



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

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

.....  
 .....

### Change to (Name of the substitute)

Name..... Mobile Phone.....  
 School/Center.....

### 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.....  
 .....  
 (.....)  
 ...../...../.....

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

For Division of Registrar' Office  
 Recorded  
 Name ..... Date...../...../.....