

Sn.	Operation	1st Session	2nd Session
1.	Collection of confidential trunks from the Police Station	7:30 to 8:30 AM
2.	Candidates are allowed to occupy the seats in the exam halls	9:30 AM	1:30 PM
3.	Checking of seals, the opening of the subject-specific sealed trunk(s) in the presence of Additional CIC (if any), one Invigilator and the Board Observer(s)	9:30 AM	1:15 PM
4.	Checking of seals, the opening of sealed question booklet packets in the presence of Additional CIC (if any), one Invigilator and the Board Observer	9:40 AM	1:20 PM
5.	Distribution of question booklets to Invigilators	10:00 AM	1:30 PM
6.	Invigilators are to reach the examination halls (with question booklets and announcement guidelines in the room/ hall)	10:15 AM	1:35 PM
7.	Distribution of question booklets to the candidates in the examination halls	10:30 AM	1:40 PM
8.	Necessary announcements are to be made by the invigilators to the candidates in the examination halls	10:45 AM	1:45 PM
9.	Commencement of the Examination	11:00 AM	2:00 PM
10.	No Candidate is allowed to enter the examination centre after	11:00 AM	2:00 PM
11.	Attendance taking and verification of the candidates to begin	11:15 AM	2:15 PM
12.	Closing of the Examination	1:00 PM	4:00 PM

Key points to remember:

- 1) Through mail, CIC will be provided with the details of allotted candidates for verification, if needed.
- 2) No candidate will be allowed to enter the venue without a valid WBJEE-2023 Admit Card along with AadhaarCard / PAN Card / Passport / School ID Card in original.
- 3) Candidates should bring a copy of the colour photograph similar to the one uploaded during the online application.
- 4) No candidate is allowed to bring in any kind of writing instrument/pen. Candidates found with such prohibited items will be disqualified. The ballpoint pen provided by the WBJEEB is the only permitted writing instrument.
- 5) Correcting fluid/white fluid is forbidden on OMR sheets. Invigilators must countersign fair/genuine corrections.

- 6) The candidates should be advised that they can make use of the space in the Question Booklets to do roughwork.
- 7) Inside the exam rooms, invigilators and other officials are not allowed to bring cell phones or other electronic devices.
- 8) Candidates may be frisked sometimes or whenever it is necessary to look for items that are not allowed in the exam room.
- 9) No Candidate should be allowed to sit for the Exam in a location other than the allotted one.
- 10) No subject teacher should be permitted to invigilate, taking into account the conformity with the subjects being examined in that particular session.
- 11) An OMR sheet is inserted into Question Booklets, with a tiny portion protruding for easy slide-out. Again two paper seals are there on the right side of the Question Booklets. On getting the Question Booklets, students can only slide out the OMR sheet without breaking the seals. Breaking of booklet seals before the Invigilator declares the start of the exam is prohibited.
- 12) At each Centre, the Bell/Buzzer/Hooter should only be sounded at the opening and end of each Session: 11:00 a.m. and 1:00 p.m. for the 1st Session and 2:00 and 4:00 for the 2nd. During the exam, no other reminders should be given.
- 13) In exceptional cases, such as medical emergencies, the CIC can resolve it with the assistance of BO. But upon handing over the OMR, Question Booklet, Admit Card, etc. to the CIC, the candidate may be permitted to leave the room.
- 14) Provision for power generators should be made well in advance to maintain an uninterrupted power supply at the examination centre if any power cuts occur.

F. Unfair Means and related issues

The CIC is responsible for creating a report, countersigned by BO, on any candidate who used unfair means, including the candidate's statement, the Invigilators' statement, and the time the unfair means were located. The candidate should not be compelled to issue a statement if he or she refuses to do so.

The invigilator and CIC must record the denial. The OMR Sheet and report should be placed in a subject-specific envelope marked "RA Case" and tied to the packet of used OMR Sheets from other candidates in that subject.

Procedure to be followed in case of smuggling out of the OMR Sheet:

The CIC should promptly contact a candidate who stole the OMR Sheet to retrieve it. If the attempts fail, report the incident to the local police station and send the FIR, CIC report, and Invigilators' statements to the Board. Procedure to be followed in case of impersonation: Impersonating candidates should be handed over to the police, and a detailed report sent to the Board.

ANNEXURE- A

Important Instructions and Guidelines for Invigilators

Overall, the WBJEE 2023's success depends on the role played by the Invigilator. He/She is expected to be extremely cautious and attentive during the examination.

1. Invigilators must collect their allotted question booklets/OMR sheets from the CIC at 10 a.m. and 1.30 p.m. before each examination session.
2. Invigilators should carry as many Question Booklets as candidates in each room.

3. Question Booklets should be distributed serially, maintaining the same order as supplied by the controlroom.
4. Candidates are allowed to enter the examination room 90 minutes before the commencement of the Test.
5. Question Booklets are to be distributed to the candidates **30 minutes** before the commencement of the 1st session and **15 minutes** before the commencement of the 2nd session.
6. Fifteen minutes before the test, invigilators must announce the opening of Question Booklets and other required actions to applicants in the exam rooms (see ANNEXURE-B) (at 10:45 A.M., and 1:45 P.M. for the two sessions respectively).
Candidates should not open the Question Booklet locks until the bell rings to start each session's exam.
7. Candidates should be instructed to attentively read the instructions on the front cover page of the Question booklets before breaking the seal. The Bengali translation of the instructions appears on the back page.
8. To answer questions, candidates must open the seal and shade clear round areas on the OMR with the ballpoint pen supplied. Invigilators should start checking applicants' identities and recording presence on the Photo Attendance Sheet at 11:15 A.M. and 2:15 P.M., respectively.
9. No candidate will be allowed to sit for the examination without a valid WBJEE-2023 Admit Card along with Aadhaar Card / PAN Card / Passport / School ID Card in original.
10. Candidates should bring a copy of the colour photograph similar to the one uploaded during the online application.
11. The invigilators should match the candidate's appearance with the photo and the candidate's signature and information filled out on the OMR to the Photo Attendance Sheet and the Admit Card.
12. The Invigilator must check the applicants' roll numbers, question booklet numbers, and other personal information before signing the OMR page. This process should be done carefully and sincerely.
13. No candidate is permitted to interfere with the barcode encoding. Any marking on the barcode will result in the cancellation of the candidate's registration.
14. Candidates are not allowed to use white correcting fluid on the OMR sheet. Invigilators have to countersign for any acceptable correction. If a candidate needs to alter the wrong entries other than shading the blank circle or bubbling on the left side of the OMR, he should be told not to use a whitener or overwrite. The Invigilator will only fix the number part and sign in such a case. No correction is needed if a candidate makes a shading/bubble error. In such cases, the Invigilator should closely check the numeric parts. The Invigilator is not responsible for any alteration on the answer bubbles on the right-hand side of the OMR.
15. The candidates should be duly intimated that rough work may be done in the space provided within the Question Booklets.
16. **Invigilators are not allowed to carry mobile phones or any electronic gadget inside the examination halls.**
17. After the question booklet seal has been broken, candidates should be instructed to thoroughly examine each page and report any discrepancies.
18. Frisking may be done to check for prohibited objects in the examination hall.
19. The candidates should be allowed to leave the examination hall only after the Invigilator has ensured that all the candidates have submitted their answer scripts [used OMRs]. The invigilators should not fail to tally the exact Question Booklet No. used and the OMR sheets collected.
20. No clarifications or doubts pertaining to any Questions should be entertained.
21. All the instructions given in the Admit Card should be followed strictly.

22. Candidates cannot change incorrectly filled numeric or bubble Roll Nos. and Question Booklet Nos. on the left side of the OMR sheet. In such a case, the invigilator will only correct the values and put his signature.
23. After recording attendance, invigilators should fill the Photo Attendance Sheet's ABSENT bubbles and summarize their attendance on each sheet.
24. No candidate will be allowed to leave the examination hall until the expiry of the entire allotted time.
25. Candidates are allowed to take the Question Booklets with them after the end of the exam.
26. The invigilator must collect unused question booklets from absentees' seats 15 minutes after the exam begins.

**ANNEXURE- B
ANNOUNCEMENT BY
INVIGILATORS**

SI no.	Items
1)	Take out the OMR Sheet from the Question Booklet without breaking the seal 15 minutes before the exam.
2)	Read OMR Sheet instructions closely. Only use the provided ball-point pen to darken the Question Booklet No., Roll No. bubbles on the left side of the OMR. Write your name and other details and sign the OMR only in the space given. Signing elsewhere is prohibited.
3)	Do not use a whitener or overwrite to alter your wrong entries on the left side of the OMR, other than bubbling. The invigilator will only fix the numeric part and sign. Candidates need not fix bubbling errors. If so, the invigilator must closely check the numeric parts.
4)	The invigilator cannot change the right-hand OMR answer boxes/bubbles.
5)	Avoid Barcode tampering. Registration will be cancelled if the barcode is tampered/ marked.
6)	Question booklet seals are to be opened only at the exam start. After breaking the question booklet seal, candidates must closely review all pages. Candidates should notify the invigilator of any broken, missing, or difficult-to-read pages.
7)	Any writing instrument, calculators, mobile phones, blank sheets, log tables, and other electronic devices are prohibited.
8)	Your registration will be cancelled if you break the rules or cheat.
9)	No candidate can leave the Examination Hall until the end of the examination and not before all the OMRs are collected and tallied by the Invigilator.
10)	All rough work must be done on the Question Booklets.

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| 11) | Candidates can take along the Question Booklet after the examination. |
| 12) | No clarifications or doubts pertaining to any Questions will be entertained. |
| 13) | Follow all instructions given in the Admit Card. |

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ANNEXURE - C

WEST BENGAL JOINT
ENTRANCE EXAMINATIONS
BOARDDB-118, SECTOR-I, SALT
LAKE CITY, KOLKATA – 700 064
NAME OF THE EXAMINATION:
WBJEE-2023

NAME OF THE CENTRE: CENTRE CODE:

DETAILS OF INVIGILATORS

Sl. No.	Room No.	No. of Students Allotted	Name of The Invigilator	Designation	Signature Of Invigilator

Sample Photo Attendance Sheet

WEST BENGAL JOINT ENTRANCE EXAMINATIONS BOARD
AQ-13/1, Sector - V, Salt Lake City, Kolkata - 700 091
ATTENDANCE SHEET
WBJEE-2018

CENTRE CODE: 88122 NO. OF PAGES: 80 of 80
CENTRE NAME: TALPUKUR KSHETRAMOHN MEMORIAL HIGH SCHOOL(H.S.), 125, OLD CALCUTTA ROAD, NORTH 24 PARGANAS-700123 (NEAR BARPOLE)

S.No	ROLL NO	NAME	Mathematics	Physics & Chemistry
S.No 317	8812200317	SUFRAAN IMAM	Absent* Question Booklet No. 81083757 Signature of Candidate: <i>Sufraan Imam</i>	Absent* Question Booklet No. 82083757 Signature of Candidate: <i>Sufraan Imam</i>
S.No 318	8812200318	ANMOL VASHISHTHA	Absent* Question Booklet No. Signature of Candidate: ABSENT	Absent* Question Booklet No. Signature of Candidate: ABSENT
S.No 319	8812200319	SACHIN KUMAR	Absent* Question Booklet No. Signature of Candidate: ABSENT	Absent* Question Booklet No. ABSENT Signature of Candidate: ABSENT
S.No 320	8812200320	SHIWANSH SENGAR	Absent* Question Booklet No. Signature of Candidate: ABSENT	Absent* Question Booklet No. ABSENT Signature of Candidate: ABSENT

Signature of Centre-in-Charge/ Add'l Centre-in-Charge: *Sonia Banerjee* 22-4-18
Signature of Invigilator: *Sonia Banerjee* 22/4/18

Sample OMR Sheet

2000007
OMR ANSWER SHEET NO.

INSTRUCTIONS FOR CANDIDATES

- Use only BLACK or BLUE ballpoint pen for filling the bubbles.
- For Category 1 and Category 2 questions, more than one darkened bubble will be treated as wrong answers.
- Please do not make any stray horizontal mark on the sheet. Rough work must not be done on the sheet.
- Do not damage this sheet by using eraser or white ink etc.
- Do not write your name or roll number or put any identification on right hand side of this sheet. Violation of this will lead to invalidation of candidature.
- How to darken the bubbles.

Correct Method: Wrong Method:

If a candidate tampers with the BARCODE, he/she will be disqualified.

1. QUESTION BOOKLET NO. 2000007

2. ROLL NUMBER 4701110007

3. SUBJECT Biological Science

4. NAME OF THE CANDIDATE (In Block Letters) *Rajarshi Lal Rakshit*

5. NAME OF THE CENTRE *Alipurdian Hindi Madhyamik vidyalaya (H.S)*

6. SIGNATURE OF THE CANDIDATE *Rajarshi Lal Rakshit*

7. SIGNATURE OF THE INVIGILATOR *Mohan Lal Ram 22/4/18*

8. ANSWERS

CATEGORY I: Q1-Q100

CATEGORY II: Q101-Q150

CATEGORY III: Q151-Q180