

5. Question Paper Preparation & Security

Parameter	Status	Remarks
Question Papers Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Blueprint Followed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Moderation Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Uploaded Securely (ERP/System)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Printed & Sealed	<input type="checkbox"/> Yes <input type="checkbox"/> No	

6. Exam Conduct Monitoring

Parameter	Status
Exams Started on Time	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fair Conduct Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attendance Recorded	<input type="checkbox"/> Yes <input type="checkbox"/> No
Late Entry Rules Followed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unfair Means Cases Reported	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. Attendance Record

Room No.	Class	Total Students	Present	Absent	Remarks

8. Answer Sheet Collection & Tabulation

Parameter	Status
Answer Sheets Collected	<input type="checkbox"/> Yes <input type="checkbox"/> No
Count Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bundled Subject-wise	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sent for Evaluation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marks Tabulation Plan Ready	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Diagnostic Assessment & Analysis

Parameter	Status
Question-wise Analysis Planned	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weak Areas Identified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remedial Plan Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Compliance Checklist

Parameter	Status
Schedule Finalized	<input type="checkbox"/> Yes <input type="checkbox"/> No
Seating Plan Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Invigilation Assigned	<input type="checkbox"/> Yes <input type="checkbox"/> No
Papers Secured	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exam Conduct Smooth	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. Issue Log & Action Taken

Issue	Action Taken	Responsible Person	Status

12. Challenges Faced

- _____
- _____

13. Suggestions / Improvements

- _____
- _____

14. Final Remarks

15. Signatures

Role	Name & Signature	Date
Examination Incharge		
Invigilator		
Academic Coordinator		
Principal		