

Change of Proctor Request Form

Date..... Month..... Year

**To: Chair, Examination Committee (through Chief of Section:
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I, have been assigned to proctor an examination on Month..... Year.....
Time..... Room No. but I will not be able to do so because

Exchanging the assignment with another proctor

Thus, I would like to exchange with Mr/ Mrs/ Miss
Who has been assigned to proctor an examination onMonth.....Year.....
Room No. Time

Asking another person to do the proctoring assignment

Nevertheless , I have asked Mr/ Mrs/ Miss
to proctor the said examination for me.

Please kindly consider my request. The person named above has agreed on my request.

SignatureProctor

SignatureConsent giver

Chief of Section:

Approved

Not approved

because.....

Signature

(.....)

<u>For Official use only</u>	
To Chair, Examination Committee	[] Approved
.....	[] Not approved because.....
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