



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

No. L/PR/ 015 /2026

Date: 10/01/2026

**NOTIFICATION**

**Attention: All Centre-in-Charges, Centre Secretaries & Venue Supervisors of H.S. Examinations, 2026**

The undersigned is pleased to inform all concerned that the Council has uploaded important forms / formats (viz. Seal Opening Format, Venue Supervisor Format, RA Format, Confidential Format & On Duty Declaration) related to the ensuing H.S. Examinations, 2026 for instant availability and usages of the examination personnel. They may use it by downloading and printing from the Council Website as per their requirement.



10/01/2026

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



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**CONFIDENTIAL FORMAT**

**(In connection with Semester-IV, Semester-III Supplementary  
Examination and H. S. Examination under Old System, 2026)**

- a) It has been noted that the following person(s), has / have been using the cell phones inside the Examination Venue during examination hours despite of repeated warnings.

**Person(s) / Designation**

- i) \_\_\_\_\_  
ii) \_\_\_\_\_  
iii) \_\_\_\_\_

- b) An untoward incident which has been taken place in the school premises / examination hall is being reported for taking necessary action. Nature of incident is stated below:

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Full signature of the Venue Supervisor with date & seal:

Mobile No:

School Name with Code:

Centre Name & Code:

**Note:** This format will be used by the Venue Supervisor, only against the staff(s) / concerned person(s) of the school violating the rules/guidelines of the Council during the examination days. Detailed Report is to be mailed to the E-mail ID:  
**dsexamination@wbchse.org**



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**ON DUTY DECLARATION**

**( In connection with Semester-IV, Semester-III Supplementary  
Examination and H.S. Examination under Old System, 2026)**

I, Sri/Smt. \_\_\_\_\_ was engaged with some confidential work related to Semester-IV, Semester-III Supplementary Examination and H.S. Examination under Old System, 2026 **(strike off whichever is not applicable)** on / from \_\_\_\_\_ to \_\_\_\_\_.

Signature of the applicant with date \_\_\_\_\_

Name of school with address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile No. \_\_\_\_\_

The above mentioned day / days may be treated as "ON DUTY" in respect of  
Sri/Smt. \_\_\_\_\_

Signature of Convenor / DI of Schools (SE) with date & seal



## SEAL OPENING FORMAT

### For Question Papers in Venue Supervisor's Confidential Room

The Question Papers of Semester-IV / H.S. Examination under Old System / Semester-III Supplementary Examination, 2026 **(strike off which is not applicable)** of the subject(s) \_\_\_\_\_

contained in sealed Cloth Bag(s) bearing No(s). \_\_\_\_\_

are being opened on \_\_\_\_\_ at **9:40 a.m. / 12:40 pm (strike off which is not applicable)** in presence of the following Examination Personnel.

Sl.	Name	Designation	Signature and date
1.		Venue Supervisor	
2.		Council Nominee	
3.		Invigilator	
4.		Invigilator	
5.			
6.			

Date :

Venue Code :

Centre Code :

Name of the Venue :

**Signature of the Venue Supervisor with date & seal**

**TO BE USED BY INVIGILATOR / VENUE SUPERVISOR / CENTRE SECRETARY / CENTRE IN-CHARGE / HEAD EXAMINER**

**FOR SEMESTER-IV & H.S. EXAMINATION (OLD SYSTEM), 2026**

**R. A. Format**

1. Name of the Candidate : .....
2. Roll No. of the Candidate : .....
3. Regn. No. of the Candidate : .....
4. Name of the Venue with Code : .....
5. Date of Exam. with Subject : .....
6. For Invigilator/Venue Supervisor/Centre Secretary/Centre In-Charge :  
Nature of offence done by the Candidate  
(please tick mark in the appropriate box) :  
(i) Copying / cheating (supplying the chits)  Remarks  
(ii) Carrying Mobile Phone in the Exam. Hall   
(iii) Harassment of Teacher / Invigilator   
(iv) Any destructive activity in the Exam. Venue   
(v) Taking Answer-script (Main/ Loose sheet) outside the Examination Hall   
(vi) Any other unfair means, as per Council's guidelines
7. For HE Only : If any abnormal Answer-script is found that must be categorised / marked under R.A. as per WBCHSE's guidelines with remarks in the box.  
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Signature of the Invigilator / Venue Supervisor / Centre Secretary / Centre In-Charge / Head-Examiner

## FORMAT FOR VENUE SUPERVISOR ( DATA SHEET )

[ TO BE USED FOR SENDING RECORDS OF SEALED PACKETS OF QUESTION PAPERS OF SEMESTER-IV, SEMESTER-III SUPPLEMENTARY EXAMINATION AND H.S. EXAMINATION UNDER QID SYSTEM 2026 FROM THE DESK OF THE VENUE SUPERVISOR TO THE INVIGILATORS OF THE RESPECTIVE EXAMINATION ROOMS / HALLS ]

EXAMINATION DATE: .....  
CENTRE: .....

VENUE CODE : ..... VENUE NAME : .....

**N.B. :**

- 1) Invigilators are instructed to open the Non Transparent Poly Pouch containing the Question Papers at 9:55 am in presence of the examinees, signing by any 02 of them on it.
- 2) For Semester-IV and H.S. Examination under Old System, distribute the Question Papers and Answer Scripts among the examinees at 10:00 am. For Semester-III Supplementary Examination, distribute the Question Papers & OMR Sheets among the examinees at 1:00 pm.
- 3) The day-to-day records are to be preserved by the Venue Supervisor for future reference and requirement.