HANDING-TAKING NOTE (EXAMINATION MATERIALS) FORM

Board Examination Centre Supervision

Instructions: Original stays with the SE; copy in the Miscellaneous Box; scanned copy to the Controller of Examinations when required.

SECTION 1: EXAMINATION & CENTRE DETAILS

Centre Name

Examination Year

Date (DD/MM/YY)

SECTION 2: TRANSFER DETAILS

○ On arrival: Convenor to SE ○ End of series: SE to Convenor

Handed Over By (name, designation)

Received By (name, designation)

Place

Time (HH:MM)

Examination Level

SECTION 3: CARTONS AND PACKETS

#	Carton no. (e.g. 1/4)	Contents (subject / level)	Packets	Seals intact?	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

SECTION 3: CARTONS AND PACKETS (CONTINUED)

#	Carton no. (e.g. 1/4)	Contents (subject / level)	Packets	Seals intact?	Remarks
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

SECTION 4: DISCREPANCIES FOUND

Record every difference and inform BCSEA immediately.

SECTION 5: SIGN-OFF

Handed Over By

Name

Signature

Date (DD/MM/YY)

Received By

Name

Signature

Date (DD/MM/YY)

Witness

Name

Signature

Date (DD/MM/YY)