

**BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT**  
**LETTER OF UNDERTAKING FOR CHIEF 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 Chief Answerscript Manager for BCSE/BHSEC (underline the appropriate) Examination answerscript, I will be governed by the following rules and regulations of the BCSEA:
  - 2.1. understand the serious nature of the job of the Chief Answerscript Manager and the level of integrity, commitment and discipline entailed.
  - 2.2. consciously undertake to obey the Controller of Examinations 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.**

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**Citizenship ID No.**

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**Date**

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**Mobile No.**

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Affix  
Legal  
Stamp

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