DAILY INCIDENT AND CANDIDATE MOVEMENT LOG FORM

Board Examination Centre Supervision

Instructions: Record washroom visits, illness, disturbances and any other incident. Place a copy of the minutes in the Miscellaneous Box.

SECTION 1: EXAMINATION & CENTRE DETAILS

Centre Name

Examination Year

Room/Hall Number

SECTION 2: INCIDENT AND CANDIDATE MOVEMENT LOG

#	Time out	Time in	Date	Level / Subject	Session	Index no.	Type (code)	Details and action taken
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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18								
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21								
22								
23								
24								
25								
26								
27								
28								

Type: W = washroom (escorted) I = illness D = disturbance O = other.

SECTION 2: INCIDENT AND CANDIDATE MOVEMENT LOG (continued)

#	Time out	Time in	Date	Level / Subject	Session	Index no.	Type (code)	Details and action taken
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
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Type: W = washroom (escorted) I = illness D = disturbance O = other.

SECTION 3: SUPERVISING EXAMINER

Name

Signature

Date (DD/MM/YY)