

Proctor Change Request Form

Department.....

The Faculty of Commerce and Management

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

To: The president of the examination committee

Name I cannot administer the examination as scheduled because (Reasons).....

I would like to change my proctoring schedule as follows.

In the case of a schedule swap

From Date..... Time.....Room.....

To Date..... Time..... Room.....

Substitute Proctor..... I agree to swap proctoring dates and times as above.

If there is a deputy proctor acting on the requester's behalf

Deputy Proctor..... I agree to proctor on

Date.....Time.....Room.....

as above.

I approve that the above person has agreed to perform as a proctor for my schedule.

Signature..... (Requester)

Signature (Substitute / Deputy Proctor)

Remarks 1. If you would like to swap your schedule or be a deputy proctor, please note that there must be at least one Thai teacher proctoring for each exam.

2. For personal leave, please specify the reason why the personal leave is important. Your request will not be granted unless a good reason is given.

For Division of Registrar Office

To: The President of the Examination Committee

.....

Signature.....

The President of the Examination Committee

[] Approved

[] Disapproved Because

Signature.....