

## DAILY MONITORING REPORT OF PAPER MARKING CENTRES

District  Tehsil  Marking Centre

Subject  Grade  No. of Head Examiners  No. of Examiners

No. of Papers: (1) in the center  (2) Marked  (3) Missing

1	Is <b>syndicate</b> method of marking being followed today?	Yes	No
	If 'No', what is the reason? What other alternative method is being practiced?		
2	Were <b>ALL</b> the Head Examiners and Examiners found present?	Yes	No
	If 'No', what are the reasons? What follow-up action has been taken?		
3	Training of <b>ALL</b> the Head Examiners and Examiners confirmed.	Yes	No
	If not <b>ALL</b> trained, what action has been taken?		
4	Have the rubrics sent by PEC being used?	Yes	No
	If 'No', what is the reason? What follow-up action has been taken?		
5	Are the Sample Forms being used for the 10% marking by <b>ALL</b> Head Examiners?	Yes	No
	If 'No', what is the reason? What follow-up action has been taken?		
6	Minimum of 6 scripts checked by you including some with Sample Forms?	Yes	No
7	Have examiners given marks for each part of question assigned to them?	Yes	No
	If 'No', give details.		
8	Examiners followed the instructions for partial marking.	Yes	No
9	The Award Lists completed correctly by HE and checked by the Assistant?	Yes	No
	Any discrepancies or evidence of tampering found? If so, give details.		
10	Data from the Award Lists entered accurately onto the database?	Yes	No
	If 'No', give details		
11	Is transparent tape being used on the Award List?	Yes	No
12	Is any person other than marking staff present in marking center?	Yes	No
	If 'Yes', give details.		
13	Has the Award List been forwarded to the CEO (Ex EDO)?	Yes	No
14	Did you discuss any problems with CEO/ DEO(SE)? If 'Yes' Give details.	Yes	No
15	Has the Head of Marking Center followed <b>ALL</b> tasks as set out in the guidelines for Supervisory and Paper Marking Staff?	Yes	No
	If 'No', what are the reasons? What follow-up action has been taken?		

16	Status of data entry in %age			
17	Has any officer visited the marking center? If 'Yes', give Name and Designation			Yes
				No
18	Additional Details			
19	Rate the standard of marking (tick the most appropriate box)	Not satisfactory – needs intervention from the Master Trainer <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Very good, with all checking being carried out well <input type="checkbox"/>

Name of Monitoring 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 in a day
4. not monitor any marking center twice in a week
5. monitor maximum four tehsil marking centers in four different tehsils in two days in a week
6. monitor maximum three days in those districts where number of tehsils are more than four and single monitor is appointed.
7. recheck minimum 6 papers at each center (3 without sample form and 3 with sample form) and will report inconsistencies
8. In those districts where two master trainers are appointed will equally divide tehsils and will monitor their specified tehsil marking centers
9. spend minimum two hours in each marking center
10. guide the Head Examiners and Sub-Examiners for consistent marking

Notes:

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

Send the Monitoring Report on the day of the visit, by Email and Hard Copy by Registered Post

### **Email Copy**

Monitoring Control Room, Email: [monitoring.pec@gmail.com](mailto:monitoring.pec@gmail.com)

### **Hard Copy**

Ahmad Salman, Test Administrator, Punjab Examination Commission PEC, Wahdat Colony Road, Near Boys Pilot Secondary School, Lahore. Phone # 033104494150

Notes:

1. If your report is not received on same day, then you will not be entitled to payment.
2. Contact your relevant subject specialist for queries regarding rubrics/markings/scoring etc.