



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION  
VIDYASAGAR BHAVAN  
9/2, BLOCK-DJ, SECTOR-II, SALLAKE  
KOLKATA – 700091**

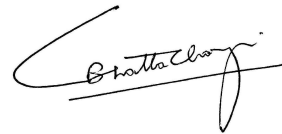
**No. : L/PR/413/2024**

**Date: 20/11/2024**

**Instructions for H.S. Practical & Project Examinations, 2025**  
**to the institution affiliated to the WBCHSE**

- Higher Secondary Practical Examination, 2025 will commence from **02/12/2024 and will continue till 20/12/2024**. The Council will distribute the blank answer scripts (04 leaves & 02 leaves) & question papers among the schools from the predetermined distribution centres (camps) **on 27/11/2024**.
- Each school will conduct the practical examinations of the concerned practical based subjects of their students including Music (MUSC), Health & Physical Education (PHED).
- PHED Practical Score Sheets of H.S. Practical Examination, 2025 will be uploaded shortly and it can be downloaded by logging into the Council Portal.
- Only the teacher of the concerned subject will conduct the practical examination.
- If there is no teacher for any subject in the school at that time, then a teacher from the neighboring school can be appointed for conducting the practical examination. However, permission of the concerned Regional Office of Council for this purpose is to be taken by producing the consent of the subject teacher and “no objection” of the concerned Head of the Institution.
- A candidate who has already passed in the practical examination in the previous year need not require to appear in the practical examination again.
- Signature of the concerned examiner and countersign of the Head of the Institution on the practical answer script are mandatory.

- The evaluated practical answer scripts need not be submitted to the Council at this stage. However, it should be kept in the safe custody of the concerned Head of the Institution according to the registration number till receiving any instruction from the Council. The answer scripts will be collected by the Council as and when required.
- After conducting the examination, practical marks has to be submitted to the Council **through online mode from 06/12/2024 to 31/12/2024** as per annual working plan vide Memo No. DS (Exam)/048/2024 dated 03.05.2024 of the Council.
- The **Project Marks** of the students have also to be submitted to the Council **through online mode** only from **06/12/2024 to 31/12/2024**.
- The **Practical & Project marks** have to be submitted through online portal like last year. Every school has to visit the Council's Portal (<https://wbchseexam.wb.gov.in:8080/exisMarks>) and submit the practical & project marks of the students.
- Please note that the schools do not need to come to the Council to submit the hard copy of practical & project marks.
- Every Head of the Institution/Examiner must be very careful while uploading practical /project marks through online portal and there should not be any error in this regard.
- At the time of marks entry, school will be allowed to enter maximum 02 digit number or "AB" i.e. absent.
- For any query related to the Higher Secondary Practical & Project Examination, 2025 and **online** marks submission, the Head of the Institutions are requested to contact the concerned Regional Office of the Council within the office hours.



(Dr. Chiranjib Bhattacharjee)  
President  
W.B. Council of H.S. Education