

UNIVERSITY OF MORATUWA – CONDUCT OF EXAMINATIONS

SUPERVISOR'S CHECKLIST & REPORT

Date of Examination:..... Session:..... Examination:.....

Supervisor: Exam Hall:.....

Time of Collection of Question Papers:.....

Time of Commencement of Examination:.....

Area Evaluated	Yes	No	Remarks
Condition of the Examination Hall			
Exam Hall was clean and tidy			
Tables and Chairs were well arranged			
Ventilation was adequate			
No external disturbances			
Examination Hall was not over crowded			
Other Services were satisfactory (optional)			
Invigilation and Support Staff			
• Invigilators:			
Punctual & Present 15 minutes earlier			
Attendance were satisfactory			
Number of Invigilators was adequate			
Functions were well performed			
• Hall Attendants:			
Punctual & present before 15 minutes / earlier			
Attendance were satisfactory			
Number of Attendants was adequate			
Functions were well performed			
Examination Paper(s)			
Examination Papers were legible & clear			
Clarity of Instructions was satisfactory			
Related information provided			
Any announcements made			
Examination Procedures			
Sufficient access to Rules & Regulations			
Availability of various forms was adequate			
Supply of required stationary was adequate			

Any other comments:.....

I certify that the above observations have been made to the best of my judgement.

Signature of the Supervisor:.....

Follow up action taken:.....

Signature (Dean/SAR Examinations):.....Date:.....

Note: Copy of the completed form to be sent to the Supervisor for information