

**BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS AND ASSESSMENT**  
**LETTER OF UNDERTAKING FOR ITEM/DATA 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 Data Tabulator/Item Tabulator (underline the appropriate) for BCSE/BHSEC (underline the appropriate) Examination for \_\_\_\_\_ (write subject), I will be governed by the following rules and regulations of the BCSEA:
  - 2.1. understand the serious nature of the job 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.

<b>Full Name</b>										
<b>School</b>										
<b>Employment ID No.</b>										
<b>Citizenship ID No.</b>										
<b>Date</b>										
<b>Mobile No.</b>										
	Affix Legal Stamp									

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