
Examination Supervisor Report

1. Report Information

- **Supervisor's Name:** [Full Name]
- **Examination Title:** [e.g., Final Semester Exam]
- **Exam Date:** [DD/MM/YYYY]
- **Exam Location:** [Venue Name or Code]
- **Report Date:** [DD/MM/YYYY]

2. Examination Summary

- **Number of Candidates:** [Total number of examinees]
- **Duration of Examination:** [Start Time – End Time]
- **Invigilators Present:** [List or number of invigilators]

3. Observations

- **Overall Conduct:** Note the general environment and adherence to rules.
- **Incidents:** Highlight any irregularities, rule violations, or technical issues.
- **Candidate Behavior:** Summarize observations about candidates.

4. Issues and Actions Taken

- **Issues Observed:** Describe any disruptions or problems.
- **Actions Taken:** Detail steps taken to resolve issues.

5. Recommendations

- **Improvements Needed:** Suggest measures for smoother conduct in future exams.

- **Additional Support:** Highlight any additional requirements (e.g., more staff, equipment).

6. Conclusion

Summarize the overall success and areas for improvement.

7. Supervisor's Signature

Name: [Full Name]

Signature:

Date: [DD/MM/YYYY]