

**BOARD OF SECONDARY EDUCATION, ASSAM**

Bamunimaidam, Guwahati-781021

Daily Report Format for Supervising Officer

HSLC Examination-2024

1. Name of the Supervising Officer:							
2. Name of the centre visited (with code):		3. Distance (in K.M.):					
4. Subject of Examination		5. Date of Examination:					
6. Name of the Centre In Charge:							
7. No of Candidates in the centre:		Male:		Female:		Total:	
8. Condition of the examination centre (please tick):							
8.1. Fencing/Boundary Wall: (please tick)		<input type="checkbox"/> Fully Covered		<input type="checkbox"/> Partially Covered		<input type="checkbox"/> Not Available	
8.2. Condition of classroom/ ventilators/ lightening arrangements/ desk benches		<input type="checkbox"/> Available		<input type="checkbox"/> Partially Available		<input type="checkbox"/> Not Available	
8.3. CC TV camera and recording		<input type="checkbox"/> Covered All Rooms		<input type="checkbox"/> Partially Covered		<input type="checkbox"/> Not Available	
8.4. Provision of drinking water facility:		<input type="checkbox"/> Yes		<input type="checkbox"/> No			
8.5. Seating plan and arrangement:		<input type="checkbox"/> As per instruction		<input type="checkbox"/> Not as per instruction			
8.6. Adequacy, cleanliness and condition of temporary urinals		<input type="checkbox"/> Fair		<input type="checkbox"/> Good		<input type="checkbox"/> Excellent	
8.7. Whether unfair means/ malpractice opted by students?		<input type="checkbox"/> Yes		<input type="checkbox"/> No			
9. Your overall comment about the adequacy of the centre to organize the examination:		<input type="checkbox"/> Safe		<input type="checkbox"/> Sensitive		<input type="checkbox"/> Hypersensitive	
10. Were the instructions given about the conduct of examination followed strictly?		<input type="checkbox"/> Yes		<input type="checkbox"/> No			
11. If No give reasons for the same and what action you took regarding the same.							
12. Temporary register for students going to the urinal/ drinking water		<input type="checkbox"/> Yes		<input type="checkbox"/> No			
13. Was security provided for bringing the sealed packets to the examination centre and for dispatch of the packed answer scripts? What action was taken for packets that could not be dispatched on the same day after the examination was over							
14. Your views on discharge of duties by Centre in Charge:							
15. Your views on discharge of duties by Invigilators:							
16. If any candidate was warned or expelled, please furnish the Roll No's of the expelled candidates along with relevant documents:		Roll No.		Name of the Candidate			
17. Total no's of candidates:		Absent:		Present:		Expelled:	
18. Your views on security arrangements in and out of the centre:							
19. Please list out the officials/ invigilators involved in the examination process who deserves special commendation or who did not offer co-operation in conformity to normal examination norms, giving detail:							
20. Your overall views/ comments/ suggestions/ and action needs to be taken about conduct of examination in the centre:							
Date: __/__/____		(Signature of Supervising Officer) Designation: _____ Mobile No: _____					

Note: 1. Please handover this report to DPO/ Secretary, SEBA Regional Office for onwards uploading on SEBA portal every day after examination.
2. If you feel that any other/ additional information needs to be shared with SEBA that may kindly be sent to SEBA directly via Post / E mail / Whats app etc.