

DAILY MONITORING REPORT OF PAPER MARKING CENTRES

Sr. No.	District _____ Tehsil _____	Detail	
1	Subject and Grade		
2	Name of Tehsil Marking Centre		
3	Papers received till to date at the center		
4	Papers marked till to date		
5	Paper marking is being done today. If No then why?	Yes	No
6	Syndicate marking is being followed	Yes	No
7	No. of Head Examiners working in the marking center		
8	No. of Sub-Examiners working in the marking center		
9	Head Examiners are marking 10% of the papers	Yes	No
10	Rubrics/marketing schemes received from PEC are being followed	Yes	No
11	Sub-Examiners are awarding marks to each part of the question separately	Yes	No
12	Paper Version included in the award list	Yes	No
13	Any person other than marking staff is present in marking place	Yes	No
14	Transparent Tape on award list	Yes	No
15	Any Tempering in award list seen	Yes	No
16	Sub Examiners are signing the marked portions	Yes	No
17	Award List forwarded to the EDO	Yes	No
18	Rechecking of minimum 15 papers by you	Yes	No
19	Comments/problems		
20	Did you discuss the problems with EDO/ DEO(SE)	Yes	No
21	Overall standard of marking is satisfactory	Yes	No
22	Status of Data entry in %age		
23	Any officer visited the Marking center? If yes Name and Designation	Yes	No

Name of Officer: _____ Signature: _____

Name and Phone # of Head of Marking Center _____

Signature and Stamp _____ Date of visit: _____

Guidelines for Monitors

Monitors will:

1. monitor only their respective subject
2. start monitoring just after conduct of training of marking staff
3. monitor daily two tehsil marking centers in two different tehsils
4. not monitor any marking center twice in a week
5. monitor maximum four tehsil marking centers in four different tehsils in two days
6. recheck minimum 15 papers at each center and will report inconsistency
7. In those districts where two master trainers are appointed will equally divide tehsils and will monitor their specified tehsil marking centers
8. spend minimum two hours in each marking center
9. guide the Head Examiners and Sub-Examiners for consistent marking

Note:

1. Monitors are responsible for consistent marking in their respective district and subject
2. Contact Ahmad Salman/Muhammad Shehzad for any clarity

Send monitoring report daily via email to

Ahmad Salman

xtaxpec@gmail.com

033104494150

and cc to

Muhammad Shehzad Malik, DD CIC

shehzadmalik786@gmail.com

Send daily hard copy of monitoring report to

Ahmad Salman Test Administrator

Punjab Examination Commission PEC, Wahdat Colony Road, Near Boys Pilot Secondary School, Lahore