

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
NEW DELHI
CA EXAMINATIONS – December 2023**

**P R E - E X A M V I S I T O R
C E N T R E R E P O R T O F T H E
O B S E R V E R**

Exam. Centre No. _____ Place _____ Date _____

1	Name of the Observer	
2	Membership Number	
3	Examination Centre (Name & Place)	
4	Time when the Observer entered the premises of the Examination Centre	
5	Whether Superintendent or his authorized representative was present at the centre? (Please give name & designation of the person from Centre)	
6	Whether the following Exam Material have been received by the Centre in good condition?	
	a) Answer Books in sufficient quantity	
	b) Attendance Register	
	c) Code Key	
	d) Packet Statement	
	e) Cheque	
	f) OMRs	
	g) stationary, etc.	
7	Whether the Centre has arranged/will arrange the following properly:	
	a) Whether signboard/ Banner near main entrance of the School/ College displayed?	
	b) Whether the Centre Premises was found to be neat and clean.	
	c) Whether seating plan and arrow marks guiding the students to their respective Room/ Hall for easy access has been prepared to be displayed?	
	d) Whether proper seating arrangement has been made and sufficient space is available between two candidates from all side with adequate social distancing?	
	e) Whether the quality of furniture (Chair & Tables) is good / satisfactory and suitable for CA. students to write the Exam?	
	f) Whether Centre has arranged for proper lighting in the Examination Hall/Rooms and are all the tube lights properly functioning?	
	g) Whether sufficient fans are installed in the Exam halls/ rooms and are all functioning?	

	h) Whether lighting arrangement is proper in corridors/ staircases leading to the Halls/ Rooms where examinations are to be held?	
	i) Whether separate toilets are there for Boys and Girls?	
	j) Whether Toilets are neat and clean and proper sanitation is available?	
	k) Whether the Centre has arranged for proper power back-ups such as generators, emergency lights etc. to face the difficulty in case power cut occurs and the same will be kept on standby mode for the Building/Block where CA Exams will be conducted? If Yes, Please mention the KVA Capacity.	Yes - (KVA capacity) / No
	l) Whether the Centre has arranged for supply of packaged drinking water (500 ml water Bottle) to the candidates?	
	m) Whether Centre has arranged for closed vehicle to collect the confidential material from the bank of Baroda, on daily basis?	
	n) Whether Sufficient No. of Invigilators and other exam functionaries (as per ICAI Norms) have been /will be arranged by the Centre?	
	o) Whether all Invigilators and staff for exam duty are appointed as per norms of ICAI and are employees of the centre. If not, whether sufficient safeguards have been taken to ensure smooth conduct and sanctity of the examination?	
8	Has centre have adequate staff to be deployed at the exam centre to ensure that there is no crowding at the entry point and due social distancing is maintained?	
	Whether the Centre has taken all precautionary measures related to Covid -19 Pandemic?	
9	Any other observations/suggestion which require immediate attention/ further action of the Examination Department. (Please attach additional sheet, if required)	
10	Upload photographs (minimum 5 photographs) Exam hall/rooms Seating arrangements (with adequate distance) Suitable Furniture (Quality of Furniture suitable for CA Students) Proper Fans/ lighting Generator (power backup)	

(Signature of the Observer)

Important :- You are kindly requested to take a few photographs (minimum 5) of prominent places viz Exam Halls/ Rooms, Seating arrangements, Suitable furniture, Proper fans and lighting, Availability of Generator (power backup) etc and upload the same at the Portal.

Date:	Name:
Time:	Membership No.: Contact No.: E-mail ID: Date and time of submission of report:

P.S. This report is to be filled by the Observer who is assigned the duty at the exam centre to visit the centre few days prior to commencement of the December 2023, Examinations, preferably on a day between 26th December to 28th December 2023 (if assigned on first day of December Exams), after having proper coordination with Centre Superintendent to see the facilities at the Exam Centre and send his report. He will be eligible for honorarium for ` 750/- for pre exam visit plus reimbursement of conveyance subject to a maximum of ` 350/- in A class cities and ` 250/- in other cities, as applicable.

This report (PreExam Visit) is to be filled online in the observer portal i.e. <http://observers.icaiaexam.icaai.org> on or before 30th December , 2023 for Foundation exams and Bill format (Pre Exam) is to be submitted online within three days of the conclusion of all the Exams i.e. 9th January 2024 to enable us to process the claim.