

BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT
LETTER OF UNDERTAKING FOR ANSWERSCRIPT MANAGER

1. I, _____, am aware of my roles and responsibilities at the Marking Centre conducted by the Bhutan Council for School Examinations and Assessment (BCSEA).
2. As the Answerscript Manager for BCSE/BHSEC examination _____ (write subject) answerscripts, I will be governed by the following rules and regulations of the BCSEA:
 - 2.1. understand the serious nature of the job of the Subject Manager and the level of integrity, commitment and discipline entailed.
 - 2.2. consciously undertake to obey the Chief Manager and follow his/her instructions seriously.
 - 2.3. undertake the responsibilities, with a heightened sense of consciousness, integrity, commitment and discipline.
 - 2.4. guarantee error free work given the high stakes of the task.
 - 2.5. maintain full confidentiality on all issues related to the marking camp.
3. For lapses in my job responsibilities summarized and as required under 2 above, I/will:
 - 3.1. be issued a letter of reprimand.
 - 3.2. may require to give statement.
 - 3.3. cooperate with the investigation.
 - 3.4. be debarred from future participation.
 - 3.5. be subject to disciplinary and legal action.

Full Name													
School													
Employment ID No.													Affix Legal Stamp
Citizenship ID No.													
Date													
Mobile No.													

Rules and Regulations for the Conduct of Public Examinations in Bhutan, BCSEA.