



**BALUCHISTAN EXAMINATION &
ASSESSMENT COMMISSION, QUETTA**
Monitoring Form for 5th and 8th Grad Exams 2017

District Education Officer Name: _____ Contact No: _____

Name of RTSM Staff: _____ Designation: _____

General Information

1. Name of the Examination Centre: _____

2. Name of Examination: _____ Year _____ Subject/Paper: _____

3. Date of Visit: _____ Time: From: _____ To: _____

4. Total candidates (list/attendance with Superintendent): _____ 4.1. Total Candidates (Head count): _____

5. Seating Plan followed (Yes/No): _____ (check if it's as per Roll # slips/serial wise)

6. Paper start time: _____ 6.1. Paper end time: _____

Physical Check of the Supervisory staff

7. Name and Designation of Supdt: _____

7.1. Cell No. _____ 7.2. Place of Posting: _____

8. Name & Designation of Deputy Supdt: _____

8.1. Name & Designation of Additional Supdt: _____

9. No. of Invigilators _____

Facilities at Exam Centres

10. Furniture/Chair/Desk for candidates (Yes/No): _____ Washroom (Yes/No): _____

11. Electricity (Yes/No): _____ Heating – Gas Heater, etc. (Yes/No): _____

12. Cooling – Fan, proper ventilation, etc. (Yes/No): _____ Boundary Wall (Yes/No): _____

13. Drinking water facility in the hall or room (Yes/No): _____

14. Tick the type of examination centre: a. Hall: ____ b. Rooms: ____ c. open space: ____ d. others: ____

14.1. If option 'C' then what kind of open space it is: _____

15. Seating capacity: a. Hall: ____ b. Rooms: ____ c. open space: ____ d. others: ____

Balance of Question paper/Answer Sheets

16. No. of Question papers provided: _____ 15.1. Signature of Supdt on sealed envelop: (Yes/No): _____

17. No. of answer sheets provided to examination centre _____ 17.1. No. of Answer sheets used: _____

17.2. No. of answer sheets unused: _____ 17.3. No. of answer sheets distorted/damaged: _____

17.4. No. of answer sheets missed out: _____

Observation of Unfair Means

18. Any unfair means observed (explain briefly): _____

19. Action taken by Superintendent/DEO: _____

Remarks of the Monitor

Guiding Notes:

- Unfair Means (UFM) to be immediately shared through whats app group for course of action. UFM could be in various forms, such as: observation of open cheating; outsider/s in the examination hall/room, etc.; supervisory staff helping students in cheating; students were openly helping each other; impersonation; Others – please explain briefly above in serial 17.
- Detail monitoring summary to be shared on whats app group after completion of paper/exam daily
- RTSM staff to be shuffled in a day or two to ensure maximum accountability and unbiasedness during monitoring and reporting.
- Remarks section should be very precise stating the overall summary of your monitoring the examination centre.
- RTSM staff who visit at the start of the paper will note the paper start timing and staff visit at the end of paper will note the end timing.

Signature of RTSM Staff