council of Rabindra Open Schooling