

Subject: Concerns Regarding Recent Assessment Test Procedures

It has come to the committee's attention that there were a few areas that required attention during the recent first assessment test, particularly concerning the invigilation, attendance tracking, and report card preparation.

1) Incorrect Marking and Attendance Tracking Issues in Attendance Register

During the recent exams, issues were observed with the attendance marking process, which were primarily due to the invigilator's handling of the attendance sheet. Several students who were allowed to sit for the exam after the scheduled time were not marked present in the attendance register. According to the invigilator, the attendance sheet had already been handed over to the staff, and he was unable to make any changes. As a result, although these students attended and participated in the exam, their presence was not officially recorded. This oversight leads to confusion and complications. There was a mismatch between the number of students present in the hall and the number of papers collected, leading to several students being mistakenly marked as absent, despite attending the exam. This oversight not only affected the accuracy of the exam attendance but also impacted the students' overall attendance records, including their report cards.

2) Inaccuracies in Report Card Entries

There were discrepancies found in the marks recorded for **Chemistry** marks. It was noted that there was an unintentional mix-up of marks in the report cards, where Physics marks were entered under Chemistry for certain students. This occurred due to an oversight by the class teacher, who is responsible for maintaining the report cards. The Physics marks, prepared by the subject teacher, were mistakenly recorded in the Chemistry section. Such inaccuracies can lead to misrepresentation of student performance, potentially causing confusion or concerns among students.

Committee Members,

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