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

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

#	Name	Role	Contact no.	Signed (initials)
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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)