No. S.F. 8

SUPERINTENDENT REPORT

REGARDING CONDUCT OF EXAMINATINO

To be sent to the Assistant/Deputy Controller (Conduct) within a week of the termination of the Examination.

1- Centre No and Name of Centre _____

2- Examination _____

3- Date of commencement of Examination _____

4- Date of termination of written Examination _____

5- Date of reaching in the Centre of Examination_____

6- Arrangement made by the Supdt for residence. _____

7- Date on which envelopes of Question Paper were received._____

8- Condition of seals of the Questions Papers envelopes_____

9- Arrangements made by the Supdtt for carrying of envelope of Question Paper and depositing solved answer book from/to the Bank. To/from the centre.

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10- Date on which Superintendent was not present at the Centre_____

11- Date of Submission of Report_____

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1- Please report below for information of Controller of Examination about the conduct of the examination held at your centre, pointing out herein infrignment of rules. If any other by yourself or any of the Supervisors or by the cnadidate.

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2- Please report further on the following points:

Was this ideal centre or had it some defects? In the later case please point out the defects and suggest improvement:

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3- Was the number of candidates sealed, at this centre, with in capacity at. 3 sq. ft. Per candidate or was it over or under its capacity? In the later case what was the maximum capicty of this centre:

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4- Did you get adequate furniture for efficient conduct of the Examination or did you hire some?

Please name the institutions which co-operated in lending the use of the school furniture.

Also mention if any of the institutions declined to lend furniture for the purpose.

5- **Discrepancies in the Question Paper, if any.**

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6- **Complete list of the Supervisory staff who had actually worked with special reference to the replacement; if any**

Sr. No.	Name and Address	Designation	Remarks
1-	_____	Superintendent	
2-	_____	Deputy Superintendent	
3-	_____	Invigilator	
4-	_____	Do	
5-	_____	Do	
6-	_____	Do	
7-	_____	Do	
8-	_____	Do	
9-	_____	Do	
10-	_____	Do	
11-	_____	Clerk	

7- Numbers of unfairmeans cases reported to the Controller of Examination separately (Roll Nos. of candidates involved should be given)

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8- The numbers of candidates belonging to the other centres, who for one reason or the other had been admitted at your centre Roll Nos. of such candidates quoting against each, the subject and paper in which the admission was allowed as special case; should be give.

(Superintendent should note that such admission have ordinarily to be avoided and ate permissible onlyon the first day of Examination at places where there are more than one centre.)

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9- General remarks if any:-

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Superintendent

Dated_____20_____ _____Examination,

_____Centre