

Exam Pick Up / Proctoring Exchange Form
Printing Services Office, Payap University

Date

To Vice President for Academic Affair

I, , head proctor of(course code)
 On (exam date) at (time) , am authoring Mr. / Ms.

pick up my exam for me because

exchange proctoring with

Instructor	Original proctor	Exchange proctor
1.....	Course..... Date Time	Course..... Date Time
2.....	Course..... Date Time	Course..... Date Time

Reason

Head Proctor Exchange Proctor
 (.....) (.....)

Department Head / Dean's comment

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Department Head/Dean
 (.....)