

**Teacher Eligibility Test – 2022 (TET-2022)**  
**West Bengal Board of Primary Education (WBBPE)**

**POINTS TO BE NOTED :**

Entry of the candidates to the exam hall will begin	09-30 AM
Last entry of the candidates to the exam hall upto	11-00 AM
No entry will be allowed at the centre/venue later than	11-00 AM
Invigilators will check the frisked admit cards and ID proofs	11-30 AM
Important announcements made by invigilators	11-30 — 11-45 AM
Test Booklets will be distributed	11-45 AM
Candidates can fill details in the test booklet / OMR answer sheet	11-45 — 11-59 AM
Examination begins	12-00 HOURS
Unused Question Booklets to be returned to the Centre-in-Charge	01-00 PM
Warning bell	02-25 PM
Examination concludes	02-30 PM

**The invigilators are required to report for duty at 9:00 AM sharp.** Every teaching and non-teaching staff of the examination centre should wear the **‘Identification Tag’ (College Identity Card)**.

Arrangements for a separate cloak room is to be made in every venue for retaining the mobile phones or any other electronic device (s) of the Centre-In-charge, Officer-In-Charge and Observers. Centre-In-charge, Officer-In-Charge and Observers may, if necessary, make use of their personal mobiles inside the cloak room after making due entry of the time and duration, they were on call, in the log book, kept specially for the said purpose. At the end of the day the records of the log books have to be countersigned by the Centre-In-charge, Officer-In-Charge and Observers. It is to be noted that one copy of the Admit card that is to be retained in the venues should bear a sticker “Frisking Done”. **Invigilators have to ascertain that no candidate is allowed inside the room unless one copy of the Admit Card has the “Frisking Done” sticker pasted on it.**

**While frisking, Observers will ensure that:-**

(a) frisking personnel are checking inside both the ears for any **Bluetooth, Earphone or Microphone**.

(b) the collar, cuff, cufflinks, placket, shirt, kurta, etc. are free of any wire which may be used to produce the magnetic field to convert the same into sounds through the microphone placed inside the ears. The garments of girls will also be checked in the same manner but only by female frisking personnel.

(c) the collar, cuff, yokes, all pockets, ply front of the shirt be checked strictly for any hidden communication device, wire, etc. In the same manner, female candidates have to be checked but only by female frisking personnel.

**Invigilators are to:—**

a. report at the stipulated time to the Centre-In-charge.

b. ensure that they do not bring in any mobile phones inside the venue.

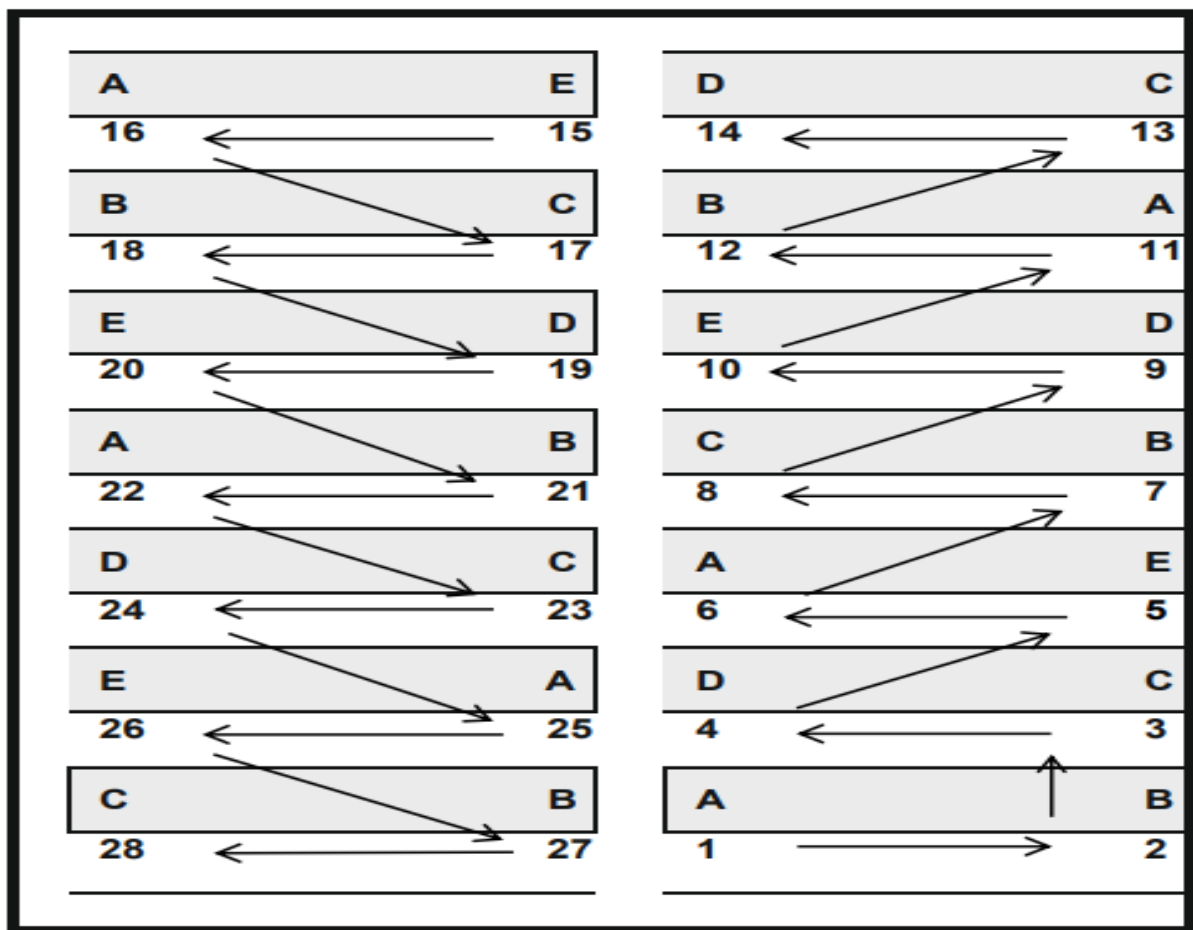
c. visit the room/hall where she/he has been assigned duty and check that seating arrangement, roll nos. are in proper order/sequence.

d. no candidate has with her/him any banned item. They should have only two copies of ADMIT CARD (one should bear the “Frisking Done” sticker on it), a photograph of the candidate, same as the one she/he has uploaded in the application form, valid ID proof, a ball point pen (ink colour: **black**). Checking of Admit cards should be done at this stage.

e. instruct the candidates of all norms of TET-2022 in clear and lucid terms.

f. **make it very clear to them that no OMR sheet will be replaced if any error/lapse occurs on the part of the candidate.**

g. **during handing out of test booklets ensure that they are distributed maintaining the proper sequence as shown; where 1 stands for the first roll number of the candidate assigned in that room and A is the test booklet series that she/he will receive. The pattern given hereunder should be strictly followed.**



h. in case any candidate is absent, the question booklet is to be left in her/his assigned place until 12.15 P.M., after which all unused booklets should be kept in the custody of the invigilators in the same room and is to be returned to the Centre-In-charge by 1 P.M.

i. ensure that the Attendance Sheet of the candidates is properly filled up.

j. she/he puts her/his signature at all stipulated places. The invigilator will use **BLUE INK** to sign **RED INK** to mark absent

k. ensure that the sanctity of TET-2022 is maintained throughout the course of the examination.

l. once the warning bell is sounded, 5 minutes prior to the end of the examination at 2.30 pm., she/he has to make it known to the candidates and ask them to be ready for submission. Shut the door of the room/hall at this stage.

m. collect a copy of the properly signed admit card bearing the sticker “Frisking Done” from all candidates.

n. collect the original OMR answer sheets (Board’s copy, **pink** in colour) from all candidates in the serial order.

**o. ensure that candidates leave their seats only when all original OMR answer sheets are duly collected and the number tallied with the number of candidates present in the room.**

**p. candidates will be allowed to carry back home the used question booklets and examinees’ copy of OMR answer sheet (**green** in colour) and one copy of her/his admit card duly signed by the invigilators. Both the copies of the Admit Card has to be duly signed by the invigilators.**

q. invigilators will leave her/his assigned room/hall only after the departure of all candidates.

r. at every stage it is the duty of the invigilators to cooperate with the Centre-in-charge and report any lapse, no matter, however, minor it may be without slightest delay.

#### **INSTRUCTIONS TO THE CANDIDATES (AS PRINTED IN THE ADMIT CARD)**

(a) Candidates are to report at the centre at least two (2) hours before the commencement of the examination. (Exam time: 12:00 noon – 2:30 pm)

**(b) No candidate will be allowed to enter the examination centre without her/his Admit Card, valid ID proof, proper frisking and biometric verification. Frisking through Hand-Held Metal Detectors (HHMD) will be carried out at the entry gate by male/female guards separately. Candidates who follow a particular religion and wear customary dress will be required to report on time so that there is ample time for proper frisking. Follow Covid-19 protocols as far as applicable.**

(c) Specially abled candidates must bring along with them requisite certificate from the appropriate authority and scribe related documents, if applicable. Prior permission should be sought from the respective DI/S(PE) of the opted district. In case a specially abled candidate requires a scribe, additional compensatory time of 50 minutes will be allowed for such candidates.

(d) The candidate is required to produce the admit card downloaded from the website and a valid original ID proof (Madhyamik Admit Card/Aadhar Card (with photograph)/PAN Card/Voter’s ID/Passport/Driving licence) for admission in the examination hall/room. A candidate without possession of the aforesaid documents shall under no circumstances, be permitted to appear for the said examination by the Centre-in-Charge.

(e) In no way, will any venue be responsible for the safe custody of any prohibited / banned items carried by the candidates to the entrance of the exam centre.

(f) Each candidate should carry her/his own **black** ball point pen to the venue and an additional photograph, same as uploaded in the application form to be pasted on the attendance sheet.

(g) Each candidate has been allocated a seat indicating her/his roll number. Candidates should find and occupy only the seat assigned to them. If any candidate is found to have changed her/his room or the seat on her/his own, other than the one allotted, her/his candidature shall be cancelled immediately and no plea would be entertained thereafter.

**(h) Any candidate arriving at the venue allotted to her/him after the commencement of the examination, shall not be permitted to appear for the examination.**

(i) Under no circumstances will candidates be allowed to carry the following items inside the centre: -

i. Any stationery item like textual material (printed or written), bits of paper, geometry / pencil box, plastic pouch, calculator, scale, writing pad, pen drives, log table, electronic pen/scanner, cardboard, water bottle etc.

ii. Any communication device like mobile phones, bluetooth, earphones, microphones, pagers, health bands etc.

iii. Any watch/wrist watch, camera, wallet, goggles, handbags, gold ornaments etc. iv. Having in possession any other banned/prohibited items which could be used for unfair means or for communicating with others in or outside the venue.

**(j) Smoking, chewing gutka, spitting or creating any such nuisances in the examination hall/room is strictly prohibited. No food items, or beverages like tea, coffee, cold drinks are allowed to be taken inside the examination room or consumed during examination hours.**

(k) No candidate, without the special permission of the invigilator concerned will be allowed to leave her/his seat or room of examination, until the entire duration of the examination is over.

(l) At the end of the examination, candidates are instructed to hand over to the invigilator:-

(i) Original copy of the OMR answer sheet for TET-2022 (**pink** in colour)

(ii) One Downloaded and signed copy of her/his admit card

(m) No candidate will be allowed to leave the examination room/hall until the invigilator so instructs.

(n) Candidates will be allowed to leave the examination hall/room only with the following:

(i) Question booklet for TET-2022.

(ii) Examinee's copy of OMR Answer sheet for TET-2022 (**green** in colour).

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