Proctor Record for Summative Assessments  
in Student Learning Objectives (and Local Assessment targets)

*We, the proctors who assisted in the administration of summative assessments, hereby declare our belief in the correctness of the following statement:*

The rules and regulations for administering each examination were fully and faithfully observed, and in particular:

1. The rules for administering each examination were read to or read by each person who assisted in administering the examinations.
2. The examinations were kept secure; student did not have access to them prior to administration of the assessment.
3. The students were given appropriate instructions and orientation before beginning each examination.
4. The students were so seated as to prevent collusion.
5. Adequate supervision was maintained throughout the administration of each examination.
6. The answer papers were collected from the students immediately at the close of each examination and properly safeguarded.
7. The assessments were collected from the students immediately at the close of each examination and properly safeguarded.

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