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Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan

EXAM DAY CHECKLIST FORM

Supervising Examiner & Invigilators Operational Readiness Checklist

Instructions: This checklist guides the Supervising Examiner and Invigilators to ensure that all examination procedures are conducted in accordance with OGEA.
Sections 1, 2 and 11 are completed once (tick DONE). For all other sections, enter the date above each Day column and tick the box each day the item is completed.

Centre	Examination Level	Supervising Examiner

1 ON ARRIVAL AND TAKING OVER	DONE
Reported to the Convenor.	☐
Inspected the examination cell.	☐
The secured storage, CCTV and security personnel are in place.	☐
The examination cell is secured: new lock fitted, sealed duplicate key is with the Convenor.	☐
Verified the question answer booklet against the dashboard list and recorded any discrepancy.	☐
Arranged the question answer booklet as per the timetable in a secured storage.	☐
Updated the joining report on dashboard.	☐
The contingency plan (adapted from the school disaster management plan) is in place and a functional first aid box is available.	☐

2 BEFORE THE EXAMINATION BEGINS	DONE
Letters of Undertaking (LoU) and Conflict of Interest (CoI) declarations have been collected from the Convenor, VE, ASE, invigilators, security personnel and any scribe, reader or practical assistant; any conflict has been mitigated and the CoI Reporting Form completed.	☐
The coordination meeting has been held with invigilators, Convenor, security personnel and friskers.	☐
The examination has been correctly timetabled, and all candidates will be present in the exam room.	☐
The daily invigilation duty roster is prepared and announced just before each examination.	☐
Candidates were briefed a day before on examination rules, the Notice to Candidates, prohibited items and the consequences of unfair means.	☐
The examination room conditions are suitable (lighting, ventilation, temperature, noise level, and cleanliness).	☐
The Notice to Candidates is displayed on the doors of the examination rooms/halls.	☐

2 BEFORE THE EXAMINATION BEGINS (CONTINUED)

	DONE
All display materials that may assist candidates (e.g., maps, charts, formulas, diagrams) are covered or removed.	☐
Desks are arranged to ensure maximum spacing between candidates, with a minimum distance of 1.25 metres between the centre of one candidate's chair and another.	☐
Desks are suitable and free from unauthorised materials, including desk shelves.	☐
Candidate index numbers are placed on each desk, in ascending order starting from the invigilator's table.	☐
A seating plan has been prepared for each room/hall as per the invigilator allotment workbook.	☐
A clock is clearly visible from all candidate desks and shows the correct time.	☐
All invigilators have been briefed and trained on examination procedures.	☐
Every entry to examination cell is logged (date, time, name, purpose).	☐
Question answer booklet packet envelopes and labels are ready for packing scripts after the examination.	☐
A copy of 'Instructions to Candidates' is available and ready to be read aloud.	☐
Room-wise, subject-wise attendance sheets are prepared.	☐
If multiple examination rooms are used, each room meets the same requirements.	☐
Female staff are arranged to frisk female candidates where there is a shortage of female invigilators.	☐
Designated washrooms for candidates, and the examination rooms/halls, have been checked (daily) for any unauthorised materials.	☐
Approved access arrangements are provided exactly as approved by BCSEA.	☐

Tick the box each day the item is completed.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12
Date (fill in)												

3 OPENING OF QUESTION ANSWER BOOKLET ENVELOPE

The labelled question answer booklet envelopes have been checked and counter-checked against the timetable for the day.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Envelopes signed by the SE, Convenor and ASE/an invigilator, and opened only inside the examination cell; no extra booklets are opened unless required.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Question answer booklets are counted and arranged in ascending order of index number for each room/hall.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Question answer booklet and confidential materials are securely stored and never left unattended after removal from secure storage.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Tick the box each day the item is completed.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12
Date (fill in)												
4 BEFORE CANDIDATES ENTER THE EXAMINATION ROOM												
Each candidate's admit card has been checked before entry.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Candidates have been frisked thoroughly on entry and on re-entry.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Candidates have surrendered all unauthorised materials if they are in possession.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Unauthorised persons, including subject teachers, are not allowed into the examination rooms/halls.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5 ONCE CANDIDATES ARE SEATED												
Candidates are seated as per the seating plan.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Candidates are admitted 20 minutes before the start and are seated at least 10 minutes before the briefing.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Question answer booklets are distributed by registered name and index number.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Each candidate has received the correct and complete question answer booklet.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Any erratum notice from BCSEA has been announced if applicable.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Candidates given extra booklets have written their index number and name correctly.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
No remarks that could disclose the identity of the Centre are written in any question answer booklet.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The Instructions to Candidates have been read aloud clearly.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Date, actual start & finish time, time allowed, subject & paper codes displayed for each exam.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6 DURING THE EXAMINATION												
Invigilators remain alert and actively supervise the examination room.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Candidates are monitored for unauthorised materials or electronic devices (e.g., smart watches, mobile phones).	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The attendance register has been completed.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Candidates have been informed when fifteen minutes remain before the end of the exam.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Tick the box each day the item is completed.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12
Date (fill in)												
6 DURING THE EXAMINATION (CONTINUED)												
Candidates leaving the room temporarily are accompanied by an invigilator (reliever, SE or ASE).	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Candidates leaving permanently before the time given are monitored, and their question answer booklets are collected.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Any suspected malpractice is reported immediately to BCSEA.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
7 AT THE END OF THE EXAMINATION (CANDIDATES STILL SEATED)												
End-of-exam instructions have been read aloud.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Booklets of candidates still writing after the finishing time are collected.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
All question answer booklets and unused stationery have been collected and accounted for.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Question answer booklets have been arranged in ascending order of index number according to the attendance sheet.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Booklets have been counted and verified before candidates leave, and handed over to the SE in the examination cell.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
8 AFTER CANDIDATES LEAVE THE EXAMINATION ROOM												
If multiple exam rooms were used, all question answer booklets and materials have been collected from each room.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The attendance register and question answer booklet have been collected according to candidate index number.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Recounted all question answer booklets inside the examination cell and the totals match the attendance records.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Attendance is recorded on the dashboard after the session.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cover pages of absentee candidates' booklets are set aside for the Miscellaneous Box.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Question answer booklets are kept in the examination cell after packing.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Tick the box each day the item is completed.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12
Date (fill in)												
9 PRACTICAL EXAMINATIONS (WHERE APPLICABLE)												
The VE has collected the Final Instruction (science practical) one day before the practical examination.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Equipment, materials and infrastructure were verified before the session; laboratory assistants are present from the start and throughout.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Batch timings (preferably not more than three batches) were announced in advance; all batches finish on the same day; waiting and finished groups are kept physically separated.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Zero communication among candidates is enforced, including when moving between lab areas or workstations.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Question answer booklets are collected after each batch.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
TVET practical marks are entered on the dashboard and the printed copy enclosed in the Miscellaneous Box.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
10 PACKING AND DISPATCH (SAME DAY AS THE EXAMINATION)												
Booklets are packed on the same day of the examination; different subjects are never packed in the same envelope.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The number of booklets in each envelope tallies with the attendance sheet and is written correctly on the envelope label.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
The subject-wise attendance sheet and absentee list are enclosed in the first packing envelope for that subject.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Booklets are placed in the paper envelope first, then in the plastic packaging, and wrapped neatly with the official BCSEA cellotape of the correct level colour.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cartons carry the laminated address sticker on both sides, are numbered and match the examination level.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Braille booklets are packed and labelled separately.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Print-outs of candidates using a tab/laptop are printed, labelled and packed separately.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Foreign-language scripts are scanned as a single encrypted PDF and e-mailed to controller@bcsea.bt; hard copies labelled and enclosed in the Miscellaneous Box.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
A packing checklist is placed in each carton and a consolidated copy in the Miscellaneous Box.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Tick the box each day the item is completed.	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12
Date (fill in)												

10 PACKING AND DISPATCH (SAME DAY AS THE EXAMINATION) (CONTINUED)

No booklets or cellotape left in halls, steel almirahs or the examination cell.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

11 HANDOVER AND DEPARTURE

	DONE
All cartons are handed to the Convenor with an official handing-taking note: original to the Convenor, copy enclosed in the Miscellaneous Box.	☐
Extra question answer booklets are handed to the Convenor.	☐
The keys to the examination cell are handed over to the Convenor.	☐
The Hand-Over Report is submitted on the dashboard.	☐

SIGN-OFF

Supervising Examiner

Name

Signature

Date (DD/MM/YY)

Invigilator

Name

Signature

Date (DD/MM/YY)