



Centre Monitoring Compliance Assessment Report

Inspector Name:	
Centre Code:	
Centre Name:	
Dzongkhag:	
Exam in Progress:	

Section A: Exam Timing and Monitoring

Complete each box: ✓ if satisfactory, X if unsatisfactory or N/A if not applicable.

Criteria	✓ / X / N/A
Exam timetable accurate & Exam timing applied correctly	Select
Monitoring carried out before, during, and after the examination	Select
Monitoring procedures applied correctly & recorded	Select
Invigilation roster accurately maintained	Select

Section B: Security of Confidential Exam Materials

Complete each box: ✓ if satisfactory, X if unsatisfactory or N/A if not applicable.

Criteria	✓ / X / N/A
Secure room door solid & with strong locks and tamper-proof hinges (Presence of CCTV)	Select
Any glass panels in secure room door fitted with metal bars or active alarm	Select
Secure room & secure container locked when not in use	Select
Suitable safe with locking mechanism	Select
Metal cabinet is fitted with additional security features (e.g. locking bar and bolted to floor and/or wall)	Select
Controlled and independent access to secure storage	Select
Keys stored securely	Select
Correct number of key holders maintained (Supervising Examiner and Convenor only)	Select
Question papers and other confidential exam materials stored securely and remain sealed until authorised opening time	Select
All incoming and outgoing exam materials (e.g., question papers, scripts) checked and recorded properly	Select
24-hour security rule observed	Select



Section C: Exam Room(s) and the Conduct of Exams

Complete each box: ✓ if satisfactory, X if unsatisfactory or N/A if not applicable.

Criteria	✓ / X / N/A
Reliable clock(s) displayed & visible	Select
Notice to Candidates displayed & visible	Select
Suitable examination room/hall with appropriate conditions	Select
Date and actual start & finish times of each exam displayed	Select
Syllabus & component codes of each exam displayed	Select
No helpful display material present	Select
Papers Sealed in candidate index number order	Select
Index or candidate numbers on desks	Select
Desks sufficiently spaced & arranged	Select
Correct ratio of invigilation (1: 25)	Select
Invigilators mobile and attentive	Select
Invigilators able to obtain assistance easily	Select
Process for identifying candidates (Admit Cards)	Select
Candidate Attendance sheet completed	Select
Seating plan completed & accurate	Select
No unauthorised materials	Select
Correct announcements made	Select
Scripts collected, packed & sealed correctly	Select
Assistant Supervising Examiner Present	Select
Convenor present	Select

Time Details (24-Hour Format)

Time Arrived :

Time Left :

Exam Start Time :



Report Review Confirmation

Was the report shown to the Convenor?

☐ Yes ☐ No

Comments and Recommendations (If Any)



Centre Representative Details

Name of Supervising Examiner :

Signature :

Name of Convener :

Signature :

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