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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** | | | | |  |  |