

REQUEST FOR ON-SITE EXAMINATION FORM



TGGGS Lecturer

Course Name:

Course ID:

Curriculum:

Major:

CONFIRMATION FOR ON-SITE Examination

According to KMUTNB Announcement on Teaching Protocol dated on February 9, 2021 and TGGGS Announcement dated on February 10, 2021, the course lecturer who wish to conduct ON-SITE examination starting **February 15, 2021** must submit the request form to the TGGGS Associate Dean for Academic Affair asking the permission for students in the course to be at TGGGS. Also, ALL STUDENTS in the examination room must submit TGGGS SCREENING FORM along with this request.

Please provide the information about the examination venue.

Examination Date/Time:

Examination Room/Floor/Building:

Examination Co-Supervisor:

List of Students: *You can copy the list from excel or word and paste in the box.*

In the case that the teaching platform is changed or there is infected or any suspected COVID-19 patient(s) in the class, it is my responsibility to inform TGGGS Academic Affairs immediately. Moreover, it is my responsibility to ensure the health safety of all students and TGGGS personals in the class and the building by strictly requesting everyone to wear surgical mask at all time, use alcohol gel and keep social distancing according to the COVID-19 Protection and Prevention Policy.

Signature of TGGGS Lecturer:

Date:

Please return this form **ONE WEEK IN ADVANCE PRIOR THE EXAMINATION DATE** via E-mail at tawivan.k@tgggs.kmutnb.ac.th. The granted/ approved permission will be sent back to the lecturer within the 3 working days at 12.00p.m. (noon) via E-mail. Without this granted/approved document, the on-site examination cannot be conducted!

Note**

1. Show the screening form to the security at the TGGs Building entrance before entering the building.
2. Sign-in and sign-out in the log-book at the gate even if using the TGGs Key Card.
3. Students are allowed only in the lecture room as indicated in the course, TGGs Student Common Room (502), TGGs Academic Affairs and Program Offices and Pray Room (5th Floor for Women or 8th Floor for Men) only. Other locations are not allowed. This is for the health safety and minimal traffic controls.
4. Wear a mask at all times.
5. Use alcohol gel at all times when in contact with any surfaces.
6. Keep social distancing at least 2 meters.