



REPORT OF OBSERVER-CUM-COORDINATOR

CENTRE NO: _____

CENTRE CODE: _____

Name of the Examination Centre : _____

Date and Time of Examination : _____

Name of the Examination : _____

I - Arrival/Departure time of Centre Superintendent		
1	Arrival Time at the Centre	
2	Departure Time of Centre Superintendent	
3	Whether full Co-operation given by Centre Superintendent in the conduct of Examination	
II - General Arrangements at the Examination Centre		
1	Whether seating arrangements were displayed on the notice Board.	
2	Whether there was proper seating arrangement for the candidates in the examination hall/ rooms.	
3	Whether there were proper lighting arrangements in the examination rooms	
4	Whether there were proper arrangements of drinking water for the candidates.	
5	Whether there were proper sanitation arrangements.	
6	Whether toilet blocks of Center checked to ensure that no cheating material was kept there.	
III. Before the Commencement of Examination		
1	Whether the packets containing the question booklets were in sealed condition.	
2	Whether the packets containing the question booklets were opened at the specified time in the presence of the Observer-Cum-Coordinator & Centre Supdt.	
3	Whether the extra question booklets were immediately packed & sealed after distributing the required number of question booklets in each examination room.	
4	Whether any person other than teaching or clerical staff of the school was allowed to be deployed as invigilator? If yes, why? What action has been taken by you against that invigilator?	
5	Whether the Chief Invigilator has taken an undertaking that none of the relations of the Invigilators or staff engaged on duty are appearing in the Centre.	
6	Whether the examination started at the scheduled time.	
IV During the Examination		
1	Whether the Invigilator(s) duly signed the list of absentee candidates along with attendance sheets.	

2	Whether the Invigilators submitted the details of absentee candidates along with the unused Question Booklets/OMR Answer Sheets immediately as per the time schedule.	
3	Whether the Invigilators and the Chief Invigilator have signed all the attendance sheet?	
4	Whether the Centre Superintendent inspected the Examination Hall/ Room.	
5	Whether any candidates was found engaged in any type of malpractices during the examinations. If 'yes' state his/ her Roll Number, name and other details. Complete details of disputed candidates who were allowed to attend on conditional basis should be reported.	
V After completion of the Examination		
1	Whether there was any delay in collection of Answer sheets if 'yes' the reason thereof.	
2	Whether the packing of Question Booklets/OMR Answer Sheets was done as per instructions.	
3	Whether any candidate was found using any unfair means; if 'yes' whether the material recovered and a copy of the FIR lodged and all the relevant documents were forwarded to the Board	
4	Whether the Centre Superintendent handed over the sealed packets of answer sheets to the Observer-Cum-Coordinator after the completion of the examination as per the time schedule.	
5	Whether the Question Booklets/OMR Answer Sheets and Attendance Sheets were packed and sealed in separate steel trunks and covers by the Centre Superintendent of the center and were handed over to the Observer-Cum-Coordinator as per the time schedule.	
6	Whether mobile jammer, if installed, was working or not?	
7	Any other point.	

I certify that no person was allowed to work as invigilator, Asstt. Centre Superintendent, Exam In charge or on any other examination duty in the Centre other than the teaching/clerical staff of the same school.

(Signature of the Assistant Observer)

(Signature of the Observer-Cum-Coordinator)