

## Change of Proctor Request Form

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

**To: Chair, Examination Committee (through Chief of Section: .....**)

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 on .....Month.....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.

Signature .....Proctor

Signature .....Consent giver

**Chief of Section:** .....

Approved

Not approved because.....

Signature .....

(.....)

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