CENTRE MONITORING COMPLIANCE ASSESSMENT REPORT

Board Examination Centre Monitoring

CENTRE & INSPECTOR DETAILS

Inspector Name

Centre Code

Centre Name

Dzongkhag

Exam in Progress

SECTION A: EXAM TIMING AND MONITORING

Complete each box: ✓ if satisfactory, ✘ if unsatisfactory or N/A if not applicable.

Criteria	✓ / ✘ / N/A
Exam timetable accurate & Exam timing applied correctly	
Monitoring carried out before, during, and after the examination	
Monitoring procedures applied correctly & recorded	
Invigilation roster accurately maintained	

SECTION B: SECURITY OF CONFIDENTIAL EXAM MATERIALS

Complete each box: ✓ if satisfactory, ✘ if unsatisfactory or N/A if not applicable.

Criteria	✓ / ✘ / N/A
Secure room door solid & with strong locks and tamper-proof hinges (Presence of CCTV)	
Any glass panels in secure room door fitted with metal bars or active alarm	
Secure room & secure container locked when not in use	
Suitable safe with locking mechanism	
Metal cabinet is fitted with additional security features (e.g. locking bar and bolted to floor and/or wall)	
Controlled and independent access to secure storage	
Keys stored securely	
Correct number of key holders maintained (Supervising Examiner and Convenor only)	
Question papers and other confidential exam materials stored securely and remain sealed until authorised opening time	
All incoming and outgoing exam materials (e.g., question papers, scripts) checked and recorded properly	
Security Personnel available 24/7	

SECTION C: EXAM ROOM(S) AND THE CONDUCT OF EXAMS

Complete each box: ✓ if satisfactory, ✘ if unsatisfactory or N/A if not applicable.

Criteria	✓ / ✘ / N/A
Reliable clock(s) displayed & visible	
Notice to Candidates displayed & visible	
Suitable examination room/hall with appropriate conditions	
Date and actual start & finish times of each exam displayed	
Syllabus (Subject) & Component (Paper) codes of each exam displayed	
No helpful display material present	
Papers Sealed in candidate index number order	
Index or candidate numbers on desks	
Desks sufficiently spaced & arranged	
Correct ratio of invigilation (1: 18 in classroom and 1: 25 in hall)	
Invigilators mobile and attentive	
Invigilators able to obtain assistance easily	
Process for identifying candidates (Admit Cards)	
Candidate Attendance sheet completed	
Seating plan completed & accurate	
No unauthorised materials	
Correct announcements made (Instruction to candidates)	
Scripts collected, packed & sealed correctly	
Assistant Supervising Examiner Present	
Convenor present	

TIME DETAILS (24-HOUR FORMAT)

Time Arrived (HH:MM)

Time Left (HH:MM)

Exam Start Time (HH:MM)

REPORT REVIEW CONFIRMATION

Was the report shown to the Convenor?

☐ Yes ☐ No

COMMENTS AND RECOMMENDATIONS (IF ANY)

CENTRE REPRESENTATIVE DETAILS

Name of Supervising Examiner

Name of Convener

Signature (Supervising Examiner)

Signature (Convener)

PROVISIONAL RATING

- [ ] Fully Compliant with Established Standards
- [ ] Compliant with Minor Areas for Improvements
- [ ] Partially Compliant with Notable Areas Requiring Attention
- [ ] Non-Compliant with Significant Issues Identified