



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

No. L/PR/ 315 /2026

Date: 17/08/2026

NOTIFICATION

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

All Head of the Institutions having CWSN (Children With Special Needs) candidate(s) or candidate(s) with temporary writing inability due to accident / medical issues appearing in Semester III of Higher Secondary Examination 2027, are hereby informed that those candidates may avail extra time with or without writer / interpreter as per norms of the Council by following the below mentioned procedure. The candidates with temporary writing inability (due to accident / medical issues) will be allowed **only for extra time with writer**.

Procedure for availing Writer / Interpreter with extra time-

1. Visit Council's 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.
2. Search Roll Number of the candidate and fill the necessary fields, viz.-
 - Mobile number of the candidate.
 - Name, father's name, address, educational qualification of writer (should not be higher than Class XI. Certification of 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. Upload photograph (.jpeg format) of writer
4. Upload CWSN certificate (pdf) of the candidate issued by the Competent Government Authority or Inability Certificate (pdf) issued by registered doctor of Government hospital / health centre.
5. In case of CWSN candidate appearing examination with interpreter, detailed information of both of them is to be uploaded on the portal as per requirement.
6. After filling and uploading all data, change status of application from "WIP" to "COMPLETE" in order to forward the application to the Deputy Secretary of respective Regional Offices 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 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 Regional Offices of the Council.

Privilege to CWSN candidates will be given as per norms of the Council, which will be cited in the permission letter.


President
W.B. Council of H.S. Education
President
West Bengal Council
of Higher Secondary Education