



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

No. L/PR/ 438 /2025

Date: 19/08/2025

NOTIFICATION

Attention: All the Head of the Institutions (HOIs) under the purview of the Council

All HOIs under the purview of the Council, who have CWSN (Child With Special Need) candidates appearing in the ensuing Semester III Higher Secondary Examination 2026, are hereby informed that their CWSN candidates may avail the facilities of extra time with or without amanuensis/writer/Interpreter as per the norms of the Council by following the below mentioned procedure.

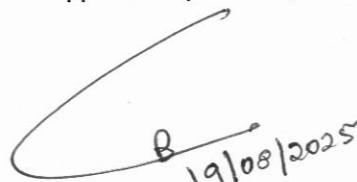
Procedure for availing Writer /Interpreter with Extra Time

1. Visit Council's Online Portal (<https://wbchseexam.wb.gov.in:8080/exisMarks/>) with the help of existing LOGIN ID (**hm<institution_code>**) of the respective Head of the Institution after obtaining the Admit Card for Semester III Higher Secondary Examination, 2026.
2. Search the Roll Number of the Candidate and fill up the necessary fields, such as -
 - Mobile number of the Candidate.
 - Name, Father's Name, Address, Educational Qualification of the Writer (Educational Qualification should not be more than Class XI, a certification by the concerned Head of the Institution is required in this respect) and photograph (**jpeg format**).
 - Mobile number of the Head of the Institution.
3. Upload the photograph (**jpeg format**) of the Writer and CWSN certificate of the candidate (**pdf**) issued by the Competent Authority **OR** permission letter obtained from the concerned Board (**pdf**) from where the candidate appeared in last Class-X (Secondary) Examination with these facilities.
4. Detailed information of Interpreter will have to be uploaded in the same portal for the CWSN candidates appearing the examination along with Interpreter.
5. Change the status of the application from "**WIP**" to "**COMPLETE**" in order to forward the application to the respective Regional Office of the Council for further approval.

Procedure for Extra Time without Writer:

Same as above. No need to insert the fields related to Writer and Interpreter.

The permission letter will be generated on the portal itself (which will be available on the concerned HOI, Venue Supervisor and Centre Secretary LOGIN), as soon as the application is verified and approved by the respective Deputy Secretary of the Regional Office of the Council.



19/08/2025

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