HANDBOOK
FOR
SUPERVISING EXAMINER

(BHSEC, BCSE, LCSC, BE VIII and BE VI)

BOARD EXAMINATIONS

To be read along with the OGEA. This handbook is derived from the Operational Guidelines for Examinations and Assessment (OGEA) and must be read together with it.

About this handbook

Document	Handbook for Supervising Examiners (SE Handbook)
Edition	Eighth 2026
Audience	Supervising Examiners (SEs), Assistant Supervising Examiners (ASEs), Convenors, invigilators and Visiting Examiners
Parent document	Operational Guidelines for Examinations and Assessment (OGEA), 2025 edition. This handbook must be read along with the OGEA.
Companion document	SE Annual Supplement 2026 (lists of special-arrangement candidates, TVET and foreign-language centres, centre mergers, centre changes and contacts)
Digital version	www.bcsea.gov.bt

Read with the OGEA: Read this handbook together with the Operational Guidelines for Examinations and Assessment (OGEA). Where this handbook and the OGEA differ, the OGEA and any later written directive from BCSEA prevail. Report the difference to BCSEA at once and follow the instruction you receive (see I.2).

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Introduction

Purpose of this Handbook

This handbook explains every task a Supervising Examiner must carry out, from the day of appointment to the day the last carton leaves the centre. It also sets out the regulations that apply to the conduct of BCSEA examinations and the standard of behaviour expected of examination officials.

BCSEA's regulations exist so that every candidate in Bhutan has the same examination experience and is treated equally and fairly. The credibility of board examinations depends on every SE following them carefully.

As custodians of public examinations, Supervising Examiners are expected to act professionally and with a high degree of integrity, in line with BCSEA's core values of integrity, professionalism, accountability, transparency and fairness.

Status of this Handbook

I.1 This handbook is derived from the *Operational Guidelines for Examinations and Assessment* (OGEA). Together with BCSEA's office orders, circulars, corrigenda and erratum notices, it forms part of the operational agreement between BCSEA and the examination centre.

I.2 Where this handbook and the OGEA differ, the OGEA and any later written directive from BCSEA prevail. Report the difference to BCSEA at once and follow the instruction you receive.

I.3 BCSEA may amend any part of this handbook. Amendments are issued by circular or notice and take effect immediately unless stated otherwise. Use only the current version.

I.4 An SE who breaches these regulations or lapses in duty is liable to administrative action under the Bhutan Civil Service Rules and Regulations (BCSR) and, where the act is criminal, to legal action.

Who should use it

- **Supervising Examiners** use it as the step-by-step guide for the whole deployment.
- **Assistant Supervising Examiners and invigilators** use Chapters 5, 8 and 9 and the forms and checklists in Appendix F.
- **Visiting Examiners** use Chapter 7.
- **Convenors (principals)** use Chapters 1, 3 and 8, because the Convenor is solely responsible for the security of examination materials and shares custody duties with the SE.

How to Use It

The handbook follows the order of the SE's work. Each chapter covers one phase of the Examination Cycle. Boxes highlight what matters most.

Important regulation: a rule you must follow without exception.

Be aware: a reminder or common pitfall.

Report to BCSEA: an event you must report, and how.

Form: an official form or record you must complete.

The SE Examination Cycle

Phase	What happens	Chapters
1. Appointment and preparation	Appointment, orientation, Letter of Undertaking (LOU) and Conflict of Interest (COI) declarations, reading the regulations	1, 2
2. Receiving and securing materials	Taking over documents from the Convenor, tallying, storage, keys, security	3
3. Preparing the centre	Pre-examination meeting, ASE selection, invigilator briefing, room and seating preparation, candidate briefing	4, 6, 7
4. Examination day	Opening papers, identification, distribution, supervision, collection	5, 9, 10
5. After the examination	Counting, packing, labelling, dispatch checklists, handing over	8
6. Reporting and closure	Reports, records, final handing-taking, departure	8, 11

Companion Documents

The SE Annual Supplement 2026 carries information that changes each year. It includes the number of schools and candidates, foreign-language and TVET centres, special-arrangement candidate lists, centre mergers and changes of centre, and BCSEA contact details. Always read it together with this handbook.

SE at a glance: Key Rules and Time Limits

Subject	Rule	Reference
Admission to the room	Candidates are seated 10 minutes before the examination starts, after the identity check and frisking	5.2
Identification	Every candidate shows an admit card; the invigilator verifies identity at every session	5.1
Frisking	On entering and on every re-entry; female candidates are frisked by female staff	5.1
Unauthorised items	Phones, smart watches, earphones and electronic devices are left with the invigilators	5.1
Writing materials	Blue or black pen only; pencil for drawing only	5.2
Late arrival	Within 30 minutes of the start: may enter, no extra time. After 30 minutes: not admitted and marked absent for that paper	5.4
Washroom	Escorted by an invigilator	5.4
Early leaving	Not before the last half hour of the stipulated time, and only after handing in the booklet	5.4
Fifteen-minute warning	Announced fifteen minutes before the end	5.6
Question papers after the exam	Given to no one, including invigilators and subject teachers, until the whole examination is over	5.7
Duty roster	Prepared daily and announced just before the start; no swapping of duties	4.3
Packing	Booklets are counted, packed and sealed on the day of the examination	8.2
Keys	The SE holds the examination-cell key; the duplicate is sealed in an envelope and held by the Convenor	3.3
Departure	Officials leave only on the date in the Relieving Order	8.8
Reliever	One for centres of 75 to 149 candidates, plus one for every further 150	1.5
Disqualification	Decided jointly by SE, ASE and Convenor in consultation with BCSEA; BCSEA decides the result	9.2

Chapter 1: Roles, Responsibilities and Conduct

1.1 Examination Officials

Official	Appointed by	Main responsibility
Supervising Examiner (SE)	BCSEA, from school nominations	Oversees the administration of the examination at the centre and takes sole custody of the secured storage
Assistant Supervising Examiner (ASE)	SE and invigilators jointly, in the presence of the Convenor	Assists the SE, substitutes invigilators and acts as SE in an emergency
Invigilator	Dzongkhag or Thromde Education Office	Supervises candidates in the examination room
Visiting Examiner (VE)	BCSEA	Leads science practical and TVET practical examinations
Inspecting Officer	BCSEA	Visits centres and checks the conduct of examinations
Convenor	The principal of the centre	Solely responsible and accountable for the conduct of the examination and the security of materials

1.2 Role of the Supervising Examiner

1.2.1 The SE is the key official responsible for overseeing the administration of board examinations at the centre.

1.2.2 The SE takes sole custody of the secured storage and is the only person who handles it.

1.2.3 The SE may, in consultation with the Convenor, expel a candidate from the examination room, but only when this is essential or when the candidate's continued presence would disrupt other candidates.

1.2.4 An SE who is also appointed as a Visiting Examiner must carry out the duties of both roles.

> **Important regulation:** The SE is accountable for the security of examination materials from the moment of taking over until the signed handing-over to the Convenor. Delegating a task does not delegate accountability.

1.3 Eligibility and Selection of SEs

1.3.1 Eligibility. To be nominated, a person must:

- be teaching staff of a government school
- have at least three years of teaching experience
- have worked as an invigilator in board examinations, and preferably as an ASE
- have no adverse record
- uphold the highest level of integrity and professionalism
- be physically fit and mentally sound
- have basic ICT skills.

1.3.2 Selection principles.

- Selection is limited to government school staff, in line with the RCSC Civil Service Values and Conduct.
- An SE cannot normally be appointed more than three times.
- A maximum of two teachers from each centre are selected, based on seniority and gender, unless there is a shortage.
- An SE is not placed in the same school or a sister school, to prevent conflicts of interest.
- Principals and Officiating Principals are not eligible.
- An SE who has completed three terms stays in the database for emergency deployment.
- Replacements for cancelled appointments come from a regional standby list.

1.3.3 Selection procedure. Schools register nominees, endorsed by the school Human Resource Committee (HRC), on the BCSEA portal. BCSEA selects SEs and submits the list to the HRC of MoESD for endorsement. BCSEA then sends invitation letters with the Confirmation and COI forms. Principals validate the forms and the SE returns them to BCSEA.

1.4 Assistant Supervising Examiner

1.4.1 The ASE signs the LOU and declares any conflict of interest, carries out the duties assigned by the SE, substitutes invigilators when required and acts as SE in an emergency.

1.4.2 An ASE must have served as an invigilator in board examinations, have no adverse record, uphold integrity and professionalism, and be physically fit and mentally sound.

1.4.3 The ASE is selected jointly by the SE and the invigilators, in the presence of the Convenor, from among the invigilators who meet the criteria.

1.4.4 The number of ASEs depends on the number of candidates: one ASE for a centre with 150 to 299 candidates, and two for a centre with more than 300.

1.5 Invigilators and Relievers

1.5.1 Invigilators are teachers with at least two years of teaching experience and no adverse record. Every centre must have at least one female invigilator.

1.5.2 One reliever (an invigilator) is appointed for a centre with 75 to 149 candidates, and one more for every further 150 candidates. No reliever is appointed if a centre uses only a hall. A centre in a cold region receives one reliever even if it has fewer than 75 candidates.

1.5.3 The reliever assists the SE during the conduct of examinations.

1.5.4 If invigilators are insufficient, the SE and Convenor notify the Controller of Examinations, who verifies and coordinates with the Dzongkhag or Thromde Education Offices.

1.6 Visiting Examiner

The VE is an external examiner for science practical and TVET examinations and must be currently teaching the subject with at least one year of relevant experience. The VE collects the Final Instruction for the science practical examination from the SE one day before the examination, and collects the question-answer booklets and hands them to the SE. See Chapter 7.

1.7 Convenor

The Convenor (the principal, or an authorised officiating principal) is the centre's accountable officer and the Incident Commander in a disaster. The Convenor provides the secured examination cell, a new lock, 24-hour CCTV and security personnel, and adequate steel storage. The Convenor also provides furniture, clocks, heating or cooling and a power-supply arrangement with Bhutan Power Corporation, hands over the School Disaster Management Plan to the SE, and takes over and dispatches the sealed cartons with signed handing-taking notes. The Convenor must attend the pre-examination meeting, verify and sign the question-paper envelopes at opening in the presence of the SE, re-issue lost admit cards, brief candidates on the consequences of unfair means and remain at the centre throughout the examination. When the principal is absent, an officiating principal may act as Convenor only with an official authorisation letter. Full duties are in OGEA 5.2.6.

1.8 Inspecting Officers

BCSEA officials, other officials assigned by BCSEA and Dzongkhag or Thromde Education Officers inspect centres using the Centre Monitoring Compliance Assessment Report Form (Form F12). They rate each centre, prepare a post-monitoring action plan and communicate the outcome to the centre. The SE and Convenor must receive the inspection form, resolve problems in consultation with the Inspecting Officer, and enclose any report and signed statements in the Miscellaneous Box.

Security personnel secure the centre premises and monitor entry and exit points 24 hours a day, help the SE and invigilators to manage security incidents, disturbances and

emergencies, and help to protect the examination materials until they are handed over to Bhutan Post. They sign the Letter of Undertaking and declare any conflict of interest, and must not be given personal tasks or other duties.

1.9 Code of Conduct for Examination Officials

1.9.1 Every official must:

- sign the Letter of Undertaking and declare conflicts of interest before the duty begins
- act without bias or favour
- report every suspected malpractice immediately
- keep all examination information confidential
- remain at the centre every day of the examination and leave only on the date in the office order.

1.9.2 No official may:

- give any candidate direct or indirect help with a question
- carry a mobile phone, tablet or laptop into the examination room or hall
- post or share any information about the board examinations in any form of media
- allow family, friends or centre staff into the examination cell
- give a question paper to anyone, including subject teachers, until the whole examination is over
- perform duties under the influence of an intoxicating substance.

1.9.3 **Conflict of interest.** A conflict arises when a personal, family, professional or financial interest could affect impartiality, for example a relationship with a candidate. Declare any conflict at the start of the assignment. If a conflict is identified on a declaration form, the SE must put a strategy in place to remove the risk and should fill up Conflict of Interest reporting form. BCSEA replaces an individual with a confirmed conflict.

> **Important regulation:** A breach of the LOU or the COI declaration is dealt with under BCSR 2023. Individuals not covered by BCSR are dealt with by BCSEA management.

Chapter 2 Phase 1: Appointment and Preparation

2.1 Before You Travel

2.1.1 Attend the SE Orientation Programme. Timetable corrigenda and last-minute changes are communicated in writing and verbally there.

2.1.2 Sign the Letter of Undertaking (Form F1) and the Declaration of Conflict of Interest.

2.1.3 Read this handbook, the SE Annual Supplement and the relevant chapters of the OGEA. Clarify every doubt with BCSEA before the examination, not during it.

2.1.4 Check the final timetable (released in the first week of October) and any corrigendum.

2.1.5 Print the SE kit forms: the Important Notice to Candidates, the Declaration Form for Invigilators (Form F4), the Examination Centre Report Form (Form F9), the Report of Malpractice forms (Forms F10 and F11: Form A for candidates and Form B for centre staff, from www.bcsea.gov.bt) and any other forms listed in the kit.

2.1.6 Arrive at the centre on the date in the office order.

2.2 Documents to Carry

- Office order and Relieving Order
- Signed LOU and COI declaration
- Printed SE kit forms, spare copies of the Important Notice to Candidates, and templates from Appendix B
- Final timetable, corrigendum (if any) and the SE Annual Supplement
- Contact list (Section 2.4)

2.3 Accommodation and access

2.3.1 The SE should be accommodated inside or adjacent to the examination cell. No unauthorised person, including family, friends and centre staff, may enter the cell.

2.3.2 The centre's administrative assistant prints the subject-wise attendance sheets from the BCSEA examination system and hands them to the SE. Collect them from the school's BCSEA focal Office Assistant.

2.4 Contacts

Contact details are as issued in the 2026 SE Handbook. Confirm them at the SE Orientation Programme.

Issue	Contact	Number
Clarification of issues	NB Raika, Controller of Examinations	17727170
Clarification of issues	Kinley Dorji, Executive Specialist	17518700
Language and Culture Studies Certificate	Tashi Tshering	17584351
Special arrangements and special consideration	Ugyen Tshering	17935604
Online system and SE dashboard	Tej Prasad Nepal	77833996
Online system and SE dashboard	Rinzin Dorji	17707874

Chapter 3 Phase 2: Receiving and Securing Examination Materials

3.1 Taking over the Documents

3.1.1 Take over the examination documents from the Convenor on the day of arrival, using an official handing-taking note signed by both parties.

3.1.2 Until the SE arrives, the Convenor carries full responsibility for the security of the documents. The Convenor takes them over from the transport agency with a handing-taking note, and sends a copy to the Controller of Examinations.

> **Form:** Handing-taking note (SE and Convenor), Form F16 in Appendix F (Handing-Taking Note (Examination Materials) Form). On arrival, tick "Convenor to SE". The original stays with the SE, a copy goes in the Miscellaneous Box, and a scanned copy goes to the Controller of Examinations when required. Record every difference in Section 4 of the form (Discrepancies Found) and inform BCSEA immediately.

3.2 Verify, Tally and Arrange

3.2.1 Physically verify the number of question papers written on each packet against the list of candidates for each subject on the SE dashboard for the centre.

3.2.2 Record any discrepancy on the handing-taking note and inform BCSEA at once.

3.2.3 Arrange the papers in the secured storage, preferably a steel almirah, in order of the dates of the examinations. Request additional furniture if the space is not enough.

3.2.4 Papers in subjects with more than one paper must be arranged separately and in line with the timetable, so that the wrong paper is never opened or distributed. This applies in particular to English I and II, Dzongkha I and II, BCSE Science papers, and BCSE HCG 1 and HCG 2.

3.2.5 Update the reporting checklist on the SE dashboard and submit the joining report only when you are satisfied that it is complete.

3.2.6 Keep the BCSEA cellotape and all stationery locked at all times.

> **Be aware:** The cellotape differs in colour for each level of examination. Check that the right carton sticker labels are pasted for the right examination.

3.3 Locks and Keys

3.3.1 Use a new lock and key for the examination cell. The Convenor provides the new lock.

3.3.2 From the time of taking over until the signed handover of sealed cartons, the SE keeps the key(s) securely at all times and has sole custody of the secured storage.

3.3.3 Seal the duplicate key(s) in an envelope. The Convenor holds the sealed envelope from the day of taking over until the end of the examinations.

3.3.4 If a key is lost, inform the Convenor and the invigilators immediately and check the documents jointly. If you are satisfied that nothing has been tampered with, replace the lock and repeat the sealing of the duplicate key(s). Record the incident and the checks made.

3.4 Security of the Examination Cell

3.4.1 The examination cell is under 24-hour CCTV surveillance and security personnel supervision, from the arrival of the confidential documents until they are handed over to the transport agency.

3.4.2 Confirm with the Convenor that the appointed security personnel are on duty 24 hours a day, preferably male, and are not given other duties during this period.

3.4.3 Allow no unauthorised person into the examination cell. Keep a log of every entry, with the date, time, name and purpose, so that a chain of custody can be shown. Use the Examination Cell Entry Log Form (Form F14) and enclose it in the Miscellaneous Box. Only the SE and persons authorised by the SE may enter, and any suspected break-in must be reported at once. The log is not required while examination materials are being handed or taken over (Form F16).

3.4.4 Make sure no materials, booklets or cellotape are left in the examination rooms, steel almirah or cell when the work is finished.

3.5 Storage Standards

Where you have a say in the choice of space, apply these standards:

- lockable cabinet or safe in a securely locked room, with concrete walls, preferably on an upper floor
- windows (internal or external) fitted with security devices
- solid door with secure hinges and a secure lock
- protection from damp and extreme temperatures, with fire extinguishers and waterproof storage where possible
- surveillance cameras around the storage area
- access restricted to authorised personnel.

3.6 Security Incidents at the Cell

3.6.1 If the cell is broken into before you arrive, the Convenor informs the police and BCSEA at once. No one enters the cell without clearance from the police and BCSEA.

3.6.2 If it happens while you are in charge, tell the Convenor, who reports to the police and BCSEA at once. Leave the scene undisturbed. After the police give clearance, check the documents for the papers not yet conducted, in the presence of the Convenor.

3.6.3 If tampered papers are confirmed, BCSEA cancels the paper for the whole country and a re-examination is held. If the papers are intact, conduct the examination of the day after receiving BCSEA's approval.

> **Report to BCSEA:** Any suspected leakage of an examination paper must be reported at once in writing. See Chapter 9.

Chapter 4 Phase 3: Preparing the Centre

4.1 The pre-examination meeting

4.1.1 Hold a meeting with the Convenor and the invigilators the day before the first examination. Record the agenda covered, the decisions and the attendance on the Coordination Meeting: Minutes and Attendance form (Form F17), and enclose a copy of the minutes in the Miscellaneous Box.

4.1.2 The agenda must cover:

- the conduct of examinations, the Important Notice to Candidates and the consequences of malpractice
- selection of the ASE from among the invigilators
- the examination contingency plan
- the ban on phones, tablets and laptops in the room, and the plan for communication
- the ban on posting or sharing any examination information in any media
- dress code and footwear
- frisking arrangements, including who frisks female candidates
- room allocation, seating plans and the first duty roster
- accommodations approved for individual candidates (Chapter 6)
- reporting lines and who to call for what.
- mandatory attendance of the invigilators, the Convenor, security personnel and friskers at the meeting, and a copy of the minutes for the Miscellaneous Box
- candidates may wear warm clothes
- the ban on coaching or teaching candidates by examination personnel during the examination period
- daily inspection of the washrooms and the examination rooms and halls (Section 5.9).

4.2 Invigilator Requirements

4.2.1 Collect a signed LOU and COI declaration from the Convenor, every Visiting Examiner, every invigilator, every ASE and the security personnel. Enclose them in the Miscellaneous Box.

4.2.2 Collect the Declaration Form for Invigilators (Form F4).

4.2.3 If a COI declaration shows a conflict, take action before the examination begins to remove the risk, for example by assigning that person to a room that does not include the relevant candidate. Inform BCSEA where the conflict cannot be removed.

4.2.4 Remind every invigilator to read the Important Notice to Candidates well in advance.

4.2.5 Dress code: invigilators dress professionally and avoid footwear that is likely to disturb candidates. In cold conditions they may wear warm gear.

4.3 Daily Invigilation Duty Roster

4.3.1 Prepare a new duty roster every day. Inform the invigilators of their rooms just before the examination begins, to prevent collusion and conflicts of interest.

4.3.2 Adjusting or interchanging duties among invigilators is not permitted.

4.3.3 File every roster in the Miscellaneous Box.

4.4 Examination Rooms and Halls

4.4.1 Study the rooms in advance and plan the seating.

4.4.2 Remove or cover informative maps, charts and papers on the walls.

4.4.3 Check lighting, ventilation, heating or cooling, a working wall clock, and enough furniture. Ask the Convenor for anything missing.

4.4.4 Display the examination rules prominently at the venue.

4.4.5 Provide a designated area where candidates can deposit personal belongings before entering the room.

4.4.6 Make sure clean washrooms and drinking water are available, and that fire extinguishers are in place.

4.4.7 Inspect the examination rooms and halls and the washrooms every day, following the rules in Section 5.9.

4.4.8 Make sure any device required by a candidate with an approved accommodation is ready and working (Chapter 6).

4.5 Seating Plan

4.5.1 Paste each candidate's index number on the desk or table, in ascending order from the invigilator's table.

4.5.2 Plan seating so that candidates cannot communicate with each other, with at least 1.25 metres between the chairs of candidates of the same level.

4.5.3 Prepare a seating plan for each room and keep a copy. Seating plans are evidence in any malpractice case and must be enclosed in the Miscellaneous Box.

4.5.4 **Merged centres.** Where centres have been merged, BE VIII is held in the morning with BHSEC and BE VI in the afternoon with BCSE. BE VIII and BE VI candidates are seated with the BHSEC and BCSE candidates. The SE must make sure invigilators are vigilant at all times, and pack the papers of each level with the correct carton sticker labels. BCSEA gives the SE of a merged centre a separate dashboard login for each centre.

4.6 Attendance and Admit Cards

4.6.1 Obtain the subject-wise attendance sheets printed from the BCSEA examination system. Prepare room-wise subject attendance and hand it to the invigilators. Candidates are not required to sign the attendance sheet.

4.6.2 Check that the admit cards printed by the school carry each candidate's photograph.

4.6.3 The Convenor re-issues admit cards that are lost or misplaced.

4.6.4 **Centre change.** Where a candidate sits at a different centre from the one registered, the SEs of both centres communicate and update attendance online. The candidate's details, results, attendance and marksheet stay with the originally registered centre.

4.7 Briefing Candidates

4.7.1 Brief candidates a day before the examination, with the help of the Convenor and invigilators, on the general rules and the Important Notice to Candidates.

4.7.2 The briefing must cover at least:

- the list of prohibited items (mobile phones, smart watches, notes and any electronic device)
- blue or black pen only, with pencil for drawing only
- calculator rules (Section 5.3)
- late arrival, washroom and early leaving rules
- the consequences of malpractice, which the Convenor explains clearly
- the contingency plan and what to do in an emergency.

4.8 Contingency Plan and First Aid

4.8.1 Design a contingency plan for the examination by adapting the School Disaster Management Plan. Share it with the candidates, invigilators and school management. See Chapter 10.

4.8.2 Keep a functional first aid box ready, with support from the School Health Coordinator.

4.8.3 Plan how invigilators will communicate with the SE without phones in the room, for example through the reliever or a runner.

Chapter 5 Phase 4: Examination Day

5.1 Before Candidates Enter

5.1.1 Opening the question papers.

- Check and counter-check that each labelled envelope holds the question papers scheduled for the day.
- The Convenor verifies and signs the envelopes at the time of opening.
- The SE signs each question-paper envelope along with the Convenor and the ASE or one of the invigilators.
- Open the envelopes only inside the examination cell, in the presence of the Convenor and the ASE or one of the invigilators. Record each opening on the Question-Answer Booklet Opening and Verification Record Form (Form F18) and enclose it in the Miscellaneous Box. Take the papers out and arrange them in ascending order according to the number of candidates in each room. Do not open extra booklets unless required.

5.1.2 Every candidate must show an admit card before entering the room. Invigilators verify the identity of every candidate at every session. Only persons authorised by the SE may enter the room.

5.1.3 Inspect the examination rooms and halls before frisking begins (Section 5.9).

5.1.4 Frisk candidates thoroughly as they enter and every time they re-enter, for unauthorised articles such as electronic gadgets, weapons and cheat notes. Female candidates are frisked by female invigilators or staff. Where no female invigilator is available, the Convenor mobilises a female member of staff to do this under the supervision of the invigilator on duty.

5.1.5 Unauthorised materials. Candidates may take into the room only the materials permitted for the subject. Phones, smart watches, earphones and other electronic devices are left with the invigilators.

> **Important regulation:** Only authorised persons may be in the room while an examination is in progress. Subject teachers are not authorised.

5.2 Admission and Starting the Examination

5.2.1 Admit candidates to the room and make sure all are seated 10 minutes before the examination starts, after the identity check and frisking, so that they can be briefed and settle.

5.2.2 An examination is in progress from the time candidates enter the room until all question-answer booklets have been collected.

5.2.3 Distribution. The index number, name and centre are pre-printed on the cover of each question-answer booklet. Invigilators must give the correct booklet to the right candidate. They use their initials, not their signature, in the space on the cover page.

5.2.4 Before candidates are allowed to write, the invigilator must:

- confirm that candidates are seated according to the seating plan
- read the Instructions to Candidates (Form F5) aloud before any reading time, reading only the italicised text, keeping strictly to the wording and never paraphrasing or explaining it
- distribute the booklets by registered name and index number, and confirm that name, index number and subject are correct, and write the date, start time, end time, subject and code, paper and code, and time allowed on the board
- announce any erratum notice received from BCSEA and give no other information about suspected errors
- make sure candidates given extra booklets write their index number and name correctly in the spaces provided, and record the name, index number and school of each such candidate on the Extra Booklet Issue Record Form (Form F15). Keep one summary for the whole examination period, have each entry verified by the invigilator and the SE, and enclose the form in the Miscellaneous Box.

5.2.5 **Writing materials.** Candidates use blue or black pen only. Pencil is for drawing only.

5.3 During the Examination

5.3.1 Invigilators must be vigilant throughout. They should stand in a strategic position, minimise disturbance to candidates, and refrain from answering questions about the content of the paper.

5.3.2 Do not write any remark, signature or name in a booklet that could disclose the identity of the centre. If the space provided is not enough, candidates use the Rough Work pages.

5.3.3 **Calculators.**

The scientific calculator, model range 82 to 100 of any type, is prescribed for: Mathematics (X and XII), Accountancy (XII), Business Mathematics (XII), Physics, Chemistry, Biology, Economics and Geography (X and XII), Business and Entrepreneurship (XII) and TVET subjects (X and XII).

- Candidates are responsible for a working calculator with a built-in power supply, and may bring spare batteries.
- The calculator must be in silent mode.
- Instruction leaflets and formulae printed on the lid or cover must be removed or securely covered.
- Calculators must not be borrowed from other candidates. A malfunction is not considered grounds for any concession.

Prohibited calculators are those with any of these features: graphic display, data banks, dictionaries, language translators, retrieval or manipulation of text or formulae, QWERTY keyboard, remote communication with other machines, or sound.

> **Important regulation:** The use of a prohibited calculator is malpractice (OGEA 5.3.2.2).

5.3.4 Topography maps. Candidates use the topography map provided in the question-answer booklet for BCSE Geography.

5.3.5 Wrong, short or incomplete papers. Make sure every candidate receives the correct and complete paper for the session. If a wrong paper is issued, papers run short or pages are missing, resolve the problem in consultation with BCSEA and submit a detailed report.

If a wrong package has been opened:

- Complete Form F8 and secure the packet
- Photograph the damage or opening
- Do not reseal the damaged packet
- Put each opened packet in a new envelope marked with the correct subject and paper code, the date and time of the examination and the type of material
- Seal the new envelope; the SE and the Convenor sign across the seal to show that both witnessed it
- Cover the seal and both signatures with clear tape
- Photograph the front and back of the new envelope and keep it in the secure storage.
- If the booklets in a packet do not match the subject, open the next packet in the same way until the right paper is found. If it cannot be found, inform BCSEA at once for directives.

5.3.6 Typing errors in question-answer booklets.

- Inform BCSEA immediately for directives.
- Under no circumstances does the SE correct or interpret the question.
- The examination proceeds as scheduled.
- Report the error to BCSEA on the Examination Centre Report Form.

5.3.7 Absentees. Mark absentees on the attendance sheet. Keep only the cover page of each absentee booklet for the Miscellaneous Box.

5.4 Candidate Circumstances During the Examination

5.4.1 Late arrival.

- A candidate who arrives within 30 minutes of the start may be allowed in, without additional time. After the examination the candidate gives a written statement of the reason, in the presence of the parent or guardian and the Convenor.
- A candidate who arrives after 30 minutes is not admitted, to protect the confidentiality of the paper. The candidate writes a statement in the presence of the parent or guardian and the Convenor. The candidate is treated as absent for that paper but may sit later papers.
- Fill up the Late Arrival Form and enclose it in the Miscellaneous Box.
- Report extreme cases to BCSEA at once for directives.
- **Late arrival for a rescheduled examination.** After a force majeure rescheduling, a candidate arriving late for an afternoon paper moved to the morning may be allowed to sit it, if BCSEA is satisfied there was no breach of

security (no contact with candidates who sat the paper earlier). Fill up the Late Arrival Form and enclose it in the Miscellaneous Box.

5.4.2 Sickness.

- Arrange medical treatment in consultation with the Convenor. An invigilator escorts the candidate.
- If the candidate returns during the examination time and wishes to continue, allow it, and compensate for the lost time with additional time.
- If the candidate returns after the examination time, allow the paper to be written within the stipulated writing time provided the examination is held on the same day. Enclose the booklet with the others.
- Send BCSEA a full written report with the prescriptions and enclose it in the Miscellaneous Box.

5.4.3 Washroom visits. A candidate leaves the room accompanied by an invigilator, preferably to a staff washroom. The escorting invigilator inspects the washroom before the candidate enters (Section 5.9). Record every visit, and any illness or disturbance, on the Daily Incident and Candidate Movement Log Form (Form F13).

5.4.4 Leaving early. A candidate who has finished may leave only in the last half hour of the stipulated time. The candidate must hand over the booklet first. The invigilator checks it for any sign of malpractice and initials it.

5.5 Irregular Conduct

5.5.1 The invigilator removes and keeps any unauthorised material found with a candidate, with as little disruption as possible, and reports to the SE at once.

5.5.2 The Convenor and SE make sure that every irregularity is reported to BCSEA instantly.

5.5.3 Follow the procedures in Chapter 9 for each type of case, including written statements, parent or guardian involvement and the report forms.

5.6 Ending the Examination

5.6.1 Fifteen minutes before the end, the invigilator announces that fifteen minutes remain.

5.6.2 At the end, candidates are told to stop writing and put their pens or pencils on the desk at once. The invigilator takes away the work of a candidate who does not comply.

5.6.3 Candidates with extra time continue after the normal finishing time and are told to stop when the additional time is over.

5.6.4 Collection. Invigilators collect, count and check all booklets before any candidate leaves the room. They sort them in ascending order of index number, as on the subject-wise attendance sheet, and make sure none is missing. They then hand them to the SE in the examination cell.

5.6.5 Attendance. The SE checks and signs the subject-wise attendance sheet at the end of every session. Invigilators validate attendance, and the SE updates

attendance on the online dashboard each day. Everyone is marked present (P) by default: change absentees to A, save, print the absentee list and attach it to the attendance report, which goes into the first packing envelope for the subject.

5.7 Security of Question Papers After the Examination

5.7.1 No question paper is given to anyone, including invigilators and subject teachers, until the entire examination is over.

5.7.2 A subject teacher must not photograph a question paper after the examination or circulate it on social media. Such acts lead to an investigation. If in doubt, do not release the paper.

5.7.3 Send only one copy of each question paper to the marking venue. Leave the other copies in the school for reference. Do not send the BCSE topography maps with the answer scripts. Leave them in the school.

5.8 Examination Day Timeline

When	SE action
Before the session	Check the roster, rooms, seating and attendance sheets. Open and sign the envelopes with the Convenor and ASE. Count papers by room.
Before admission	Announce the roster. Station invigilators. Set up the deposit area.
10 minutes before the start	Candidates are seated after identity check and frisking. Brief them.
Start	Distribute booklets. Make announcements. Note and record the start time.
Up to 30 minutes after the start	Late arrivals may be admitted.
Throughout	Walk the rooms. Resolve problems. Record incidents and washroom visits on the Daily Incident and Candidate Movement Log Form (Form F13).
15 minutes before the end	Announce the fifteen-minute warning.
End	Stop writing. Collect, count and sort booklets.
After the session	Verify counts. Sign the attendance sheet. Update the dashboard. Pack on the same day (Chapter 8).

5.9 Examination Rooms/Halls and Washroom Inspection Rules

Follow these rules on every examination day. The daily inspection is also an agenda item for the pre-examination meeting (Section 4.1).

- Inspect the examination rooms and halls before frisking begins.
- Invigilators escorting candidates must inspect the washroom before the candidates enter it.
- Use the Daily Incident and Candidate Movement Log Form to record washroom visits.

Form: Daily Incident and Candidate Movement Log Form (Form F13, Appendix F). Enclose it in the Miscellaneous Box.

Chapter 6: Special Arrangements and Special Consideration

This chapter helps SEs provide fair examination conditions for candidates with Special Educational Needs (SEN). The aim is equitable access to the examination without giving any candidate an undue advantage.

6.1 Reasonable Adjustments

Reasonable adjustments are pre-examination arrangements designed to minimise access barriers for candidates with special educational needs, disabilities, medical conditions, or temporary injuries/sickness, while maintaining the validity, reliability, and integrity of the assessment. Reasonable adjustments must not give candidates an unfair advantage or alter the intended learning outcomes, assessment objectives, standard, or level of difficulty of the examination.

6.2 Pathways

The SE Annual Supplement lists candidates under three headings. Use the table to understand what each means.

Heading in the Supplement	What it means for the SE
Main stream	The candidate sits the regular papers with approved accommodations such as extra time, separate room, reader or scribe, or enlarged or braille papers.
Selective	The candidate studies a mixed curriculum. Selected subjects are assessed in a different way, and the Supplement lists the subjects that the candidate still sits in the board examination ("Board Exam"). Do not issue papers for subjects that are not listed as board examination subjects.
Functional	The candidate follows a functional curriculum and is assessed through school-based assessment. Follow any instructions BCSEA issues.

6.3 Access Arrangements

Access arrangements are adjustments made to the way a candidate accesses or responds to an examination without changing the assessment objectives, content, or standard of the examination.

Access Arrangements	Rule
Extra time (ET)	Up to 25 per cent of the writing time, as approved for the individual candidate.
Separate room (SR)	A room that reduces distractions, with its own invigilator.
Extra invigilator	As approved. The Supplement notes it against the candidate's name.
Scribe	For candidates with physical disabilities or severe learning difficulties.
Reader or reading of questions (RQ)	For candidates with visual impairment or reading disabilities.
Assistive technology	Screen reader, speech-to-text software, or laptop without internet access, where approved.
Venue adjustments	Wheelchair-accessible room, room near a toilet, supervised breaks.
Other approved items	For example, hearing aids or a lens, as noted in the Supplement.
Marking	Spelling and handwriting are not penalised for candidates with dyslexia or motor impairment, provided the content is clear.

6.3.1 Reader (Loud Reader)

A reader is a person who reads aloud the examination questions and any necessary written instructions to a candidate who has difficulty accessing printed text due to a visual impairment, reading impairment, or processing difficulty.

Eligibility Criteria

Candidates may be eligible if they:

- have severe reading difficulties.
- have visual impairments affecting access to print.
- have medical or neurological conditions affecting reading or visual processing.
- have temporary conditions affecting reading ability.

Responsibilities of the Reader

The reader must:

• read exactly what is printed.
• remain neutral at all times.
• not explain or interpret content.
• repeat text only when requested.
• not influence responses.

6.3.2 Extra Time

Extra time is additional working time granted to candidates whose disabilities, medical conditions, or learning difficulties significantly affect reading, processing, writing, or response speed.

Types of Extra Time

• up to 25% extra time
• more than 25% extra time in exceptional cases supported by strong evidence

Eligibility Criteria

Candidates may be eligible if they:

• have specific learning difficulties affecting processing speed.
• have sensory, physical, neurological, or medical conditions.
• experience mental health conditions affecting concentration or stamina.
• require assistive technology slowing response production.

6.3.3 Scribe

A scribe is a person who writes or types a candidate's dictated responses during an examination.

Eligibility Criteria

Candidates may be eligible if they:

• cannot write independently due to physical disability.
• have severe visual impairment.
• have severe handwriting difficulties.
• have temporary injuries affecting writing.

Responsibilities of the Scribe

The scribe must:

• record responses exactly as dictated.
• not paraphrase or interpret responses.
• maintain confidentiality and neutrality.
• not provide prompts or guidance.

6.3.4 Use of Assistive Device

Assistive devices such as laptops, tablets, or word processors may be used by candidates who cannot produce legible or efficient handwritten responses.

Eligibility Criteria

Candidates may be eligible if they:

• have illegible handwriting.
• have physical or neurological conditions affecting handwriting.
• have temporary injuries preventing writing.

Conditions of Use

The device must:

• have spelling and grammar tools disabled unless approved.
• not access the internet or external files.
• be checked before and after the examination.

6.3.5 Supervised Rest Breaks

Supervised rest breaks are pauses during examinations for candidates who cannot sustain concentration or stamina for the full examination duration.

Eligibility Criteria

Candidates may be eligible if they:

• have medical conditions causing fatigue or discomfort.
• have sensory impairments requiring periodic rest.
• have neurodevelopmental or mental health conditions affecting concentration.

Conditions

Rest breaks must:

• be supervised at all times.
• not be counted as working time.
• maintain examination security.

6.3.6 Separate or Smaller Room

A separate or smaller room allows candidates to sit examinations away from the main examination hall.

Eligibility Criteria

Candidates may be eligible if they:

• have ASD, ADHD, or sensory-processing difficulties.
• experience anxiety or psychological conditions.
• require specialised environments or medical arrangements.
• use other arrangements that may disturb others.

6.3.7 Practical Assistant

A practical assistant supports candidates with physical disabilities during practical examinations involving physical tasks.

Eligibility Criteria

Candidates may be eligible if they:

• have physical disabilities affecting movement or dexterity.
• have temporary injuries affecting practical performance.

Responsibilities

The practical assistant may:

• handle equipment under the candidate's instruction.
• assist with mobility or positioning.

The practical assistant must not:

• provide subject-related assistance.
• perform assessed skills independently.

6.3.8 Oral or Sign Language Interpreter

An oral or sign language interpreter facilitates communication for candidates with hearing impairments or communication difficulties.

Eligibility Criteria

Candidates may be eligible if they:

• are deaf or hard of hearing.
• use sign language as their primary language.
• have communication disorders affecting spoken language.

Responsibilities

The interpreter must:

• interpret instructions accurately and neutrally.
• maintain confidentiality and security.
• not explain examination content.

6.3.9 Prompting

Prompting involves discreet verbal or non-verbal cues to help candidates maintain attention or concentration.

Eligibility Criteria

Candidates may be eligible if they:

• have ADHD or executive functioning difficulties.
• experience anxiety or emotional regulation difficulties.

Responsibilities of the Prompter

The prompter may:

• provide neutral reminders or gestures.

The prompter must not:

• provide content-related assistance.
• suggest answers or strategies.

6.4 Modified Question Papers

Modified question papers are examination papers adapted in format or presentation to improve accessibility for candidates with visual impairments or related difficulties.

The assessment objectives, content, standard, and level of difficulty must remain unchanged.

Access Arrangements	Rule
Braille	Braille question papers for visually impaired candidates.
Low vision (LV)	Question-answer booklet in A4, in the enlarged font size stated in the Supplement.

6.4.1 Font Enlarged / Enlarged Papers

Enlarged papers are examination papers produced in enlarged print formats for candidates with visual impairments or visual-processing difficulties.

Eligibility Criteria

Candidates may be eligible if they:

• have low vision or visual impairment.
• experience visual stress or tracking difficulties.
• have medical or neurological conditions affecting visual processing.

Types of Enlarged Papers

Modified papers may include:

• enlarged font sizes (e.g., 12–18 pt or larger where required).
• enlarged paper formats (e.g., A4 to A3).

• increased spacing between lines and sections.
• simplified visual layouts without altering content.

6.4.2 Braille Papers

Braille papers are examination papers produced in Braille format for candidates who are blind or severely visually impaired.

Eligibility Criteria

Candidates may be eligible if they:

• are functionally blind.
• cannot access enlarged print effectively.
• are proficient Braille users.

6.5 SE Actions

6.5.1 Before the examination.

- Check the Supplement list for your centre and match it against the candidates present.
- Prepare separate rooms, furniture, devices and extra invigilators, and make sure devices work.
- Select scribes and readers who are neutral: not the subject teacher or a relative of the candidate, and from one level below the candidate (BCSEA may accept exceptions in special cases). Brief them before the examination. A scribe writes only what the candidate dictates. Use only the enlarged or braille papers supplied by BCSEA, and make sure low-vision candidates write their index number, name and school on the cover of each booklet.
- Brief the invigilators on the accommodation each candidate may use.
- Plan the finishing time for each candidate with extra time, so that security is kept for candidates who leave the room at the normal time.

6.5.2 During the examination.

- Provide only the approved accommodation.
- Keep supervision of candidates with extra time continuous until they finish.
- Keep separate rooms secure, with the same rules on phones, frisking and washroom visits as in the main room.

6.5.3 After the examination. Pack their booklets with the rest of the subject, except Braille booklets, which are labelled and packed separately in a box, and scripts printed from a tablet or laptop, which are printed, labelled and packed separately. Report on the Examination Centre Report Form any case where an approved accommodation could not be provided, or where a candidate's condition changed.

> **Report to BCSEA:** For queries about special arrangements, contact the BCSEA official responsible for Special Arrangements and Special Consideration (see Section 2.4). Do not make a decision on your own that changes an approved arrangement.

6.6 Special Consideration

Special consideration applies when a candidate's performance may have been affected by circumstances outside the candidate's control, for example sickness, an accident or an emergency during the examination. The SE does not decide special consideration. The SE records the facts and reports them to BCSEA with the statements and any medical evidence. BCSEA decides what happens to the candidate's result.

Chapter 7: Practical Examinations and Other Examinations

7.1 Practical Examinations (Science Practical and TVET)

7.1.1 The Visiting Examiner leads in the preparation and conduct of the practical examination, following BCSEA instructions, with the support of the SE. The VE reads the syllabus for specific instructions to the SE.

7.1.2 **Resources.** The centre must make sure there is enough equipment and resource for the practical examination. TVET special instructions are sent to centres a month before the examination. They are confidential and are meant only for the preparation of the course instructors.

7.1.3 **Timetable.** Practical examinations start and finish before the start of the theory examination for the levels specified by BCSEA.

7.1.4 **Large numbers of candidates.**

- If the number of candidates cannot be accommodated at one time, divide them into batches, preferably not more than three.
- All batches take the test on the same day, with as little delay as possible between sessions.
- Keep the batches apart until every candidate has completed the test: keep waiting candidates in a separate room under supervision, and send candidates who have finished home. Maintain the security of the examination at all times.
- The SE and VE may let some candidates start with one question and others with another, if this suits the apparatus and materials.
- Tell candidates their session time and ask them to come prepared. Never leave candidates in a room unattended. Assign the SE and the relevant teachers or instructors to look after waiting candidates.
- For TVET practical examinations, schools must arrange resources to complete the practical examinations in three batches.

7.1.5 **Invigilation.**

- Prevent communication between candidates, especially where candidates have to move from one part of the laboratory or room to another.
- The question paper is collected back and kept by the VE (or the invigilators) until the last batch completes.
- The VE keeps the question-answer booklets until the last batch finishes, then hands them to the SE.
- A laboratory assistant must be present at the start of the test and as necessary after that, to deal with technical difficulties and safety, and to assist with invigilation.
- The VE includes with the booklets any information BCSEA requires, for example the report form attached to the question-answer booklets.

7.2 TVET Theory Papers

Where BCSEA sends TVET question papers in encrypted form, the SE receives them one day before the examination and the password is sent by text message one hour before the examination. Treat the encrypted file and the password as confidential materials. Use the BCSE or BHSEC stationery (cellotape and packing envelopes) for the answer scripts and label them accordingly. TVET scripts of both levels are packed together in the BHSEC-level box. Check the SE Annual Supplement for the centres and courses involved.

7.3 Foreign-Language Papers

For foreign-language examinations (for example Hindi, Bengali, Korean, Malayalam and Tamil), scan the answer scripts as a single encrypted PDF once the paper is complete, and email it to the Controller of Examinations (controller@bcsea.bt). Label the original scripts and enclose them in the Miscellaneous Box. The Supplement lists the schools and index numbers.

7.4 Language and Culture Studies Certificate (LCSC)

LCSC candidates are examined in the same way as other candidates. For queries about LCSC, contact the official named in Section 2.4.

Chapter 8 Phase 5: After the Examination, Packing and Dispatch

8.1 Principles

8.1.1 Take extra care in packing. A mislabelled or miscounted packet delays marking for hundreds of candidates.

8.1.2 Pack completed booklets on the same day as the examination.

8.1.3 Keep the packed packets under lock and key at all times.

8.2 Packing Question-Answer Booklets

8.2.1 Booklets for different subjects must never be packed in the same envelope.

8.2.2 Count the booklets in each envelope and make sure the number tallies with the subject-wise attendance sheet and with the number written on the front of the packing envelope. Pack no more than 50 booklets in one envelope.

8.2.3 Fill in the information on the packing envelope correctly and sign it. For absentees, write only the last four digits of the index number. Leave blank the section for the management at the evaluation camp.

8.2.4 Enclose the hard copy of the subject-wise attendance sheet in the **first** packing envelope for the subject.

8.2.5 Place the booklets in the packing envelopes first, then put the completed envelopes inside plastic.

8.2.6 Use the cellotape sparingly and with care to wrap the examination materials.

8.2.7 Make sure no question-answer booklets or cellotape are left behind in examination rooms or halls, the steel almirah or the examination cell.

8.3 Cartons and Labels

8.3.1 Paste the laminated address stickers provided by BCSEA on both sides of each carton box. Number the boxes in the space provided on the sticker.

8.3.2 Check the cellotape colour and the sticker for the examination level.

8.3.3 Other reports, forms and materials go into the Miscellaneous Box. Every examination level has its own Miscellaneous Box. Label it with the laminated address sticker and number it as the final carton in the series (for example 3/3 where there are three cartons in all). A centre with only one box packs the booklets and the Miscellaneous envelope in that box.

8.4 Packing Checklist

8.4.1 Complete a packing checklist for each carton. Each carton holds its own checklist. A consolidated copy goes into the Miscellaneous Box.

8.4.2 Example of a packing checklist.

Sl. No	Carton No./Total cartons	Name of subject	Number of envelopes (envelope numbering)
1	1/5	English I	2 envelopes (1/4, 2/4)
2	2/5	English I	2 envelopes (3/4, 4/4)
3	3/5	English II	2 envelopes (1/2, 2/2)
4	3/5	Chemistry	2 envelopes (1/2, 2/2)
5	4/5	Dzongkha I	2 envelopes (1/2, 2/2)
6	5/5	Mathematics	4 envelopes (1/4, 2/4, 3/4, 4/4)

8.5 The Miscellaneous Box

Enclose the following in the Miscellaneous Box:

- (a) minutes of the pre-examination meeting (Form F17)
- (b) Letters of Undertaking of all examination officials
- (c) Declarations of Conflict of Interest
- (d) Declaration Forms of Invigilators
- (e) Examination Centre Report Form
- (f) Centre Monitoring Compliance Assessment Report
- (g) seating plan for each examination room
- (h) invigilation duty rosters
- (i) cover pages of the question-answer booklets of absent candidates
- (j) overall checklist
- (k) handing-taking notes (Form F16)
- (l) examination contingency plan
- (m) other related forms and reports, including Late Arrival Report Forms, Wrong Question Paper Package Opened forms, malpractice reports and statements
- (n) one extra question-answer booklet of every subject, and a set of question-answer booklets for all levels
- (o) foreign-language answer scripts, and left-over materials such as cellotape and stickers.
- (p) Daily Incident and Candidate Movement Log Forms (Form F13)
- (q) Examination Cell Entry Log Form (Form F14)
- (r) Extra Booklet Issue Record Form (Form F15)
- (s) Question-Answer Booklet Opening and Verification Record Forms (Form F18)

> **Important regulation:** Put the originals of these documents in the box for the highest level of examination and put copies in the box for the other levels.

8.6 Handing Over

8.6.1 Hand all cartons to the Convenor with an official handing-taking note (Form F16, "End of series: SE to Convenor"). Keep a copy, because BCSEA may query contents during marking. Submit the Hand-Over Report on the SE dashboard only at the end of the examination series, after the handover to the Convenor is complete.

8.6.2 The Convenor keeps all labelled boxes in the steel almirah. The examination cell remains under 24-hour CCTV and security. The principal holds the sole custody of the key.

8.6.3 The Convenor hands the boxes to the transport agency at the centre, with an official handing-taking note, and sends a scanned copy to the Controller of Examinations. A copy of the note also goes to Bhutan Post. For the 2026 examinations the Bhutan Post collects the consignment from each centre in person.

8.7 Unused Materials

Pack all unused envelopes and stationery and hand them to the Convenor with the other materials, together with any remaining extra question-answer booklets. Make sure that no BCSEA cellotape is given to any school staff or left in the examination cell.

8.8 Leaving the Centre

8.8.1 Examination officials leave only on the departure date stated in the Relieving Order.

8.8.2 If an invigilator does not carry out assigned duties, you may relieve the invigilator in line with the Letter of Undertaking, in consultation with BCSEA.

8.9 Records to Keep

Keep the handing-taking notes, packing checklists and copies of reports until BCSEA confirms that the marking queries are closed. Retain all used examination materials at the centre for at least two months.

Chapter 9: Malpractice and Irregularities

9.1 Definitions

Malpractice is any dishonest, unfair or unethical behaviour by candidates, invigilators or other individuals that compromises the integrity of an examination or assessment.

Maladministration is poor, inefficient or improper management of administrative processes, through negligence, incompetence or deliberate wrongdoing. It includes errors in handling examination materials, mismanagement of records and failure to follow procedures.

The OGEA uses the word "malpractice" for both. **Suspected malpractice** means any alleged or suspected case.

> **Important regulation:** Report every suspected case, even if you are unsure. Failure to report suspected malpractice is itself an act of staff malpractice.

9.2 How the SE Handles a Suspected Case

9.2.1 Act calmly and with as little disruption to other candidates as possible. Follow six steps: stop (prevent the situation from becoming uncontrolled), secure (protect the candidates and the evidence), verify (establish the facts against the procedure), act (follow the prescribed malpractice process), report (submit the required reports and statements) and record (preserve the evidence and the decisions).

9.2.2 The invigilator seizes any unauthorised material and tells the SE at once.

9.2.3 Unless the case is criminal or the candidate's presence would disrupt others, the candidate continues to write. The SE may expel a candidate from the room only in consultation with the Convenor, and only when it is essential.

9.2.4 After the examination of the day, collect written statements from the candidate and the invigilators, in the presence of the Convenor. For a candidate, the statement is written in the presence of the parent or guardian and the Convenor.

9.2.5 The Convenor informs the parent or guardian immediately.

9.2.6 The SE informs BCSEA immediately and submits the report on the correct form (Section 9.5).

9.2.7 Any breach of the regulations may lead to disqualification. The SE, ASE and Convenor decide jointly, in consultation with BCSEA, whether a candidate is disqualified. BCSEA takes the final decision on the result.

9.2.8 **Rights of the person suspected.** The SE must make sure that the candidate or staff member is:

- told the nature of the suspected malpractice
- given the chance to write a statement
- made aware of the possible consequences.

Be aware: The SE records the facts. The SE does not decide guilt and does not tell a candidate what the sanction will be. Sanctions are decided by the BCSEA Committee.

9.3 Candidate Malpractice at the Centre

Candidate malpractice includes, but is not limited to:

- possession of unauthorised materials such as notes, torn textbook pages or any material related to the examination
- carrying or using prohibited electronic devices (mobile phones, smart watches, headphones, cameras, pen drives, tablets, laptops)
- consulting other candidates or persons inside or outside the room
- copying from another candidate or allowing others to copy
- letting another person write in the candidate's script
- carrying food, beverage or alcohol into the room, or moving from the assigned seat without permission
- using a prohibited calculator.

Case	Immediate action	What the report must include
Impersonation (another person sits the paper using the registered candidate's admit card)	Invigilator tells SE. SE informs Convenor, who hands the person to the police and calls the parent or guardian at once. SE conducts the examination of the day as usual and informs BCSEA immediately. Convenor cooperates fully with the police.	Malpractice Report Form A. Written statements from invigilators and other staff.
Break-in	See Section 3.6.	Detailed account of the circumstances, Form A, statements from the Convenor, officials and other staff.
Intimidation and assault (threats or assault against officials, with or without weapons)	SE informs Convenor, who reports to the police and BCSEA at once. The examination of the day continues after BCSEA's approval.	Detailed account of the circumstances. Statements from invigilators and other staff.

Case	Immediate action	What the report must include
Collusion and copying	Invigilator reports to SE. Candidate continues to write. Statements are taken at the end of the day. Convenor informs parents. SE informs BCSEA.	Form A. Statements from invigilators, staff and candidates (or a note that they were offered the chance). Seating plans. Minutes of meeting. A written note that the candidates were told of the report and its contents.
Unauthorised materials	Invigilator seizes the material. SE informed. Candidate continues to write. Statements are taken. Convenor informs parents. SE informs BCSEA.	Form A. Statements. The unauthorised material attached to the candidate's booklet.
Disruptive behaviour (abuse, offensive or obscene content or language, weapons, substances, leaving the seat)	See the rules below. If the act is criminal, the Convenor hands the offender to the police and BCSEA is informed.	Form A. Statements from candidate, invigilators and staff. Seating plan.
Any other case not listed	Invigilator reports to SE, who reports to BCSEA for directives.	As directed by BCSEA.

Electronic devices. If there is evidence that a phone or other electronic device was used, take a screenshot of the evidence and hand the device to the Convenor, who keeps it until BCSEA says when it may be returned to the candidate; explain this at the pre-examination meeting. If the device was carried but not used, return it to the Convenor. Possession of unauthorised material is malpractice whether or not it is used.

Rules for disruptive behaviour:

- If the candidate settles within 45 minutes of the start (15 minutes of reading and 30 minutes of writing), the candidate may write the paper with no extra time.
- If the candidate is still agitated after 45 minutes, the candidate is not allowed to sit that paper.
- If the candidate is stable on the following day, the candidate may sit the remaining papers.
- A candidate may choose to discontinue the examination. The SE collects a written statement in the presence of the parent or guardian and the Convenor.

9.4 Centre Staff Malpractice

Centre staff include school personnel and external examination officials. Staff malpractice includes any act that breaks the confidentiality of papers, gives a candidate or group an unauthorised advantage, inflates or deflates marks without justification, awards marks without proper evaluation, alters marks without authority, fails to maintain assessment records, or fails to cooperate with an investigation.

Who is involved	Action
School staff (for example tampering with or removing confidential materials)	SE reports to BCSEA immediately. The Convenor and SE support the investigation and report as BCSEA directs. If the Convenor is involved, the SE submits the report.
Supervisory staff (SE, VE, invigilator, Inspecting Officer) giving direct or indirect help to a candidate	If the SE is suspected, the Convenor or ASE reports to BCSEA at once. If another official is suspected, the SE informs BCSEA immediately and submits Malpractice Report Form B.
Misconduct by supervisory staff (inappropriate behaviour towards candidates, absence from duty, anti-social activities, negligence, duty under the influence of intoxicants)	SE informs BCSEA immediately so that a replacement can be arranged. The Dzongkhag or Thromde Education Office and the parent school principal are informed. The SE submits Form B with statements. If the SE is involved, the Convenor or ASE reports.
Alteration of documents (admit card, certificate or statement of marks altered or forged)	A criminal matter. Report to BCSEA. Cases are referred to the police.

9.5 Reporting and Evidence

9.5.1 Use Malpractice Report Form A (candidates) or Form B (centre staff), available at www.bcsea.gov.bt.

9.5.2 The report must be complete and include:

- clear details of the incident, with date, time and place
- supporting evidence such as booklets, unauthorised materials or electronic records
- witness statements from invigilators, staff or other candidates
- a copy of the seating plan and any other relevant document.

9.5.3 Statements are written by the person concerned, signed and dated. Statements record facts: what was seen, when, where and by whom. Invigilators and the SE do not write opinions about guilt.

9.5.4 Enclose the report and evidence in the Miscellaneous Box. Send an advance copy to BCSEA if directed.

> **Form:** Malpractice Report Form A (candidate) and Form B (centre staff). The forms are reproduced as Forms F10 and F11 in Appendix F.

9.6 Sanctions and Severity

Sanctions are decided by BCSEA and not by the centre. The SE needs to understand them so that candidates and staff are briefed correctly.

Category	Typical acts	Severity	Possible sanctions
Candidate	Talking, whispering or glancing at another candidate's paper. Causing minor disruption.	Low	Warning letter
Candidate	Using unauthorised materials. Carrying prohibited materials. Collusion and copying. Gestures to exchange information. Refusing invigilator instructions. Cheat notes and double handwriting. Offensive language in a booklet.	Medium	Deduction of marks. Cancellation of the subject. One-year debarment.
Candidate	Impersonation. Intimidation, assault and bribery. Break-ins. Plagiarism.	High	Cancellation of all subjects in the examination. Three-year debarment. Legal action.
Staff	Breach of security (for example leaking papers). Falsification of marks. Allowing collusion. Failing to report suspected malpractice. Inflating or deflating marks. Awarding marks without evaluation. Unauthorised alteration of marks. Poor records.	Staff malpractice	Reprimand letter. Administrative action. Reporting to authorities. Debarment from BCSEA activities. Legal action.

BCSEA considers whether the breach was accidental or deliberate, whether the person acted alone or colluded, the effect on examination integrity, and any previous history. BCSEA may apply sanctions not listed here.

9.7 Review, Decision and Protection

9.7.1 The BCSEA Committee reviews every reported case, free of conflict of interest and within a stipulated time. It may ask for further evidence and communicates its decision formally.

9.7.2 The identity of a person who makes an allegation remains confidential unless disclosure is legally required, and BCSEA takes steps to protect whistleblowers.

9.8 Suspected Leakage of Examination Material

9.8.1 Anyone who suspects that an examination paper has been leaked must report it to BCSEA immediately, in writing.

9.8.2 Do not circulate, copy or discuss the suspected material. Keep a record of how and when you learned of it.

9.8.3 BCSEA decides the response. It may form an investigation committee, recall copies, reschedule the examination or issue a new version. Cooperate fully, and keep records of every step.

9.8.4 A person who leaks or tampers with papers, or whose negligence permits it, faces removal from examination roles, administrative action and possible criminal prosecution.

9.9 Prevention: What the SE Should Do

- Make sure every official signs the LOU and COI declaration.
- Brief invigilators on malpractice procedures at the pre-examination meeting.
- Plan seating to prevent communication, and display the examination rules.
- Check admit cards and frisk candidates thoroughly. Collect belongings in a safe area.
- Control entry to and exit from the examination rooms.
- Open papers only in the presence of the Convenor and invigilators.
- Keep booklets secure at every stage, with a log for the examination cell.
- Read the Instructions to Candidates at the start of every examination and display the Notice to Candidates on the door of every room.

Chapter 10: Emergencies and Contingency Plans

10.1 Principles

10.1.1 The first priority is the safe evacuation of candidates to designated safe places. The SE then considers the security of the examination materials.

10.1.2 The Convenor is the Incident Commander and has the final say on the status of the examination, after assessing the damage together with the SE.

10.1.3 In severe or major disasters, the safety procedures of the Dzongkhag Disaster Focal Person override all other instructions. The SE reports to the Controller of Examinations at once.

10.1.4 **10.1.4** The ASE acts as SE in an emergency if the SE is unable to.

10.2 If an Examination is Interrupted

10.2.1 Follow the contingency plan and evacuate the room.

10.2.2 Collect the question-answer booklets and secure the examination documents, if this is safe.

10.2.3 Supervise candidates as closely as possible while they are out of the room, so that there is no collusion.

10.2.4 Before the examination resumes, note the time and the duration of the interruption.

10.2.5 Allow the candidates the full working time prescribed for the paper.

10.2.6 Consider moving candidates to another place to finish the paper, if necessary.

10.2.7 Resume the examination if it is safe, and administer all other papers as planned.

10.2.8 Submit a full report to BCSEA on the incident, the action taken, the alternative arrangements and the security of examination materials.

10.3 Specific Situations

Situation	Action
Earthquake, fire, windstorm, flood, landslide	Follow the adapted disaster management plan. Evacuate. Collect booklets and secure documents if safe. Resume if safe. Report to BCSEA and stakeholders at once.
Accident or medical emergency (candidate, staff or others, inside or outside the centre)	Judge how serious it is. Call for medical help if needed. Assist those affected. Send BCSEA a detailed report with evidence and enclose a copy in the Miscellaneous Box.
Candidate sickness during a paper	See Section 5.4.3.
Riot or disorder	Inform the Convenor. Call the police at once. Report to BCSEA and stakeholders. Secure all examination documents. Send a detailed report with evidence.
Power failure	The Convenor coordinates with Bhutan Power Corporation before the examination. If power fails, follow the contingency plan, note the time and duration of the interruption, allow the full working time and report it to BCSEA.
Break-in, assault or suspected leakage	See Sections 3.6, 9.3 and 9.8.

10.4 Emergency Contacts

Service	Number
Police	113
Ambulance	111
Fire	110
Controller of Examinations	17727170

Add the local hospital, the Dzongkhag Disaster Focal Person and the Dzongkhag or Thromde Education Officer to this list at the pre-examination meeting, and display it in the examination cell.

Chapter 11 Phase 6: Reports and Records

11.1 Documents and Forms

Document	Prepared by	When	Where it goes
Letter of Undertaking (Form F1)	Every official	Before duty	Miscellaneous Box
Declaration of Conflict of Interest	Every official	Before duty	Miscellaneous Box
Declaration Form for Invigilators (Form F4)	Invigilators	Before the first examination	Miscellaneous Box
Handing-taking notes (Form F16)	SE and Convenor	On taking over and on handing over	Copy in the Miscellaneous Box. Original with the SE and Convenor.
Minutes and attendance of the pre-examination meeting (Form F17)	SE	The day before the first examination	Miscellaneous Box
Daily invigilation duty roster	SE	Every day	Miscellaneous Box
Seating plan	SE	Before the first examination	Miscellaneous Box
Subject-wise attendance sheet	Invigilators, checked by SE	Every session	First packing envelope for the subject
Packing checklist	SE	At packing	Each carton and consolidated copy in the Miscellaneous Box
Examination Centre Report Form (Form F9)	SE	At the end of the examination, and for any irregularity	Miscellaneous Box. A copy to BCSEA where directed.
Malpractice Report Form A or B (Forms F10 and F11)	SE	At once, for each case	BCSEA, with a copy in the Miscellaneous Box
Candidate and staff statements	Persons concerned	After each incident	With the report
Centre Monitoring Compliance Assessment Report (Form F12)	Inspecting Officer	At inspection	Miscellaneous Box

Document	Prepared by	When	Where it goes
Contingency plan	SE	Before the first examination	Miscellaneous Box
Daily Incident and Candidate Movement Log Form (Form F13)	Invigilators and SE	Every examination day	Miscellaneous Box
Examination Cell Entry Log Form (Form F14)	SE	At every entry to the examination cell	Miscellaneous Box
Extra Booklet Issue Record Form (Form F15)	Invigilators, verified by SE	Whenever an extra booklet is issued; one summary for the whole period	Miscellaneous Box
Question-Answer Booklet Opening and Verification Record Form (Form F18)	SE, Convenor and ASE or invigilator	Each time question-answer booklet envelopes are opened	Miscellaneous Box

11.2 The Examination Centre Report Form

Use the Examination Centre Report Form (Form F9) to report the conduct of the examination at the centre. Use it in particular to report typing errors in a question-answer booklet, a wrong or incomplete paper, a late start, an interruption, an exception to a rule, an accommodation that could not be provided, and any other irregularity.

11.3 Confidentiality and Data

11.3.1 Never discuss or disclose examination content, candidate information or results to unauthorised persons.

11.3.2 Log in to the SE dashboard at www.registration.bcsea.gov.bt with your e-mail ID and reset the default password. Keep logins and passwords private. Do not share them with candidates or other staff.

11.3.3 Treat SEN information with the strictest confidence.

11.3.4 Do not post anything about the examinations on social media.

11.3.5 Handle the SE Annual Supplement with care. Use only the entries for your own centre. Do not photograph, forward or post the Supplement, its lists or index numbers in any messaging group or on social media. Treat index numbers like names. Share a candidate name and arrangement only with the Convenor, invigilators and helpers who need it, keep printed lists in the examination cell and destroy them after the examination.

A to Z of Terms

Term	Meaning
Accommodation	A support measure that gives a candidate with a disability access to an examination without changing its standard or giving an advantage.
Admit card	The card, with the candidate's photograph, that a candidate shows to enter the examination room.
Assistant Supervising Examiner (ASE)	An invigilator chosen to assist the SE and to act as SE in an emergency.
BCSEA	Bhutan Council for School Examinations and Assessment.
BCSR	Bhutan Civil Service Rules and Regulations, under which officials may face administrative action.
Centre	A school or institution designated by BCSEA to hold examinations.
Collusion	Using or reproducing another candidate's work, or exchanging notes, with or without that candidate's cooperation.
Conflict of Interest (COI)	A personal, professional, financial or family interest that could affect impartiality.
Convenor	The principal of the examination centre.
Examination cell	The secured room that holds confidential examination materials.
Examination in progress	The period from when candidates enter the room until all question-answer booklets are collected.
Frisking	Checking candidates for unauthorised items, at entry and re-entry.
Handing-taking note	A signed record that transfers examination materials from one person to another.
Incident Commander	The Convenor during an emergency.
Inspecting Officer	An official who visits centres to check the conduct of examinations.
Invigilator	A teacher appointed to supervise candidates in the examination room.
Letter of Undertaking (LOU)	A written commitment to follow the examination rules.

Term	Meaning
Maladministration	Poor, inefficient or improper handling of examination processes.
Malpractice	Dishonest, unfair or unethical behaviour that compromises examination integrity.
Miscellaneous Box	The carton holding forms, reports and other non-script materials.
OGEA	Operational Guidelines for Examinations and Assessment.
Question-answer booklet	The booklet that holds both the question paper and the candidate's answers.
Reliever	An extra invigilator who helps the SE and covers breaks.
Relieving Order	The order that states when officials may leave the centre.
SE dashboard	The online system where SEs update checklists and attendance.
SE Annual Supplement	The yearly document with candidate lists, centre details and contacts.
Special Educational Needs (SEN)	Needs arising from officially and clinically recognised conditions that affect learning and assessment.
Special consideration	Review by BCSEA of a candidate's result where events outside the candidate's control may have affected performance.
Supervising Examiner (SE)	The official appointed by BCSEA to oversee the conduct of examinations at a centre.
Visiting Examiner (VE)	An external examiner who conducts science practical and TVET practical examinations.

Appendix A: Notice to Candidates

The Notice to Candidates states the standard rules for BCSEA board examinations. It must be displayed inside and outside every examination room and covered in the candidate briefing (Sections 4.7 and 5.1). Print it from this appendix or from www.bcsea.gov.bt.



NOTICE TO THE CANDIDATES

Candidates are required to strictly adhere to the following BCSEA standard guidelines for the conduct of board examinations to ensure a fair and orderly process. Non-compliance may result in disqualification or penalties

I. Before the Examination

You must

- be on time for all exams
- reach the examination room/hall at least 20 minutes before the scheduled start time
- bring your valid Admit Card
- wear the prescribed school uniform or appropriate dress

II. During the Examination

You must not:

- have any unauthorised materials with you
- communicate with, try to communicate with, or disturb other candidates
- open the question paper until instructed to do so
- leave any identifying marks on the answer script

You must:

- sit at your designated seat as per your index number
- follow all instructions given by invigilators
- inform the invigilator immediately if you think you have not been given the right Question Answer Booklet or all the materials listed on the front of the paper
- inform the invigilator if the question-answer booklet is incomplete (missing pages), badly printed or damaged during reading time

If you are not sure, speak to invigilator

III. After the Examination

You must:

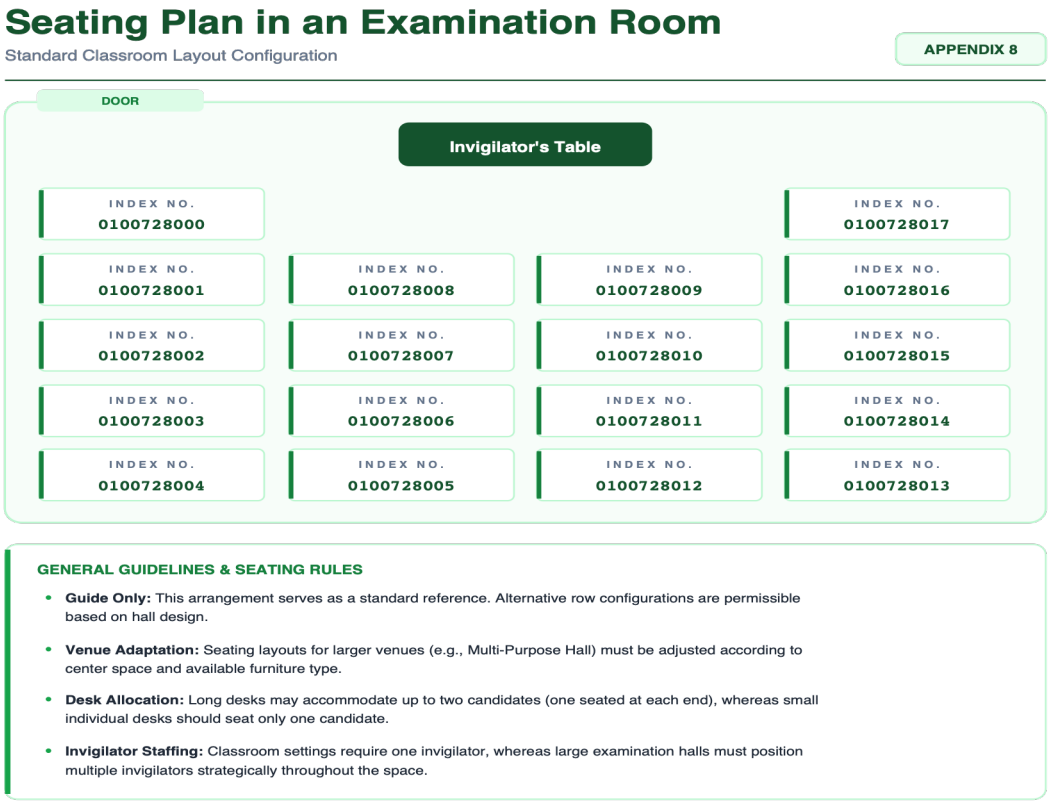
- ensure question-answer booklet are collected by the invigilator before leaving your seat
- leave the exam hall in an orderly manner without disturbing others

A COPY OF THIS NOTICE MUST BE DISPLAYED ON THE DOOR OF ALL EXAMINATION ROOMS/HALLS

BCSEA • NOTICE TO THE CANDIDATES

Appendix B: Seating Plan in an Examination Room

This is the standard classroom layout for a seating plan (Section 4.5). It is a guide only. Prepare a seating plan for each room, keep a copy and enclose it in the Miscellaneous Box, because seating plans are evidence in any malpractice case. The page carries the label "Appendix 8" from its source.



Seating Plan in an Examination Room

Standard Classroom Layout Configuration

APPENDIX 8

DOOR

Invigilator's Table

INDEX NO. 0100728000			INDEX NO. 0100728017
INDEX NO. 0100728001	INDEX NO. 0100728008	INDEX NO. 0100728009	INDEX NO. 0100728016
INDEX NO. 0100728002	INDEX NO. 0100728007	INDEX NO. 0100728010	INDEX NO. 0100728015
INDEX NO. 0100728003	INDEX NO. 0100728006	INDEX NO. 0100728011	INDEX NO. 0100728014
INDEX NO. 0100728004	INDEX NO. 0100728005	INDEX NO. 0100728012	INDEX NO. 0100728013

GENERAL GUIDELINES & SEATING RULES

- **Guide Only:** This arrangement serves as a standard reference. Alternative row configurations are permissible based on hall design.
- **Venue Adaptation:** Seating layouts for larger venues (e.g., Multi-Purpose Hall) must be adjusted according to center space and available furniture type.
- **Desk Allocation:** Long desks may accommodate up to two candidates (one seated at each end), whereas small individual desks should seat only one candidate.
- **Invigilator Staffing:** Classroom settings require one invigilator, whereas large examination halls must position multiple invigilators strategically throughout the space.

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Appendix C: Instructions for Practical Assistants

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

bcsea

Instructions for Practical Assistants

ACCESS ARRANGEMENT

Role Definition: A Practical Assistant carries out practical physical tasks strictly under the candidate's explicit instructions during practical examinations involving physical manipulation, laboratory apparatus, or technical tools.

CANDIDATE ELIGIBILITY CRITERIA

- Candidates with physical disabilities severely impacting fine motor skills, movement, or physical dexterity.
- Candidates with temporary medical conditions or acute physical injuries (e.g., bone fractures, severe burns) affecting practical execution.

1. CANDIDATE BRIEFING SCRIPT

MANDATORY PRE-EXAM SCRIPT (READ ALOUD TO CANDIDATE PRIOR TO START)

- "I am here to assist you with physical tasks, handling equipment, and positioning materials."
- "I can only perform physical actions that you explicitly direct me to carry out."
- "I cannot perform skilled observations, calculations, or subject-related tasks for you."
- "I cannot make choices or decisions regarding how your practical assessment is carried out."

2. OPERATING RULES & RESPONSIBILITIES

✓ The Assistant MAY:

- Set up, move, tilt, clean, or safety-hold laboratory apparatus as instructed.
- Assist with mobility, seating, or ergonomic adjustments in the exam room.
- Turn pages, plug in electrical equipment, or hand materials to the candidate.
- Execute physical tasks safely following the candidate's exact directives.
- Report hazardous equipment faults immediately to the invigilator.

✕ The Assistant MUST NOT:

- Provide subject knowledge, analytical guidance, or operational hints.
- Perform assessed skills independently (e.g., adjusting fine focus, reading scales).
- Take measurements, judge end-point color changes, or record results.
- Perform any action without explicit, clear instructions from the candidate.
- Advise on safety procedures unless immediate physical danger exists.

3. SUBJECT-SPECIFIC BOUNDARIES

Practical Subject Area	Permitted vs Prohibited Assistance
Science Practicals	**Permitted:** Pouring liquids, holding test tubes, turning valves. **Prohibited:** Reading meniscus levels, taking temperature readings, identifying reactions.
ICT / Computer Exams	**Permitted:** Inserting drives, powering equipment, adjusting monitors. **Prohibited:** Typing code/answers, clicking software options, navigating menus without direction.
Art & Vocational Tasks	**Permitted:** Securing canvases, mounting tools, fetching raw materials. **Prohibited:** Executing artistic strokes, performing craft cuts, shaping specimens.

Page 1 of 1

Appendix D: Instructions for Readers



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



Instructions for Readers

ACCESS ARRANGEMENT

Role Definition: A Reader is a responsible adult who reads the examination questions and text aloud to a candidate with visual impairment, learning difficulty, or physical disability affecting reading capability. A Reader must strictly convey written text without interpretation or bias.

1. CANDIDATE BRIEFING SCRIPT

MANDATORY PRE-EXAM SCRIPT (READ ALOUD TO CANDIDATE PRIOR TO START)

- "I am here to read the examination paper and your written answers to you."
- "I can read the whole paper, or specific questions or sections, as many times as you ask."
- "I can read back what you have written or dictated, whenever you request it."
- "I cannot explain the meaning of any words, questions, or technical symbols."
- "I cannot give you any assistance, hints, or advice regarding the answers."

2. OPERATING RULES & RESPONSIBILITIES

✓ The Reader MUST:

- Read questions and instructions accurately, clearly, and at an even, natural pace.
- Read text exactly as printed, without altering, adding, or omitting any words.
- Spell words on the question paper if explicitly requested by the candidate.
- Read back any portion of the candidate's written response upon request.
- Inform the Chief Invigilator immediately if any communication difficulty occurs.

✕ The Reader MUST NOT:

- Explain, rephrase, or translate any question, word, code, or diagram.
- Advise the candidate on question selection, timing, or order of answering.
- Draw attention to errors, omissions, or misinterpretations in the candidate's work.
- Provide hints through emphasis, tone of voice, or non-verbal gestures.
- Read any content during authorized rest breaks.

3. SUBJECT-SPECIFIC READER REGULATIONS

Subject / Paper Type	Permitted Reader Protocol
English & Language Papers	In reading comprehension sections, the Reader may read the passage and questions. The Reader must not decode words in test items specifically measuring reading sight vocabulary.
Mathematics & Sciences	Numbers, symbols, equations, and diagrams must be described factually without giving hints on mathematical operations (e.g., read "3x + 5 = 14" as "three x plus five equals fourteen").
Diagrams & Graphs	Describe axes, titles, and labels verbatim. Do not interpret trend lines, patterns, or visual relationships shown in graphs.

Page 1 of 1

Appendix E: Instructions for Scribes

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

Instructions for Scribes

ACCESS ARRANGEMENT

Role Definition: A Scribe is a designated person who writes down or types the candidate's dictated answers during an examination. Scribes are granted to candidates with physical disabilities, visual impairments, or medical conditions preventing functional handwriting.

1. CANDIDATE BRIEFING SCRIPT

MANDATORY PRE-EXAM SCRIPT (READ ALOUD TO CANDIDATE PRIOR TO START)

- "I am here to write or type your answers exactly as you dictate them."
- "I will draw diagrams, graphs, or charts strictly according to your detailed instructions."
- "I can read back what I have written or typed whenever you ask me."
- "I cannot correct your grammar, spelling, or punctuation unless you explicitly tell me to."
- "I cannot prompt you, give hints, or suggest when to move to the next question."

2. OPERATING RULES & RESPONSIBILITIES

✓ The Scribe MUST:

- Write or type legibly, capturing verbatim everything dictated by the candidate.
- Record punctuation, capitalization, and paragraphing as dictated by the candidate.
- Draw diagrams, maps, or graphs strictly following explicit verbal directions.
- Make alterations or corrections only when specifically instructed by the candidate.
- Read back recorded responses accurately whenever requested by the candidate.

✗ The Scribe MUST NOT:

- Give hints, modify responses, or correct errors in dictated content.
- Indicate to the candidate that an answer is incomplete or incorrect.
- Manage exam timing or suggest question answer sequence.
- Read question papers aloud unless officially authorized as a Dual Reader/Scribe.
- Perform any writing or recording during official rest breaks.

3. TASK-SPECIFIC DICTATION STANDARDS

Assessment Task	Scribe Execution Standard
Spelling & Grammar Tests	In language papers assessing spelling/grammar, the candidate must spell key words letter-by-letter and dictate precise punctuation marks (e.g., "capital T", "comma", "full stop").
Mathematics & Equations	The candidate must dictate mathematical expressions step-by-step, including powers, sub-scripts, and fractions (e.g., "x squared plus fraction numerator 2 denominator 3").
Diagrams & Graphs	The Scribe acts strictly as a mechanical drawing tool. The candidate must state starting points, line lengths, angles, axis intervals, and plot coordinate points explicitly.

Page 1 of 1

Appendix F: Official Forms

This appendix reproduces the official forms that Supervising Examiners, invigilators and inspecting officers use. Use the current version from www.bcsea.gov.bt if BCSEA issues a newer one. Each form is on its own page or pages, ready to print. Section numbers refer to this handbook.

Form	Title	Used by and when	Handbook section
F1	Letter of Undertaking (OGEA Appendix 3)	Every official, before duty	2.1.2, 11.1
F2	Declaration of Conflict of Interest (RCSC Form 3/2)	Every official, before duty	1.9.3, 2.1.2, 11.1
F3	Conflict of Interest Reporting Form	SE, immediately on identifying or being notified of a conflict of interest	1.9.3
F4	Declaration Form for Invigilators (OGEA Appendix 4)	Invigilators, before the first examination	4.2.2, 11.1
F5	Instructions to Candidates (Exam Day)	Read aloud by invigilators on entry to the room	4.7, 5.2
F6	Exam Day Checklist Form	SE and invigilators, each examination day	5.1 to 5.6, A4
F7	Late Arrival Report Form	SE, for each late-arriving candidate	5.4
F8	Wrong Question Paper Package Opened	SE, when a wrong question paper package is opened	5.3.5
F9	Examination Centre Report Form (OGEA Appendix 11)	SE, at the end of the examination and for any irregularity	11.2
F10	Malpractice Report Form A: Candidate Form (OGEA Appendix 12)	SE, for each case of candidate malpractice	9.3, 9.5
F11	Malpractice Report Form B: Centre Staff Form (OGEA Appendix 12)	SE, for suspected centre staff malpractice	9.4, 9.5
F12	Centre Monitoring Compliance Assessment Report	Inspecting Officer, at inspection	1.8
F13	Daily Incident and Candidate Movement Log Form	SE and invigilators, each examination day	5.4, 5.8, 5.9

Form	Title	Used by and when	Handbook section
F14	Examination Cell Entry Log Form	SE, at every entry to the examination cell	3.4
F15	Extra Booklet Issue Record Form	SE and invigilators, whenever an extra booklet is issued	5.2
F16	Handing-Taking Note (Examination Materials) Form	SE and Convenor, on arrival and at the end of the series	3.1, 8.6
F17	Coordination Meeting: Minutes and Attendance	SE, at the meeting before the first examination	4.1
F18	Question-Answer Booklet Opening and Verification Record Form	SE, Convenor and ASE or invigilator, each time envelopes are opened	5.1

Several forms contain fields to be completed by hand or on screen. Photocopy or print as many copies as the centre needs.

F1 Letter of Undertaking



ཨཱཻབཙཀ་གི་སློབ་གྲྭའི་ཚོས་རྒྱུགས་དང་བརྟག་ཞིབ་ཚོགས་སྡེ།།
Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan



LETTER OF UNDERTAKING

1. I, _____, am aware of my duties and instructions as detailed under the 'Duties and Instructions' of the Convener / Supervising Examiner / Assistant Supervising Examiner / Visiting Examiner / Invigilators / Night Guard / Scribe / Reader / Practical Assistant (circle the appropriate) of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).
2. As the CONVENER / SUPERVISING EXAMINER / ASSISTANT SUPERVISING EXAMINER / VISITING EXAMINER / INVIGILATORS / NIGHT GUARD / SCRIBE / READER / PRACTICAL ASSISTANT for BCSE / BHSEC / LCSC X / LCSC XII / VIII / VI (circle the appropriate) for the center_____, I will
   - 2.1. understand the serious nature of the job and the level of integrity, commitment and discipline entailed.
   - 2.2. undertake all the responsibilities, starting before the conduct of the examinations till after the examinations is completed, with a heightened sense of consciousness, integrity, commitment and discipline.
   - 2.3. consciously undertake any additional responsibilities assigned by the BCSEA.
3. For lapses in my job responsibilities summarized and as required under 2 above, I/will be:
   - 3.1. verbally reprimanded.
   - 3.2. answerable to any investigation.
   - 3.3. required to give a written statement.
   - 3.4. issued a letter of reprimand.
   - 3.5. answerable to HRC of Dzongkhag/Thromde and school.
   - 3.6. subject to appropriate disciplinary and legal action as per the BCSR rules and regulations.

Full Name	
School	
Subject (for VE only):	
Employment ID No.	
Citizenship ID No.	
Date	
Mobile No.	

Affix Legal Stamp

F2 Declaration of Conflict of Interest

FORM 3/2

ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

DECLARATION OF CONFLICT OF INTEREST

I, ...(name), bearing CID/EID No....., (Position Title) .....(Agency) ..... as per the provisions of Section 3.3.25 of Chapter 3 of the BCSR 2018, I declare that in serving as a member of .....(Committee) in.....(Agency):

- I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty; OR

- I do have Conflict of Interest in view of the following reason(s):
    - Family Member:.....
    - Close Relative: .....
    - Close Friend:.....
    - In-Laws:.....
    - Enemy:.....
    - Others:.....

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

Date:

Place:

Signature

F3 Conflict of Interest Reporting Form



CONFLICT OF INTEREST REPORTING FORM

Board Examination Centre Supervision

Instructions: To be completed immediately by the Supervising Examiner upon identifying or receiving notification of a conflict of interest.

SECTION 1: EXAMINATION & CENTRE DETAILS

Centre Name / Code

Date (DD/MM/YY)

Subject / Paper Name

Session

SECTION 2: INVIGILATOR DETAILS (Subject of Report)

Full Name

Job Title

Brief description of role

SECTION 3: NATURE & DURATION OF CONFLICT

Nature of conflict/relationship

Duration of conflict

SECTION 4: ACTION TAKEN & RESOLUTION

Details of action taken

SECTION 5: DECLARATION & SIGNATURE

I hereby declare that the information provided above is complete, accurate, and documented in good faith.

Supervising Examiner Name

Date (DD/MM/YY)

Signature

BCSEA I Conflict of Interest Reporting Form

F4 Declaration Form for Invigilators



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Ministry of Education and Skills Development
Royal Government of Bhutan



DECLARATION FORM FOR INVIGILATORS

[For use during CE VIII/CE VI/BCSE / BHSEC / LCSC Examinations]

Name of the Centre

Name of the Invigilator

EID / CID

School from

Contact number

Date of arrival at the examination centre (DD/MM/YY)

DUTY ROSTER

Examination	Date of Examination	Subject		Examination Hall / Room No.		Comments and Remarks
		Morning	Afternoon	Morning	Afternoon	

I hereby, confirm that during my above-mentioned duty, I have been very vigilant during the course of the examinations. I understand that I am liable to be subjected to appropriate actions by the authorities in the event that any discrepancy may arise.

Signature

Date (DD/MM/YY)

NOTE: This form is based on the duty roster planned and agreed upon during the meeting before the start of examination(s).

F5 Instructions to Candidates (Exam Day)



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Royal Government of Bhutan

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INSTRUCTIONS TO CANDIDATES (Exam Day)

Invigilator must read the examination instructions to all candidates **immediately upon entry** into the examination room. The text in the italic is for the invigilators.

Make sure candidates are seated according to the seating plan
- Check that they have the items they need for the exam
- Make sure that the question answer booklet are the correct ones

BEFORE THE EXAM STARTS – WHAT TO SAY

STEP	WHAT TO SAY	TIME
1	*Do not open the question-answer booklet until I instruct you to do so. You are now under examination conditions and must follow the rules detailed on the 'Notice to Candidates'. You must not communicate with, ask for help from, or give help to any other candidate in the examination room. If you have a question at any time, you must raise your hand and wait until an invigilator comes to you.* **Invigilators cannot answer any questions about the content of the question paper.**	
2	*You are not allowed to have any unauthorised items in the examination room. If you have any unauthorised items or any kind of electronic device, you must hand them in now.*	
3	*You are here to take:* ***Name of examination:*** *Example - BHSEC XII/BCSE X/BE VIII/BE VI/LCSC XII/LCSC X* ***Subject name and code:*** *Example - Science, 22* ***Paper name and code:*** *Example - Physics 01/Chemistry 02/Biology 03* *You should have a question-answer booklet on your desk.*	
4	*Along with the question-answer booklet, you should have:* • *pens and/or pencils* • *any other relevant equipment that is listed in the additional examination materials list, e.g. geometric instruments.*	
5	*You should now check the front of the question-answer booklet to make sure you have the correct question-answer booklet, and you should check the details on the front, but do not open the question-answer booklet until you are told to do so.* **[You should pause here to allow candidates time to check their details]**	5 min
6	• *Write clearly in blue or black ink pen.* • *Do not use any kind of correcting fluid or tape.* • *Use HB pencil and follow instructions given in the OMR sheet.*	
7	*You have* ____ *hours to complete this exam. The start time is* ____ *and the finish time is* ____ *for* ____ *level.* *I will let you know when there are* ***fifteen*** *minutes of the writing time left.*	
8	*You may open your question-answer booklet and start reading. You will get 15 minutes of reading time.*	

BCSEA I Instructions to Candidates (Exam Day) Page 1

FIFTEEN MINUTES BEFORE THE EXAM TIME ENDS

- You must let your candidates know when there are fifteen minutes of the writing time left.

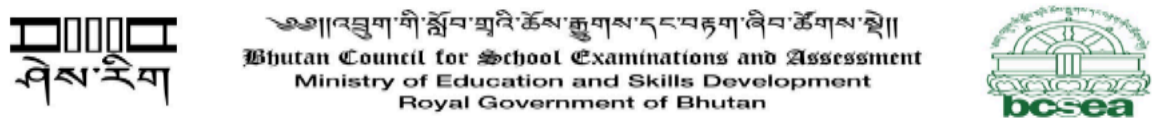
STEP	WHAT TO SAY
1	*You have fifteen minutes left until the end of the examination.*

FINISHING THE EXAM

- At the end of the exam, read aloud the instructions below in order.
- Candidates must stay seated until you have collected, and accounted for, all the question papers and any extra continuation sheets.
- Candidates must be kept under Full Supervision in the exam room.

STEP	WHAT TO SAY	TIME
1	*The examination has finished, stop writing and put your pens down. You are still under examination conditions so please remain silent and seated.*	
2	*Check you have neatly crossed through any rough work*	1 min
3	*Stay seated and silent until you are told that you can leave the room/hall.*	

F6 Exam Day Checklist Form



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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.	☐

BCSEA | Exam Day Checklist Form Page 1 of 6

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)

F7 Late Arrival Report Form



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Ministry of Education and Skills Development
Royal Government of Bhutan

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LATE ARRIVAL REPORT FORM

A EXAMINATION DETAILS

CENTRE NAME

CENTRE CODE

DZONGKHAG / THROMDE

EXAMINATION YEAR

DATE OF EXAMINATION

SUBJECT

PAPER / COMPONENT CODE

SCHEDULED START TIME

B CANDIDATE DETAILS

CANDIDATE NAME

CANDIDATE INDEX NUMBER

ACTUAL ARRIVAL TIME

TOTAL MINUTES LATE

C LATE ARRIVAL STATUS

Select one option only.

- ○ Candidate arrived within 30 minutes after the start of the examination and was permitted to sit the examination without additional time.
- ○ Candidate arrived more than 30 minutes after the start of the examination and was NOT permitted to sit the examination.
- ○ Candidate arrived late for a BCSEA rescheduled examination and was permitted to sit the examination after verification that examination security had not been compromised.

LATE ARRIVAL REPORT FORM
Bhutan Council for School Examinations and Assessment

D REASON FOR LATE ARRIVAL

Provide details of the circumstances leading to the late arrival:

DETAILS

E CANDIDATE STATEMENT

To be completed by the candidate.

I hereby state that the reason for my late arrival is:

STATEMENT

CANDIDATE SIGNATURE **DATE**

F PARENT / GUARDIAN VERIFICATION

I confirm that the information provided by the candidate is true to the best of my knowledge.

PARENT / GUARDIAN NAME

SIGNATURE **DATE**

LATE ARRIVAL REPORT FORM
Bhutan Council for School Examinations and Assessment

G CONVENOR VERIFICATION

I confirm that I have reviewed this case and verified the circumstances surrounding the candidate's late arrival.

CONVENOR NAME

SIGNATURE

DATE

H RESCHEDULED EXAMINATION SECURITY DECLARATION

Complete only for BCSEA rescheduled examinations.

- ☐ Candidate had no contact with candidates who sat the paper earlier.
- ☐ No breach of examination security was identified.
- ☐ Candidate was permitted to sit the examination.

DETAILS (IF APPLICABLE)

I SUPERVISING EXAMINER (SE) REPORT

Action taken:

- ☐ Candidate admitted to examination.
- ☐ Candidate not admitted and treated as absent.
- ☐ Case reported immediately to BCSEA as an extreme case.

SUMMARY OF FINDINGS

LATE ARRIVAL REPORT FORM
Bhutan Council for School Examinations and Assessment

J DOCUMENTS ATTACHED

- ☐ Candidate Statement
- ☐ Parent/Guardian Verification
- ☐ Supporting Evidence (if any)
- ☐ Rescheduled Examination Security Report (if applicable)

OTHER DOCUMENTS

K BCSEA REPORTING

- ☐ Detailed report prepared and enclosed in the miscellaneous box.
- ☐ All relevant documents attached for submission to BCSEA.

SE NAME

SE SIGNATURE **DATE**

F8 Wrong Question Paper Package Opened



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WRONG PACKAGE OPENED FORM

Incident Report

IMPORTANT - READ BEFORE COMPLETING THIS FORM

- If the candidates have seen any of the contents of the question paper, keep the candidates in the exam room and immediately contact BCSEA for advice. This allows BCSEA to assess the risk of the candidates potentially having prior knowledge of a future paper.
- You must complete and submit this form immediately after the incident has occurred. This means on the same day.

A EXAMINATION DETAILS

CENTRE NAME

CENTRE CODE

SUBJECT & PAPER CODE

DATE

SCHEDULED START TIME

B INCIDENT DETAILS

TIME OF INCIDENT

PACKAGE OPENED

CORRECT PACKAGE SHOULD HAVE BEEN

WHO CHECKED THE PACKAGE BEFORE OPENING

HOW DISCOVERED

C ACTION TAKEN

- ☐ Correct package provided
- ☐ Incident recorded
- ☐ Reported to BCSEA

Bhutan Council for School Examinations and Assessment | Wrong Package Opened Form Page 1 of 4

WRONG PACKAGE OPENED FORM I Incident Report
Bhutan Council for School Examinations and Assessment

D MANAGEMENT OF THE PACKAGE OPENED IN ERROR

Complete all questions. Provide full details where asked.

Has the package been resealed?

IF NOT RESEALED IMMEDIATELY: WHERE WAS IT STORED UNTIL RESEALED, AND WHO HAD ACCESS?

WHO WAS PRESENT WHILE IT WAS RESEALED?

WHEN WAS IT RESEALED? (DD/MM/YY HH:MM)

WHERE WAS IT RESEALED?

WHERE WAS IT STORED AFTER IT HAD BEEN RESEALED?

Have all the question papers been put in the resealed package?

WHO CHECKED THAT ALL QUESTION PAPERS WERE IN THE RESEALED PACKAGE?

☐ Photograph(s) of the resealed package attached as evidence.

WRONG PACKAGE OPENED FORM I Incident Report
Bhutan Council for School Examinations and Assessment

E SUPERVISION & SECURITY CONFIRMATION

Candidates were supervised continuously.	
No breach of examination security occurred.	
Candidate had no access to other papers.	
Have any candidates seen any of the contents of the question paper?	

If Yes, provide the following:

CANDIDATE NUMBER(S) AND NAME(S)

TIME THE EXAM STARTED

TIME THE ERROR WAS IDENTIFIED

Confirm candidates were not unsupervised at any point.	
Did candidates have any access to electronic devices after the exam?	
Have any staff or other person(s) seen the contents of the confidential exam materials?	

IF YES, PROVIDE NAMES AND JOB TITLES

WRONG PACKAGE OPENED FORM I Incident Report
Bhutan Council for School Examinations and Assessment

F DECLARATIONS

Invigilator

I confirm that the wrong question paper package was opened in error and all corrective measures were taken in accordance with BCSEA regulations.

NAME

SIGNATURE

DATE (DD/MM/YY)

Supervising Examiner

I verify that this incident has been handled according to examination regulations.

NAME

SIGNATURE

DATE (DD/MM/YY)

Returning this form

- Return this form in the miscellaneous box and email a copy to controller@bcsea.bt
- The form must be submitted on the same day as the incident

Notes

- Retain this form for audit and inspection purposes.
- Ensure candidates' scripts and security are fully protected.
- All incidents of wrong packages must be reported to BCSEA immediately.

F9 Examination Centre Report Form



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EXAMINATION CENTRE REPORT FORM

[TO BE COMPLETED BY THE SUPERVISING EXAMINER]

Name of the Centre

Name of Supervising Examiner

School From

Mobile Number

1. TEACHER-REPORTED PROBLEMS / ISSUES

Were there any teachers who reported a problem/issue in their subjects? Yes ☐ No ☐

If yes, ask the teacher to fill in the information in the format given below and attach it with the centre report:

Centre

Examination

Name of the Teacher

Contact Number

Problem Identified

Signature

2. INVIGILATORS

List the names of invigilator(s) and their date of reporting on a separate sheet as per the format shown below:

Sl. #	Name	School from	Date of reporting
1			
2			
3			
4			
5			

3. UNFAIR MEANS

Were there any candidate involved in unfair means in the examination? Yes ☐ No ☐

If yes, use the reporting format given below and ensure that it is attached with the candidate's question-answer booklet as specified in OGEA 2026: Chapter VII: Examination Malpractices, Offences and Sanctions

Sl. #	Name	Index No.	Subject	Examination
1				
2				
3				

BCSEA I Examination Centre Report Form Page 1 of 2



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4. CANDIDATES WHO PARTIALLY APPEARED

Please list the candidates who partially appeared in subjects on a separate sheet as per the format shown below and attach it with the Centre Report.

Sl. #	Name	Index No.	Subject	Subject/s
1				
2				
3				
4				

5. ATTENDANCE SHEET PACKING

Have you packed the Attendance Sheet for subject/s in their respective FIRST answer script packing envelope for both theory and practical papers? Yes ☐ No ☐

6. PRACTICAL EXAMINATION REPORTS

Have you packed the BHSEC Report on Physics Practical Examination, Report on Chemistry Practical Examination and Report on Biology Practical Examination forms in the respective FIRST answer script packing envelope? Yes ☐ No ☐

7. CARTON BOXES HANDED OVER TO THE CONVENER

Please list the details of the carton boxes handed over to the Convener in the format given below and attach with the Centre Report

Carton Box No	Content (e.g. English I (3 packets), English II (3 packets))
1	
2	
3	
4	
5	

8. COMMENTS AND RECOMMENDATIONS FOR IMPROVEMENT

Signature of Supervising Examiner

Date (DD/MM/YY)

BCSEA I Examination Centre Report Form Page 2 of 2

F10 Malpractice Report Form A: Candidate Form



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Malpractice Report Form A – Candidate Form

SECTION A: EXAM INFORMATION

Centre Name

Subject Name

Subject (Syllabus) Code

Paper (Component) Code

Examination Level

Centre Code

Date of incident (DD/MM/YY HH:MM)

Examination Room No

SECTION B: CANDIDATE INFORMATION

Index number

Name

Statement provided

Was the Notice to Candidates displayed outside the examination room/hall?

Were the candidates briefed on conduct of examination?

Were the candidates properly frisked?

Were the malpractice-related announcements made to candidates in the examination room/hall?

Tick the box if the following actions have been followed:

1. The candidate has been informed about the nature of the suspected malpractice. ☐
2. The candidate has been given the opportunity to submit a written statement. ☐
3. The candidate has been made aware of the possible consequences of malpractice. ☐

SECTION C: DETAILS OF YOUR INVESTIGATION

Provide a detailed report on the incident, including any investigations conducted at your centre. The report should detail how, when, and by whom the incident was identified. Please include the names of all individuals involved in or who witnessed the suspected malpractice. Use the extra sheet if required:

Do not give opinions or assumptions

BCSEA | Malpractice Report Form A – Candidate Form Page 1 of 2

SECTION C (CONTINUED): ADDITIONAL SPACE FOR THE REPORT

SUPPORTING DOCUMENTS

Tick the box if you attached copies of all documents/items listed below when submitting this form:

1. A statement from candidate involved in the incident. ☐
2. A statement from invigilator/other officials involved in the incident. ☐
3. Any unauthorised materials/evidence involved in the incident. ☐
4. Seating plans, if applicable. ☐
5. Others (specify): ☐

Returning this form

Return this form in the miscellaneous box and email a copy to controller@bcsea.bt

Guidance notes

• If malpractice is suspected during an exam, the candidate should be allowed to continue writing unless it poses a risk to other candidates or to the integrity of the examination. The invigilator should note the incident, collect any evidence, and report it after the exam.

• Collect and enclose all candidate question-answer booklet in the respective subject envelope

SIGN-OFF

Signature

Name of the Supervising Examiner

Date (DD/MM/YY)

Signature

Name of the Convenor

Date (DD/MM/YY)

F11 Malpractice Report Form B: Centre Staff Form



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Malpractice Report Form B – Centre Staff Form

This form must be used by the Supervising Examiner to report an instance of suspected centre staff malpractice.

EXAM INFORMATION

Centre Name

Examination Paper

Examination Level

Centre Code

Date and time of the incident (DD/MM/YY HH:MM)

CENTRE STAFF INVOLVED

Name of centre staff involved	Parent School	CID/EID	Role at centre

Tick the box if the following actions have been followed:

1. The staff has been informed about the nature of the suspected malpractice. ☐
2. The staff has been given the opportunity to submit a written statement. ☐
3. The staff has been made aware of the possible consequences of malpractice. ☐

DESCRIPTION OF THE SUSPECTED MALPRACTICE

Describe about the suspected malpractice, including how it was discovered, when and by whom. Use the extra sheet if required:

BCSEA I Malpractice Report Form B – Centre Staff Form Page 1 of 2

DESCRIPTION (CONTINUED): ADDITIONAL SPACE

EVIDENCE SUBMITTED

List the evidence submitted with this form. This might include statements and other evidence.

Returning this form

Return this form in the miscellaneous box and email a copy to controller@bcsea.bt

SIGN-OFF

Name of the Supervising Examiner

Date (DD/MM/YY)

Signature

F12 Centre Monitoring Compliance Assessment Report



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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	



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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)



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REPORT REVIEW CONFIRMATION

Was the report shown to the Convenor?

☐ Yes ☐ No

COMMENTS AND RECOMMENDATIONS (IF ANY)



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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

F13 Daily Incident and Candidate Movement Log Form



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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** _____ **Date** (DD/MM/YY) _____

Level / Subject _____ **Session** _____

SECTION 2: INCIDENT AND CANDIDATE MOVEMENT LOG

#	Time out	Time in	Room	Index no.	Type (code)	Details and action taken
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

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

SECTION 3: SUPERVISING EXAMINER

Name _____ **Signature** _____ **Date** (DD/MM/YY) _____

BCSEA | Daily Incident and Candidate Movement Log Form Page 1 of 1

F14 Examination Cell Entry Log Form



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Ministry of Education and Skills Development
Royal Government of Bhutan

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EXAMINATION CELL ENTRY LOG FORM

Board Examination Centre Supervision

Instructions: Record every entry to the examination cell so that the chain of custody can be shown. Enclose in the Miscellaneous Box.

SECTION 1: CENTRE & CELL DETAILS

Centre Name	Cell / Room	Lock and Key Held By

SECTION 2: ENTRY LOG

#	Date	In	Out	Name	Designation	Purpose	Initials
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							
26							
27							

Only the SE and persons authorised by the SE may enter. Report any suspected break-in at once.
Not required during handing or taking over of examination materials.

BCSEA | Examination Cell Entry Log Form Page 1 of 1

F15 Extra Booklet Issue Record Form



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EXTRA BOOKLET ISSUE RECORD FORM

Board Examination Centre Supervision

Instructions: One summary for the whole examination period; enclose in the Miscellaneous Box. Subject: pick All subjects or type one.

SECTION 1: EXAMINATION & CENTRE DETAILS

Centre Name	Examination Year	Period From (DD/MM/YY)	Period To (DD/MM/YY)

SECTION 2: EXTRA BOOKLET ISSUE RECORD

#	Date	Index no.	Candidate name	School	Examination level	Subject (all or particular)
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						
26						
27						

Candidate should write index number and name, verified by the invigilator and the SE.

SECTION 3: SIGN-OFF

SE Name	SE Signature

BCSEA | Extra Booklet Issue Record Form Page 1 of 1

F16 Handing-Taking Note (Examination Materials) Form



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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)

BCSEA | Handing-Taking Note (Examination Materials) Form Page 2 of 2

F17 Coordination Meeting: Minutes and Attendance



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COORDINATION MEETING: MINUTES AND ATTENDANCE

Board Examination Centre Supervision

Instructions: To be held by the Supervising Examiner before the first examination. Place a copy of the minutes in the Miscellaneous Box.

SECTION 1: MEETING & CENTRE DETAILS

Centre Name

Examination Year

Meeting Date (DD/MM/YY)

Venue

Start Time (HH:MM)

End Time (HH:MM)

Chaired by (SE)

Convenor

SECTION 2: AGENDA COVERED (TICK WHEN DISCUSSED)

- ☐ Code of conduct and conflict of interest
- ☐ Roles, reporting lines and who to call
- ☐ Duty roster announced on the day only
- ☐ Admission, frisking and seating
- ☐ Handling of question papers and booklets
- ☐ Late arrival, illness and washroom rules
- ☐ Malpractice: what to do and how to report
- ☐ Electronic devices and unauthorised material
- ☐ Special arrangements (scribe, reader, extra time)
- ☐ No coaching or teaching of candidates
- ☐ Daily inspection of washrooms and rooms
- ☐ Warm clothes allowed for candidates
- ☐ Emergency procedures and contacts
- ☐ Packing and handover
- ☐ Other:

SECTION 3: DECISIONS AND ACTION POINTS

BCSEA | Coordination Meeting: Minutes and Attendance Page 1 of 3

SECTION 4: ATTENDANCE (INVIGILATORS, CONVENOR, ASE, SECURITY PERSONNEL, FRISKERS)

#	Name	Role	Contact no.	Signed (initials)
1				
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SECTION 4: ATTENDANCE (CONTINUED)

#	Name	Role	Contact no.	Signed (initials)
36				
37				
38				
39				
40				

SECTION 5: SIGN-OFF

Supervising Examiner

Name

Signature

Date (DD/MM/YY)

Convenor

Name

Signature

Date (DD/MM/YY)

F18 Question-Answer Booklet Opening and Verification Record Form



ཤེས་རིག

༄༅།།འབྲུག་གི་སློབ་གྲྭའི་ཆོས་རྒྱུགས་དང་བརྟག་ཞིབ་ཚོགས་སྡེ།།
Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan

bcsea



QUESTION-ANSWER BOOKLET OPENING AND VERIFICATION RECORD FORM

Board Examination Centre Supervision

Instructions: Open envelopes only inside the examination cell, in the presence of the Convenor and the ASE or one invigilator.
Enclose this record in the Miscellaneous Box.

SECTION 1: EXAMINATION & CENTRE DETAILS

Centre Name

Examination Year

SECTION 2: OPENING AND VERIFICATION RECORD

#	Date	Examination Level	Subject	Session	Seal intact?	Time opened	Sign of SE	Sign of Convenor	Sign of ASE/ Invigilator
1									
2									
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BCSEA | Question-Answer Booklet Opening and Verification Record Form Page 1 of 3

SECTION 2: OPENING AND VERIFICATION RECORD (CONTINUED)

#	Date	Examination Level	Subject	Session	Seal intact?	Time opened	Sign of SE	Sign of Convenor	Sign of ASE/ Invigilator
32									
33									
34									
35									
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SECTION 3: PROBLEMS FOUND

- ☐ Wrong paper in the package
- ☐ Papers short or incomplete
- ☐ Pages missing or misprinted
- ☐ Package damaged or seal broken
- ☐ Erratum notice received

SECTION 4: ACTION TAKEN

If a wrong package is opened, complete Form F8 and keep the packet sealed in a new envelope signed by the SE and Convenor.

SECTION 5: SUPERVISING EXAMINER

Name	Signature	Date (DD/MM/YY)