



**WEST BENGAL BOARD OF MADRASAH EDUCATION**  
**Maulana Abul Kalam Azad Bhawan**  
**DD-45, Sector-1, Salt lake city, Kolkata – 700 064**  
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**Memo No.073 /Exam**

**Date:25.01.2024**

**From:** The President,  
West Bengal Board of Madrasah Education

**To :** The Heads of All Senior Madrasahs running with Fazil Course.

**Sub :** **Guidelines for conducting Annual Examination of Fazil 1<sup>st</sup> year (Class XI) 2024**

**Sir,**

In reference to the above noted subject. This is to inform you to abide by the following Guidelines in connection with Conduct of annual examination (Class XI, Fazil) strictly:

1. The **Annual Fazil 1st year Examination 2024** will be held on the basis of the Syllabus of Class XI only.
2. The papers of 80 marks will be of 3 hours and 15 minutes duration. First 15 minutes is allowed for reading question papers and writing Registration Number and name of the subjects, the next 3 hours for answering questions on the answer scripts.
3. The Superintendent/T.I.C. of the concerned recognized Madrasah is to act as the Centre Superintendent & he will conduct the Annual Examination of Fazil 1st year (class XI) (Home Centre) in accordance with this guidelines and according to the programme of examination noted below :


Date	Days	Time	Subjects
29.02.2024	Thursday	10.45 am to 2.00pm	Bengali/Urdu
02.03.2024	Saturday	10.45 am to 2.00pm	Theology
04.03.2024	Monday	10.45 am to 2.00pm	Islamic History
05.03.2024	Tuesday	10.45 am to 2.00pm	English
06.03.2024	Wednesday	10.45 am to 2.00pm	Arabic
07.03.2024	Thursday	10.45 am to 2.00pm	Islamic studies
09.03.2024	Saturday	10.45 am to 2.00pm	Hist/Edu/Geo/Pol.sc (Additional subjects)

4. The Superintendent / T. I. C. will collect the **Question Papers, Blank Answer Scripts, Loose Sheets, Tabulation Sheet, and Examination Programme** from the Examination Section of the Board office at Maulana Abul Kalam Azad Bhawan, DD-45 sector 1 Salt lake city, Kolkata 700064 on 26<sup>th</sup> Febuary 2024 within 11.30 a.m. to 4.30 p.m.



producing money receipt (cash payment will not be accepted in the Board office). The Examination fee for each candidate is Rs 70/=.

5. No candidate will seat for the examination without his/her registration certificate.
6. Malda, Uttar Dinajpur, Dakshin Dinajpur and Murshidabad will collect their answer scripts from their respective distribution centers .They will collect questions and Registration certificates only from the Salt lake Board office Kolkata.
7. The Superintendent / T. I. C. should make the seating arrangement of the candidates in the examination hall in such a manner that all the candidates, when seated, are faced in one direction. Two candidates may be allowed to seat on the two ends of the bench.
8. The Superintendent / T. I. C. is the custodian of all confidential papers. The Sealed Question packets should be kept under the safe custody with lock and key under the supervision of the superintendent.
9. The Superintendent / T. I. C. of the concerned Madrasah shall break the seal of the question packet of that subject for that day as indicated in the Examination Programme in presence of three members including the superintendent / T. I. C. himself and two senior teachers, 30 minutes prior to the commencement of the Examination. Question Papers are to be distributed to the candidates 15 minutes before the commencement of the Examination. i.e at 10.45 a.m.
10. The Blank Answer Scripts should be supplied to the candidates at the commencement of the Examination i.e at 10.45 a.m.
11. The Superintendent / T. I. C. or any approved teacher entrusted to conduct the examination by the Head of the institution should make duty roster of the invigilator according to programme of the examination. A teacher who has a child or any near relation appearing at the said examination should not be appointed as an invigilator at the examination hall. He/She may be exempted from the examination system.
12. The Superintendent / T. I. C. should make necessary arrangement for evaluating answer scripts of the candidates. While evaluating, the internal examiner is to put part marking against the answer of each question and he/she is to record total marks obtained/secured by the candidates against the answer of each question inside a red circle.
13. Marks obtained by the candidates are to be transcribed from the answer scripts to the tabulation sheet prescribed and supplied by the Board .
14. **The filled in tabulation sheet (result sheet) duly signed by the Head of the Institution is to be submitted to the Examination Department of the Board at Kolkata in a sealed cover within 10<sup>th</sup> June,2024 positively.** A copy of the same is to be kept by the Head of the Madrasah in his custody in a sealed cover and marksheet should be issued to all appearing students.
15. The unsuccessful candidates will not be promoted to Class XII ( Fazil) .
16. For any clarification or inconveniences pl. contact WBBME immediately.

  
President  
West Bengal Board of Madrasah Education