



DIVISION OF REGISTRAR, MAE FAH LUANG UNIVERSITY

# Proctor Requisition Form

ส่วนทะเบียนและประมวลผล
มหาวิทยาลัยแม่ฟ้าหลวง
เลขที่รับ.....
วันที่รับ.....
เวลา.....ผู้รับ.....

- Mid-term Exam                       First Semester  
 Final Exam                                 Second Semester      Academic Year .....  
 Summer Semester

### Your information

Name.....School/Center.....
Course Name.....Course Code.....
Date.....Time.....Room.....

### Please give a reason why you have to change the schedule

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### Change to (Name of the substitute)

Name.....School/Center.....
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### Your new proctoring schedule (or the substitute's schedule)

Course Name.....Course Code.....
Date.....Time.....Room.....

Your signature ..... Substitute's signature .....

(.....) (.....)

...../...../..... .....

### Head /Dean's Comment

( ) Approved
( ) Disapproved
Because.....
.....
.....
.....
(.....)
...../...../.....

### Head of Examination Committee

( ) Approved
( ) Disapproved
Because.....
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.....
.....
(.....)
...../...../.....

REMARK : - **No** substitution between non-academic staff and academic staff.

For Division of Registrar' Office
<input type="checkbox"/> Recorded
Name ..... Date...../...../.....