

PONDICHERY UNIVERSITY PUDUCHERRY

PROFORMA - 15 REPORT OF THE OBSERVER

Name of the Centre :

Period from _____ to _____ No. of Session : _____

- ❖ Whether contacted the Chief Superintendent of Exam Centre prior to the exams and confirmed the arrangements made for conduct of exams such as Exam halls, Invigilators, question papers, answer sheets etc.

Yes	No
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- ❖ Whether present at the time of opening of sealed question paper packets.

Yes	No
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- ❖ Whether Adequate number of Question Papers for the examinations has been received from the University.

Yes	No
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- ❖ Is the balance of question papers after distribution to the examinees verified.

Yes	No
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- ❖ Whether the seating plan was displayed outside the exam hall.

Yes	No
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- ❖ Whether does the seating arrangement of the students was as per the guidelines of the University.

Yes	No
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- ❖ Whether blank answer scripts (main & additional) stationery items, Date war & Galley and other related items had been received and kept ready for conducting exams.

Yes	No
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- ❖ Whether Notice as to not to resort to any unfair means was displayed outside the examination halls.

Yes	No
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- ❖ Whether books and study materials were kept outside the exam halls.

Yes	No
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- ❖ Whether the supervision of the invigilators was effective.

Yes	No
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- ❖ Whether any unfair means noticed during your visit. If so, details (separate sheet to be attached)

Yes	No
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- ❖ Confirmed whether the Main Sheets having facsimile of Chief Superintendent of the Centre.

Yes	No
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- ❖ Whether additional Sheets had the signature of the Invigilator.

Yes	No
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- ❖ Whether the examinees have proper hall tickets.

Yes	No
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- ❖ Whether the written answer scripts were put in covers number wise, subject wise immediately after collecting them from the students and sealed with the signatures of the observer and the chief superintendent.

Yes	No
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- ❖ Whether sealed covers with the absentee statements in the prescribed proforma had been dispatched daily to the Controller of Examinations, Pondicherry University.

Yes	No
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- ❖ Whether present during packing and sealing of the answer scripts after the day's exams are over.

Yes	No
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- ❖ Whether blank answer sheets, question papers are kept under proper custody.

Yes	No
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- ❖ Whether proper record of issue of additional sheets to the examinees is maintained.

Yes	No
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- ❖ Whether the exams were conducted perfectly as per the University instructions and guidelines.

Yes	No
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Observations/Recommendations, if any :

Signature of the Observer :
(with date)

Name & Designation :

Note:

This report is to be submitted to the Controller of Examinations, Exam Wing.