QUESTION-ANSWER BOOKLET OPENING AND VERIFICATION RECORD FORM

Board Examination Centre Supervision

Instructions: Open envelopes only inside the examination cell, in the presence of the Convenor and the ASE or one invigilator. Enclose this record in the Miscellaneous Box.

SECTION 1: EXAMINATION & CENTRE DETAILS

Centre Name

Examination Year

SECTION 2: OPENING AND VERIFICATION RECORD

#	Date	Examination Level	Subject	Session	Seal intact?	Time opened	Sign of SE	Sign of Convenor	Sign of ASE/ Invigilator
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
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22									
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25									
26									
27									
28									
29									
30									
31									

SECTION 2: OPENING AND VERIFICATION RECORD (CONTINUED)

#	Date	Examination Level	Subject	Session	Seal intact?	Time opened	Sign of SE	Sign of Convenor	Sign of ASE/ Invigilator
32									
33									
34									
35									
36									
37									
38									
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58									
59									
60									

SECTION 3: PROBLEMS FOUND

- ☐ Wrong paper in the package
- ☐ Papers short or incomplete
- ☐ Pages missing or misprinted
- ☐ Package damaged or seal broken
- ☐ Erratum notice received

SECTION 4: ACTION TAKEN

If a wrong package is opened, complete Form F8 and keep the packet sealed in a new envelope signed by the SE and Convenor.

SECTION 5: SUPERVISING EXAMINER

Name

Signature

Date (DD/MM/YY)