

Ministry of Higher Education

وزارة التعليم العالي

King Fahd University of Petroleum & Minerals



جامعة الملك فهد للبترول والمعادن

MECHANICAL ENGINEERING DEPARTMENT

قسم الهندسة الميكانيكية

(036)

(٠٣٦)

Date:

To: The Chairman, Mechanical Engineering Department

From:

Re: Proctoring of _____

I shall appreciate if you would provide me assistance for proctoring the above Exam. on the date, time and location shown below:

Course No.	
Number of Sections	
Total Number of Students	
Number of Instructors	
Name of the Exam (I Major/II Major/Final)	
Time	
Date of Exam/Day	
Location	
Number of Proctors Needed	

Faculty Name: _____