

LETTER OF UNDERTAKING

FOR MANAGER & ITEM / MARK TABULATOR

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 a Chief Manager / Chief Item Tabulator / Chief Mark Tabulator / Manager / Item Tabulator / Mark Tabulator (*underline the appropriate*) for BCSE / BHSEC / LCSC (*underline the appropriate*) Examination for _____ (*subject*), I will be governed by the following rules and regulations of the BCSEA:
 - 2.1. *understand the serious nature of the job of the manager / item tabulator / mark tabulator and the level of integrity, commitment and discipline entailed.*
 - 2.2. *consciously undertake to obey the ICT officer and follow his/her instructions seriously.*
 - 2.3. *undertake all responsibilities, with a heightened sense of consciousness, integrity, commitment and discipline.*
 - 2.4. *guarantee error free work given the high stake 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										
Designation										
School										
Employment ID No.										
Citizenship ID No.										
Date										
Mobile No.										
	Affix Legal Stamp									