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| **Proctor Late Arrival/Absence Record Form** |
| [ ]  | **Final Examination** | [ ]  | **Midterm Examination** |

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| --- | --- | --- | --- |
| **Academic Year** |  | **Semester** |  |
| **Date of Session** |  | **Time of Session** |  |
| **Proctor Name** |  | **Safeer ID** |  |
| **Department** |  |
| **College / Institute** |  |
| ☐ **Late** (Time of Arrival)  |  | ☐ **Absent** |
|  |
| **Reason for the delay /incident as explained by the Proctor / DR** |
| **Signature above printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Comments of CESC Chair/Representative** |
| **Signature above printed name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Received DMD-ET** |  | **Date** |  |
|  | **Signature** |  |  |