## horizontal line**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]