



Office of the West Bengal Nursing Council
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No 4351 / 488 NC

Date: 4.10.24

From: Registrar, West Bengal Nursing Council.

Standard Operating Procedure to conduct WBNC examinations

The WBNC examinations of the courses regulated by the Regulatory Authorities i.e. Education & Examination Committee preceded by General Body Committee conducted following Guidelines and Advisories issued by the WBNC. Besides, the Guidelines and Advisories issued by the Indian Nursing Council, New Delhi as approved / adopted by all over Nursing Council in India are followed.

The procedure and activities relating to conduct WBNC examinations have been resolved in different meeting of the Education and Examination committee preceded by General Body of the Council.

Issuance of a Consolidated Standard Operating Procedure (SOP) to conduct the WBNC examinations is under consideration of the WBNC. Accordingly, the Consolidated Standard Operating Procedure (SOP) to conduct the WBNC examinations is approved by 205th General Body Committee on 01.10.2024 through circulation over official website of WBNC.

A. Examination session confirmation:

- i. One regular examination followed by supplementary examination in a year.
- ii. Examination month is fixed based on admission month.
- iii. Examination calendar is prepared and approved by Education and Examination committee in every year.

B. Pre examination activities:

- a) **Process of preparation and announcement of examination Schedule schedule**
 - i. Examination programme (both theory and practical) of various examinations are published in the official website of WBNC.
 - ii. Syllabus for the examination is maintained as per INC guidelines.
 - iii. Any change in the examination programme is being intimated through notice in the official website of WBNC for time to time.
- b) **Process for preparing question paper**
 - i. The process and pattern of questions, maximum marks and allotted time must be followed according to INC guidelines.
 - ii. The panel of the Paper setter and moderator for preparing the question



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paper is selected by the Registrar & Dy. Registrar of WBNC from the approved panel by the Education & Examination committee.

iii. The Paper setter & Moderator both having minimum five (05) years of teaching experience are eligible to appoint as Paper setter & Moderator.

c) Process for printing Questions

i. All question papers are printed at Government Specific printing press selected by the General Body Committee.

d) Process for Preparation of Theory and Practical Examination Centers

i. A meeting will be conducted by the Registrar & Dy. Registrar of WBNC with different nursing training schools and colleges prior to three (03) months from the date of examination for selecting the examination centers.

e) Examination Form fill up & issuing of admit card

i. Online portal for filling up the examination form by the institutions & physical submission of hard copy (printed copy) along with the faculty list at the WBNC are started before two (02) months of each examination.

ii. After receiving of all the examination form by the WBNC, the examination in-charge is approved the form and generating the roll no. After generating of roll no, the respective institutions are able to download and print the admit card by login into their portal.

f) I.A submission

Online portal for input of Internal Assessment marks by the respective institutions is opened for three(03) to four (04) days. After online submission, the institutions are visited at the office of the WBNC for hard (printed copy) copy submission of Internal Assessment marks.

g) Assigning of Presiding officer, Invigilator, Internal & External examiner (for practical), theory paper checking examiner & other support staff

WBNC may appoint Presiding Officer (One P.O. per Centre), Invigilator for theory exam, Internal & External examiner for practical exam, Examiner for theory paper checking from online faculty database of WBNC. After appointing, the faculty from the respective institutions may get their appointment letter via email or online portal from WBNC.

h) Downloading of essential credentials for examinations

After mapping of examination centers by the WBNC, the respective institutions may be able to download candidates' theory and practical signature sheet, exam venue staff attendance sheet, Tabulation sheet,

