



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

No. L/PR/ 018 /2026

Date: 13/01/2026

NOTIFICATION

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

All HOIs who have CWSN (Children With Special Needs) candidate(s) appearing in the ensuing Higher Secondary Examination(s) 2026, are hereby informed that their candidates may avail extra time with or without amanuensis /writer / Interpreter as per the norms of the Council following the below mentioned procedure.

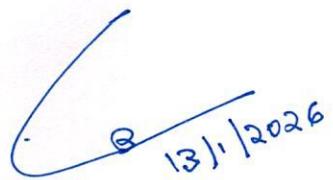
Procedure for availing Writer /Interpreter with extra time

1. Visit Council's Online Portal (<https://wbchseexam.wb.gov.in:8080/exisMarks/>) with the help of the existing Login Id (**hm<institution_code>**) of the respective Head of the Institution after obtaining Admit Card for Higher Secondary Examination(s), 2026.
2. Search Roll Number of the Candidate and fill up the necessary fields, viz.-
 - Mobile number of the Candidate.
 - Name, Father's Name, Address, Educational Qualification of the Writer (should not be higher than Class XI. Certification by the concerned Head of the Institution is required which might have to be produced on demand).
 - Mobile number of the Head of the Institution.
3. a) Upload the photograph (**.jpeg format**) of the Writer and b) CWSN Certificate (**pdf**) of the candidate issued by the Competent Authority **OR** permission letter obtained from the concerned Board (**pdf**) from where the candidate appeared in the last Class-X (Secondary) Examination with these facilities/option.
4. Detailed information of Interpreter will have to be uploaded for the CWSN candidates appearing in the examination along with Interpreter.
6. 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.

Permission letter will be generated on the portal itself (which will be available to the concerned HOI, Venue Supervisor and Centre Secretary Login), as soon as the application is verified and approved by the respective Deputy Secretaries of the Regional Offices of the Council.


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