



HANDBOOK
FOR
SUPERVISING EXAMINER

(BHSEC, BCSE, LCSC and CE VIII)
DECEMBER 2022 EXAMINATIONS

EDITORIAL ADVICE

Ms. Kesang Deki Tshering, Controller of Examinations

CONTRIBUTORS

Mr. Pema Wangdi, Examination and Assessment Officer (Specialist)
Mr. Shriman Gurung, Examination and Assessment Officer (Specialist, SEN)
Mr. Karma Jigme Lepcha, Examination and Assessment Officer (Specialist)
Mr. Loden Chozin, Examination and Assessment Officer (Specialist)
Ms. Sharda Rai, Examination and Assessment Officer (Specialist)
Mr. Kinley Dorji, Examination and Assessment Officer (Specialist)
Ms. Kencho Dem, Examination and Assessment Officer (Specialist)
Ms. Renuka Chettri, Examination and Assessment Officer
Ms. Sapna Subba, Examination and Assessment Officer
Mr. Sherab Gyeltshen, Examination and Assessment Officer
Ms. Karma Chuki, Adm. Asst, SED, BCSEA

LAYOUT & DESIGN

Mr. Karma Jigme Lepcha, Examination and Assessment Officer (Specialist), BCSEA

FOURTH EDITION 2022

Copyright ©2021 by Bhutan Public for School Examinations and Assessment
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publisher.

THE PURPOSE

The Bhutan Council for School Examinations and Assessment (BCSEA) as an organization for the conduct of public examinations annually, upholds the principle of fair and successful conduct of the national examinations.

For this prime purpose, competent examination conducting officials are deputed by BCSEA as Supervising Examiners.

The Supervising Examiners as the custodian of public examinations perform their duties professionally with a high sense of integrity.

Please read the following chapters from the *Rules and Regulations for the Conduct of Public Examinations in Bhutan, 2022* related to the conduct of examinations.

1. Chapter 2 Conduct of Examinations
2. Chapter 3 Contingency Plans for Disasters and Emergencies
3. Chapter 4 Examination Malpractice, Offences and Penalties
4. Chapter 7 Special Arrangements and Special Considerations

TABLE OF CONTENT

CHAPTER 1 SUBJECTS OFFERED IN THE PUBLIC EXAMINATION	1
1.1 Bhutan Certificate of Secondary Education.....	1
1.2 Bhutan Higher Secondary Education Certificate	1
1.3 Language and Culture Studies Certificate (LCSC X)	2
1.4 Language and Culture Studies Certificate (LCSC XII)	3
1.5 Overall Summary.....	4
BHSEC.....	4
BCSE	4
LCSC XII	4
LCSC X.....	4
CE VIII.....	4
CHAPTER 2 SPECIAL FEATURES 2021 EXAMINATIONS	5
2.1 New BCSE (X) Centres	5
2.2 New BHSEC (XII) Centres	5
2.3 Centres Mergers.....	5
2.4 Technical and Vocational Education and Training (TVET).....	7
2.5 Language and Culture Studies Certificate (LCSC X) examination	8
2.6 Foreign Language	8
2.7 Media Studies: Old and New Curriculum	9
2.8 Commerce: Old Curriculum.....	9
2.9 Practical Examinations	9
2.10 Special Need Candidates	10
2.11 Paper storage and arrangement	12
2.12 Examination Conducting Officials.....	12
2.13 Attendance and Admit Card	12
2.14 Other important reminders	13
APPENDIX.....	15
Appendix 1 Letter of Undertaking - Examinations conducting officials	15
Appendix 2 Declaration Form for Invigilators	16
Appendix 3 Centre Inspection Checklist Form.....	17
Appendix 4 Examinations Centre Report Form	20
Appendix 5 Report of Malpractice.....	22
Appendix 6 Declaration of Conflict of Interest.....	23

CHAPTER 1 SUBJECTS OFFERED IN THE PUBLIC EXAMINATION

1.1 Bhutan Certificate of Secondary Education

The candidates registered for BCSE examination shall be appearing for the following subjects:

Compulsory Subjects

- Dzongkha (I & II): (any other second language for foreign students)

Note: There is only one second language paper for foreign students.

- English (I & II)
- Mathematics
- Science:
 - Physics
 - Chemistry
 - Biology
- History, Civics and Geography:
 - HCG 1 (History and Civics)
 - HCG 2 (Geography)

Optional Subjects

The candidates should take a sixth subject, which may be ANY ONE of the following:

- Economics
- Agriculture for Food Security
- Environmental Science
- Technical and Vocational Education and Training Courses (Automobile, Electrical, Welding, Plumbing, Masonry, Tailoring, Painting, Furniture Making and, Computer Hardware and Networking)

1.2 Bhutan Higher Secondary Education Certificate

The candidates registered for BHSEC examination shall be appearing for the following subjects under each stream:

Arts:

Compulsory subjects:

- English (I & II)

- Dzongkha (I & II for Bhutanese)

Elective Subjects:

- Geography, History; Economics, Business Mathematics, Rigzhung, Media Studies, Agriculture for Food Security (AgFS), Second Language (for foreign students); Environmental Science.

Commerce:

Compulsory subjects:

- English (I & II)
- Dzongkha (I & II for Bhutanese)

Elective Subjects:

- Business and Entrepreneurship (Commerce), Accountancy, Economics, Business Mathematics, Rigzhung, Media Studies, Environmental Science, Agriculture for Food Security (AgFS), Second Language (for foreign students).

Science:

Compulsory subjects:

- English (I & II)
- Dzongkha (I & II for Bhutanese)

Elective Subjects:

- Physics, Chemistry, Biology, Mathematics, Rigzung, Media Studies, Agriculture for Food Security (AgFS), Second Language (for foreign students), Environmental Science.

1.3 Language and Culture Studies Certificate (LCSC X)

The candidates registered for LCSC (X) examination shall be appearing for the following subjects:

Compulsory Subjects:

- Dzongkha (I & II)
- English (I & II)
- Ngagdron
- Suumtag Dhuedhom

Optional subjects: candidates should take any ONE of the following subjects:

- Lhadri
- Jungrab
- Tsi

- Lhadri
- Agriculture for Food Security

1.4 Language and Culture Studies Certificate (LCSC XII)

The candidates registered for LCSC (XII) examination shall be appearing for the following subjects:

Compulsory Subjects:

- Dzongkha (I & II)
- English (I & II)
- Choedjug
- Ngagdron & Tagjug
- Nyengag

Optional subjects: candidates should take any ONE of the following subjects:

- Gyelrub
- Luzhey & Nyenchha
- Driglam
- Tsi
- Media Studies

1.5 Overall Summary

BHSEC

Boy	Girl	Total
6125	7358	13483

BCSE

Boy	Girl	Total
4846	5765	10611

LCSC XII

Boy	Girl	Total
103	126	229

LCSC X

Boy	Girl	Total
5	2	7

CE VIII

Note: CE VIII starts on December 19 and will end on December 26, 2022

Boy	Girl	Total
5520	6393	11913

Summary of Schools (centres) after merging some LSSs with MSSs and HSSs

Sl #	Levels	Number
1	LSS	41
2	HSS	10
3	LSS + MSS	70
4	MSS + HSS	27
	Total centres	195

CHAPTER 2 SPECIAL FEATURES 2021 EXAMINATIONS

2.1 New BCSE (X) Centres

There are 7 middle secondary schools appearing for the BCSE (X) Examination for the first time. However, Bhutan Football Academy candidates will be appearing in the BCSE examination from Loselling MSS, Thimphu.

SI #	SCHOOL
1	KELKI HIGHER SECONDARY SCHOOL
2	RIGZOM ACADEMY
3	JAMPEL HIGHER SECONDARY SCHOOL
4	NORBU ACADEMY
5	LINGMETHANG MIDDLE SECONDARY SCHOOL
6	BHUTAN FOOTBALL ACADEMY
7	TSIMALAKHA MIDDLE SECONDARY SCHOOL

2.2 New BHSEC (XII) Centres

There are 4 higher secondary schools appearing in the BHSEC (XII) Examination for the first time.

SI #	SCHOOL
1	DECHENTSEMO CENTRAL SCHOOL
2	TASHIDINGKHA HIGHER SECONDARY SCHOOL
3	CHUNDU ARMED FORCES PUBLIC SCHOOL
4	GOMDAR CENTRAL SCHOOL

2.3 Centres Mergers

The following 21 lower secondary schools will be appearing their CE VIII from either MSSs or HSSs as shown below. CE VIII examinations will be held in the morning with the BHSEC examination. The CE VIII candidates will be seated with the BHSEC candidates, side by side in the higher secondary schools. **Supervising Examiners must ensure that invigilators are vigilant especially in such centres.** Supervising Examiners should pack their papers accordingly attaching the correct carton sticker labels.

Center Name	New centre
BUMTHANG	JAKAR HSS
	WANGDUECHHOELING LSS
GASA	BJISHONG CS
	LAYA CS (X & VIII)

Center Name	New centre
GELEPHU THROMDE	GELEPHU HSS
	GELEPHU LSS
HAA	GONGZIM UGYEN DORJI CS
	KATSHO LSS
PARO	DRUKGYEL CS
	DRUKGYEL LSS
PARO	UTPAL ACADEMY
	UTPAL LSS
PEMAGATSHEL	NANGKOR CS
	SHUMAR LSS
PHUNTSOLING THROMDE	PHUENSTHOLING LSS
	PHUENSTHOLING MSS
PUNAKHA	DECHENTSEMO CS
	THINLEYGANG LSS
SAMDRUP JONGKHAR	ORONG CS
	ORONG LSS
SAMTSE	DOROKHA CS
	DOROKHA LSS
SAMTSE	SAMTSE HSS
	SAMTSE LSS
THIMPHU THROMDE	LOSELING MSS
	BHUTAN FOOTBALL ACADEMY
THIMPHU THROMDE	MOTITHANG HSS
	JIGME NAMGYEL LSS
THIMPHU THROMDE	NIMA HSS
	TABA LSS
THIMPHU THROMDE	YANGCHENPHUG HSS

Center Name	New centre
	ZILNEON NAMGYELING LSS
TRASHIGANG	JIGME SHERUBLING CS
	KHALING LSS
TRASHIGANG	RANGJUNG CS
	SAKTENG LSS
TRASHIYANGTSE	BAYLLING CS
	TRASHIYANGTSE LSS
ZHEMGANG	ZHEMGANG CS
	ZHEMGANG LSS

Note: SEs placed in MSSs, please note that your centre will be conducting CE VIII in the mornings as per the list given above.

2.4 Technical and Vocational Education and Training (TVET)

This is the 2nd year since the introduction of BCSE TVET examinations. In schools there are 7 BCSE (X) centres offering TVET in 9 courses. A total of 108 candidates will be appearing in these courses in both theory and practical examinations for the first time. The papers for the courses will be mailed as an encrypted question papers to the concerned SEs a day before the examination and the password will be sent an hour before the examination as a text message. Please use the BCSE stationery (cellotape and packing envelope) for enclosing the answer scripts and label accordingly. VEs will be sent to conduct the practical examinations. The details are given below:

Note: The candidates given in Serial Nos. 3, 4 and 9 are supplementary and will not be appearing for the practical examination.

SI #	Trades	School Name	Total
1	Automobile	Babesa HSS, Thimphu	09
2	Automobile	Bajothang HSS, Wangdue	10
3	Automobile	Losel Gyatsho Academy, Sarpang	01
4	Automobile	JigmeSHSS, Trashigang	01
5	Electrical	Khuruthang MSS, Punakha	05
	Welding		06

SI #	Trades	School Name	Total
6	Electrical	Punakha CS, Punakha	06
	Welding		03
7	Masonry	Chumey MSS, Bumthang	03
8	Tailoring	Bayling HSS, Trashiyangtse	18
	Painting		11
9	Painting	Kelki HSS, Thimphu	01
10	Electrical	Ranjung CS, Trashigang	13
	Furniture making		12
	Computer Hardware and Networking		09
		Total	108

2.5 Language and Culture Studies Certificate (LCSC X) examination

A total of 7 candidates will be appearing for the LCSC (X) examination from Taktse CS, Trongsa. Except for English I & II and Dzongkha I & II, the remaining 3 subjects will be mailed as an encrypted question paper to the concerned SEs a day before the examination and the password will be sent an hour before the examination as a text message. Please use the BCSE stationery (cellotape and packing envelope) for enclosing the answer scripts and label accordingly.

2.6 Foreign Language

For centres with foreign second language papers, encrypted question paper and answer sheet will be mailed to the concerned SEs a day before the examination and the password will be sent an hour before the examination as a text message.

Like last year, SEs are requested to scan the answer scripts and send to **controller@bcsea.bt** as a **SINGLE PDF** document. Please label and enclose the answer script in the miscellaneous box.

There are 4 candidates registered for BCSE (X) foreign second language papers in the following centers:

SI #	Subject/Paper	School Name	Total
1	Malayalam	Punakha CS	1

Sl #	Subject/Paper	School Name	Total
2	Hindi	Gelephu HSS	1
3	Hindi	Gongzim Ugyen Dorji Central School, Haa	1
4	Hindi	ELC HS, Thimphu	1
		Total	4

There are 4 candidates registered for BHSEC foreign second language papers in the following centers:

Sl.#	Subject/Paper	School Name	Total
1	Hindi	Pelkhil School, Thimphu	3
2	Hindi	Wangbama CS, Thimphu	1
		Total	4

2.7 Media Studies: Old and New Curriculum

For the 2022 BHSEC examination, there will be two papers, Old and New Curriculum for Media Studies. Please distribute the papers as per candidate registration.

There are about 198 candidates who have registered for OC. The OC question paper will be sent as an encrypted question paper to the concerned SEs a day before the examination and the password will be sent an hour before the examination as a text message.

2.8 Commerce: Old Curriculum

For the 2022 BHSEC examination, the Commerce stream supplementary and failed candidates will be appearing in Commerce (OC), and regular candidates in Business and Entrepreneurship (NC).

2.9 Practical Examinations

- BCSE TVET practical examinations will be conducted for 9 trades as mentioned earlier by VEs.
- The final BCSE TVET courses practical instructions will be sent to the principals concerned a month ahead of the examination for preparation.
- SE should support VEs in conducting the practical examination and follow the instructions sent to the VEs.

2.10 Special Need Candidates

- The question answer booklet for low vision candidates is provided in A4 size, font 18.
- For some of these candidates, Braille papers will be provided.
- Low vision candidates should write their index number, name and school on the cover page of each question-answer booklet.

Please get the details from the Principal on the preparation day and read Chapter 7 thoroughly.

The Special Need Candidates for 2022 BCSE and BHSEC examinations are accorded with the following accommodations:

SI #	School	Number	Accommodations
1	Yangchen Gatshel MSS, Thimphu	7 (BCSE)	Extra time allowance of 25% of the total allocated for each subject.
2	Sarpang CS, Sarpang	1 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject/Low Vision QPs
3	Gesarling CS, Dagana	2 (BCSE)	Extra time allowance of 25% of the total allocated for each subject/separate examination room/supervised break is required
		1 (CE VIII)	
4	Drukgyel CS, Paro	1 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject.
5	Mongar MSS	2 (CE VIII)	Extra time allowance of 25% of the total allocated for each subject/separate examination room
6	Gomdar CS, SJ	2 (CE VIII)	Extra time allowance of 25% of the total allocated for each subject/separate examination room/supervised break if required
7	JSCS, Trashigang	2 (BCSE)	Extra time allowance of 25% of the total allocated for each subject/Braille papers/ Low Vision papers to be provided/separate examination room
8	Dungsam Academy SJ	1 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject
9	Khaling LSS	1	Extra time allowance of 25% of the total allocated for each subject/ Low Vision papers to be provided/separate examination room
		1	Extra time allowance of 25% of the total allocated for each subject/Braille paper only in Dzongkha, rest of the subjects Low Vision

SI #	School	Number	Accommodations
			papers to be provided/separate examination room
		3	Extra time allowance of 25% of the total allocated for each subject/Braille papers to be provided/separate examination room
10	Changangkha MSS, Thimphu	7 (BCSE)	Extra time allowance of 25% of the total allocated for each subject/separate examination room.
		3 (CE VIII)	
11	Wangbama CS, Thimphu	2 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject/separate examination room/supervised break is required
		1 (BCSE)	
12	Kelki HSS, Thimphu	4 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject/separate examination room/to be seated near the toilet
13	Tendruk CS, Thimphu	3 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject/separate examination room
		3 (CE VIII)	
14	Desi HS, Thimphu	1 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject
15	Rinchen HS, Thimphu	1 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject
16	Sherubling CS, Trongsa	1 (BHSEC)	Extra time allowance of 25% of the total allocated for each subject/separate examination room/supervised break if required
		2 (CE VIII)	

In relation to the accommodations given above for SEN candidates, the following centres will be allotted an extra invigilator.

SI #	School	Number
1	Changangkha MSS, Thimphu	1
2	Tendruk CS, Samtse	1
3	JSCS, Trashigang	1
4	Mongar MSS, Mongar	1
5	Gomdar CS, SJ	1

SI #	School	Number
6	Khaling LSS, TG	1
7	Wangbama CS, Thimphu	1
8	Kelki HSS, Thimphu	1
9	Tashidingkha CS, Punakha	1
10	Gesarling CS, Dagana	1
11	Yangchen Gatshel HSS, Thimphu	1

2.11 Paper storage and arrangement

Subjects with multiple papers should be arranged according to the timetable, separately and mindfully in the storage almirah to prevent the wrong scheduled paper being opened and distributed (English I & English II, Dzongkha I & Dzongkha II, BCSE Science and BCSE HCG 1 and HCG 2).

Please ask for extra secure storage if the storage is not enough.

2.12 Examination Conducting Officials

Reliever ratio:

- One reliever (invigilator) shall be appointed in a centre with 75 - 149 candidates and an additional 1 reliever for every 150 candidates thereafter. However, there will be no reliever if a centre uses only the hall.
- The reliever will assist the SE during the conduct of examinations in a centre.

If there is no lady invigilator for frisking, please take the help of a lady school staff to do the job under the supervision of the invigilator on duty.

2.13 Attendance and Admit Card

- Ensure the admit cards for candidates printed by the schools have their photographs for identification.
- Attendance of the candidates should be maintained daily in the online system and the hard copies enclosed in the **1st** answer script packing envelope.

2.14 Other important reminders

- You will receive only Important Notice to Candidates with the confidential consignment; the other forms are in the SE Kit to be printed and used.
- Get the attendance sheets from BCSEA's focal OAs.
- **Question papers must not be given to subject teachers after the examination. Please give only after all the examinations are completed. (For the last two years, photographs of the question papers were circulated causing undue stress, issues with the media and public). This is for strict compliance.**
- Do not send the BCSE topography maps with the answer scripts, leave them in the school for its use.
- Send only ONE copy of the questions papers to the marking camp. The rest can be left in the school.
- Tour Report (SE Kit) should be signed by the respective principals to be uploaded in eDATS.

For queries related to online information system/BCSEA dashboard, contact the following officials during office hours:

Contact Officials	Contact Number
Karma Jigme Lepcha	17117835
Tej Prasad Nepal	77833996

For queries related to conduct of examination use the following contact numbers:

Issues	Contact Officials	Contact Number
Language and Culture Studies Certificate	Loden Chozin	17600237 / 77374645
Special Arrangements and Special Consideration	Shriman Gurung	77371203
Examination malpractice and offences	Sharda Rai	17163773
After the Examination (Packing and handing- taking)	Pema Wangdi	17664203 / 77664203
Before the Examination	Renuka Chettri	17690016
During the Examination	Kencho Dem	17650443
Contingency Plans	Sapna Subba	77845628
Shortage of Question paper	Karma Jigme Lepcha	17117835

Issues	Contact Officials	Contact Number
Financial issues	Raju Gurung	17501217
Examination Time table	Sherab Gyeltshen	17693511/77693511

The BCSEA management wishes each one of you a successful conduct of the 2022 board/common examinations. Tashi Delek!

APPENDIX

Appendix 1 Letter of Undertaking - Examinations conducting officials



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་སྡེ།
Bhutan Council for School Examinations and Assessment
 Royal Government of Bhutan



LETTER OF UNDERTAKING

1. I, _____, am aware of my duties and instructions as detailed under the 'Duties and Instructions' of the Convener / Supervising Examiner / Assistant Supervising Examiner / Visiting Examiner / Invigilators / Night Guard / Scribe / Reader / Practical Assistant (circle the appropriate) of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).
2. As the CONVENER / SUPERVISING EXAMINER / ASSISTANT SUPERVISING EXAMINER / VISITING EXAMINER / INVIGILATORS / NIGHT GUARD / SCRIBE / READER / PRACTICAL ASSISTANT for BCSE / BHSEC / LCSC X / LCSC XII (circle the appropriate) for the center _____, I will
 - 2.1. understand the serious nature of the job and the level of integrity, commitment and discipline entailed.
 - 2.2. undertake all the responsibilities, starting before the conduct of the examinations till after the examinations is completed, with a heightened sense of consciousness, integrity, commitment and discipline.
 - 2.3. consciously undertake any additional responsibilities assigned by the BCSEA.
3. For lapses in my job responsibilities summarized and as required under 2 above, I/will be:
 - 3.1. verbally reprimanded.
 - 3.2. answerable to any investigation.
 - 3.3. required to give a written statement.
 - 3.4. issued a letter of reprimand.
 - 3.5. answerable to HRC of Dzongkhag/Thromde and school.
 - 3.6. subject to appropriate disciplinary and legal action as per the BCSR rules and regulations.

Full Name	<input type="text"/>
School	<input type="text"/>
Subject (for VE only):	<input type="text"/>
Employment ID No.	<input type="text"/>
Citizenship ID No.	<input type="text"/>
Date	<input type="text"/>
Mobile No.	<input type="text"/>



Post Box: 156
 Phone: +975-2-322724 | 332546 | 326559
 Fax: +975-2-325086

Email: bcsea@bcsea.bt
 Website: www.bcsea.bt
 Location: Babesa Thimphu

Appendix 2 Declaration Form for Invigilators



འབྲུག་གི་སློབ་གྲིའི་ཚོས་རྒྱགས་དང་བརྟག་ཞིབ་ཚོགས་ལྷན།
Bhutan Council for School Examinations and Assessment
Royal Government of Bhutan



DECLARATION FORM FOR INVIGILATORS

[For use during BCSE / BHSEC / LCSC Examinations]

Name of the Centre :

Name of the Invigilator :

EID / CID :

School from :

Contact number :

Date of arrival at the examination centre :

DUTY ROSTER

Examination	Date of Examination	Subject		Examination Hall / Room No.		Comments and Remarks
		Morning	Afternoon	Morning	Afternoon	

I hereby, confirm that during my above mentioned duty, I have been very vigilant during the course of the examinations. I understand that I am liable to be subjected to appropriate actions by the authorities in the event that any discrepancy may arise.

Signature: _____ Date:

NOTE: This form is based on the duty roster planned and agreed upon during the meeting before the start of examination(s).

Post Box: 156
Phone: +975-2-322724 | 332546 | 326559
Fax: +975-2-325086

Email: bcsea@bcsea.bt
Website: www.bcsea.bt
Location: Babesa Thimphu

Appendix 3 Centre Inspection Checklist Form



འབྲུག་གི་སློབ་ལྟེ་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན།
Bhutan Council for School Examinations and Assessment
 Royal Government of Bhutan



CENTRE INSPECTION CHECKLIST FORM

[TO BE COMPLETED BY VISITING INSPECTING OFFICER(S)]

(N.B: All examination conducting officers should have read this checklist.)

Examination Centre :

Convener :

Supervising Examiner :

Mobile Number :

School from :

Assistant Supervising Examiner(1) :

Mobile Number :

School from :

EID :

Assistant Supervising Examiner(2) :

Mobile Number :

School from :

EID :

Number of invigilator/s : Female = , Male = , Total =

Date of visit :

Time : (e.g. 0 9 4 5 A M)

Examination (subject) in progress :

	BHSEC	BCSE	LCSC	VIII
Number of candidates				
Arts				
Commerce				
Science				
Absent				
Total appearing the exam				

Post Box: 156
 Phone: +975-2-322724 | 332546 | 326559
 Fax: +975-2-325086

Email: bcsea@bcsea.bt
 Website: www.bcsea.bt
 Location: Babesa Thimphu



འབྲུག་གི་སློབ་གྲུབ་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན་
Bhutan Council for School Examinations and Assessment
 Royal Government of Bhutan



DIRECTION: Please put a tick (✓) in the appropriate boxes against each item:
 (NA= Not Applicable)

1	Examinations Conducting Officers (ECO)	Yes	No	NA
a	The Convener was available at the center			
b	Convener has signed the Letter of Undertaking			
c	1 Assistant SE appointed for every 150 – 299 candidates			
d	2 Assistant SEs appointed for every 300 – 449 candidates			
e	1 invigilator appointed for every 25 candidates in a hall			
f	1 invigilator appointed in every class room			
2	Examination Room	Yes	No	NA
a	Examination conducted in classrooms			
b	Examination conducted in hall			
c	Seating plan done as per rules (Appendix 12)			
d	Index number pasted on desk for each candidate			
e	Furniture arrangement made			
f	Notice to Candidates displayed at strategic places			
g	Time-table displayed on the notice board			
h	Starting and finishing timings displayed			
i	Unauthorized materials on or around the desks			
j	Posters, maps, charts, etc., are in the examination rooms			
k	Sufficient light in the room			
l	Has provided a wall clock (if in the hall)			
3	Examination Materials	Yes	No	NA
a	Copy of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version) available with the SE and the Convener			
b	Examination materials were kept in a secure place			
c	Examination materials were kept in the safe			
d	Examination materials were kept in the lockable almirah			
e	Examination materials were kept in the lockable cupboard			
f	All the remaining examination materials were found intact			
g	Invigilation duty roster available			
h	Handing taking over note from Convener to SE status updated online			
i	Contingency plan in place			
j	Invigilation duty roster available			
k	Daily attendance update online			

Any comments and recommendations from the Convener / SE / ASE / invigilators / centre-teachers / candidates:

Post Box: 156
 Phone: +975-2-322724 | 332546 | 326559
 Fax: +975-2-325086

Email: bcsea@bcsea.bt
 Website: www.bcsea.bt
 Location: Babesa Thimphu



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱལ་ཁབ་དང་བརྟན་ཞིབ་ཚོགས་ལྷན།
 Bhutan Council for School Examinations and Assessment
 Royal Government of Bhutan



Final comments and recommendations from the Inspecting Officer for future improvement / immediate implementation:

Name of the Visiting Inspector _____
 Date of visit :

--	--	--	--	--	--	--	--	--	--

Signature of the Visiting Inspector _____

Name of the Supervising Examiner _____
 Date :

--	--	--	--	--	--	--	--	--	--

Signature of the Supervising Examiner _____

Name of the Convener _____
 Date :

--	--	--	--	--	--	--	--	--	--

Signature of the Convener _____

N.B: A COPY OF THE REPORT TO BE KEPT AT THE CENTRE FOR FUTURE REFERENCE.

Post Box: 156
 Phone: +975-2-322724 | 332546 | 326559
 Fax: +975-2-325086

Email: bcsea@bcsea.bt
 Website: www.bcsea.bt
 Location: Babesa Thimphu

Appendix 4 Examinations Centre Report Form



འབྲུག་གི་སློབ་གྲྭའི་ཚོས་རྒྱུགས་དང་བརྟག་ཞིབ་ཚོགས་ལྷན།
Bhutan Council for School Examinations and Assessment
 Royal Government of Bhutan



EXAMINATION CENTRE REPORT FORM [TO BE COMPLETED BY THE SUPERVISING EXAMINER]

Name of the Centre

Name of the Supervising Examiner

School from

Mobile number

1. Were there any teachers who reported a problem/issue in their subjects? Yes No
 If yes, ask the teacher to fill in the information in the format given below and attach it with the centre report:

Centre: _____

Examination: _____

Subject: _____

Name of the teacher: _____

Contact number: _____

Problem identified: _____

Signature: _____

2. List the names of invigilator(s) and their date of reporting on a separate sheet as per the format shown below:

Sl.#	Name	School from	Date of reporting

3. Were there any candidate involved in unfair means in the examination? Yes No If yes, use the reporting format given below and ensure that it is attached with the candidate's question-answer booklet as specified in the Chapter 4 of the Rules and Regulations for the Conduct of Public Examinations in Bhutan (latest version).

Sl.#	Name	Index No.	Subject	Examination

4. Please list the candidates who partially appeared in subjects on a separate sheet as per the format shown below and attach it with the Centre Report.

Sl.#	Name	Index No.	Subject	Subject/s

Post Box: 156
 Phone: +975-2-322724 | 332546 | 326559
 Fax: +975-2-325086

Email: bcsea@bcsea.bt
 Website: www.bcsea.bt
 Location: Babesa Thimphu



འབྲུག་གི་སློབ་གྲིཎ་ཚུགས་དང་བརྟག་ཞིབ་ཚུགས་ལྷན་
Bhutan Council for School Examinations and Assessment
 Royal Government of Bhutan



5. Have you packed the 'Attendance Sheet' for subject/s in their respective 'FIRST answer script packing envelope' for both theory and practical papers? Yes No
6. Have you packed the BHSEC Report on Physics Practical Examination, Report on Chemistry Practical Examination and Report on Biology Practical Examination forms in the respective 'FIRST answer script packing envelope'? Yes No
7. Have you sent the foreign 2nd language papers to BCSEA addressed to the Controller of Examinations immediately after the paper was over? Yes No
8. Have you packed the following in the 'MISCELLANEOUS BOX'?

Sl.#	Forms	Tick
1.	Declaration of conflict of interest forms	
2.	Letter of undertaking	
3.	Computer practical CDs/Storage device separately packed and labeled	
4.	Inspection check list form	
5.	Declaration form for invigilators	
6.	Examination centre report form	
7.	Question-answer booklets of absent candidate/s	
8.	Two sets of question-answer booklets (BCSE/BHSEC/LCSC)	
9.	Left over stationery (BCSEA cello tape)	

9. Please list the details of the carton boxes handed over to the Convener in the format given below and attach with the Centre Report.

Carton Box No	Content
1	English I (3 packets), English II (3 packets)
2	Dzongkha I (3 packets), Dzongkha II (3 packets)

10. Comments and recommendations for improvement:

Signature of Supervising Examiner

Date:

--	--	--	--	--	--	--	--

Post Box: 156
 Phone: +975-2-322724 | 332546 | 326559
 Fax: +975-2-325086

Email: bcsea@bcsea.bt
 Website: www.bcsea.bt
 Location: Babesa Thimphu

Appendix 5 Report of Malpractice



འབྲུག་གི་སློབ་ལྟེ་ཚོས་རྒྱགས་དང་བརྟག་ཞིབ་ཚོགས་སྡེ།
 Bhutan Council for School Examinations and Assessment
 Royal Government of Bhutan



EXAMINATION MARKING CENTRE GUIDELINES REPORT OF MALPRACTICE (REPORTED OR DETECTED)

Complete the following details:

1. Subject: Paper:
2. Date of Examination:

(D)	(M)	(Y)	(Y)	(Y)	(Y)
3. Name of Candidate:
4. Administrative Number:
5. Index Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
6. Name of school:
7. Name of the Supervising Examiner:
8. Name of Invigilator:
9. Room No./Hall:
10. Specify the changes required in the document(s)

Post Box: 156
 Phone: +975-2-322724 | 332546 | 326559
 Fax: +975-2-325086

Email: bcsea@bcsea.bt
 Website: www.bcsea.bt
 Location: Babesa Thimphu

Appendix 6 Declaration of Conflict of Interest

FORM 3/2



ROYAL CIVIL SERVICE COMMISSION ROYAL GOVERNMENT OF BHUTAN

DECLARATION OF CONFLICT OF INTEREST

I,(name), bearing CID/EID No....., (Position Title)(Agency) as per the provisions of Section 3.3.25 of Chapter 3 of the BCSR 2018, I declare that in serving as a member of(Committee) in.....(Agency):

- I do not have or anticipate any Conflict of Interest. I shall notify the Agency concerned immediately in the event such interests arise in the course of or before discharging my duty; OR
- I do have Conflict of Interest in view of the following reason(s):
 - Family Member:.....
 - Close Relative:
 - Close Friend:.....
 - In-Laws:.....
 - Enemy:.....
 - Others:.....

I hereby confirm that the above information is true to the best of my knowledge. In the event the above declaration is found to be incorrect, I shall be liable for administrative/legal action.

Date:

Place:

Signature

