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Bhutan Council for School Examinations and Assessment

CONFIRMATION OF NOMINATION
ITEM DEVELOPER FOR CLASS XII SUBJECT

The Director

Bhutan Council for School Examinations and Assessment
Thimphu

Fax No.: 02-325086

Sir,

Please refer to your letter No _____
dated _____



I ACCEPT



I DO NOT ACCEPT

my nomination as a paper setter in the subject _____ for
class _____ for the **Test Development Workshop** _____ to
_____ at _____, Thimphu.

My Employment ID No. (**COMPULSORY**) is shown below:

Employment ID No.

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Mobile phone No.

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Thanking you.

Yours sincerely,

Signature

Full Name

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School

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Date

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Endorsed by:

Principal's Name

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School

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Date

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Principal's
signature

LETTER OF UNDERTAKING FOR TEST DEVELOPER

1. I _____, am aware of my roles and responsibilities during the Test Development Workshop conducted by the Bhutan Council for School Examinations and Assessment (BCSEA).
2. As a Test Developer in _____ (write the subject) my job responsibilities are to:
 - 2.1. develop test item as per the test specifications.
 - 2.2. develop specific model answers for the test items.
 - 2.3. develop marking scheme as per the model answer.
 - 2.4. structure the test items according to the question pattern.
 - 2.5. submit the final work as per the standard (neat and clean) requirement.
3. As a test developer I will be governed by the following rules and regulations of the BCSEA:
 - 3.1. Maintain full confidentiality of the test developed by refraining from the following:
 - 3.1.1. stealing any test items/materials from the workshop to be used in the school (teaching and home class tests/examinations).
 - 3.1.2. discussing any of the test items / materials developed during the workshop.
 - 3.1.3. sharing items developed during the workshop with colleagues.
 - 3.2. Maintain full attendance by:
 - 3.2.1. being punctual.
 - 3.2.2. not requesting for any leave during the workshop.
 - 3.2.3. leaving only at the end of the workshop.
 - 3.3. Submit the following:
 - 3.3.1. trial question paper of my subject of my school.
4. Action against lapses
 - 4.1. For lapses in my job responsibilities under 3.1 above, I will:
 - 4.1.1. may require to give a statement.
 - 4.1.2. cooperate with the investigation.
 - 4.1.3. be debarred from future participation.
 - 4.1.4. be subject to disciplinary and legal action.
 - 4.2. For any lapses in my job responsibilities under 3.2 above, I will be:
 - 4.2.1. reprimanded by concerned BCSEA officials.
 - 4.2.2. required to give a statement.
 - 4.2.3. required to leave the workshop and will not be entitled for financial benefit from the date of breach notification of my responsibilities.
 - 4.2.4. debarred from future participation.
 - 4.2.5. subject to disciplinary 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.