

Application for Exemption from Exam Duty

1. Application for Rescheduling Exam Duty Due to Health Concerns

To,
The Principal,
[Name of School/College],
[Address],
[City],
[Date]

Subject: Application for Rescheduling Exam Duty Due to Health Concerns

Respected Sir/Madam,

I, [Your Name], am working as a [Your Designation] at [Name of School/College]. I am writing this application to inform you about my current health concerns and request for rescheduling my exam duty.

Recently, I have been diagnosed with [Your Health Concern] which has made it difficult for me to perform my regular duties, including the exam duty assigned to me from [Date of Exam Duty] to [End Date of Exam Duty]. My doctor has advised me to take proper rest and undergo treatment during this period.

In light of my health condition, I humbly request you to kindly consider rescheduling my exam duty to a later date, preferably after [Date when you expect to recover], when I am expected to be fit enough to perform my duties.

Please find the enclosed medical certificate from my doctor as proof of my health concerns. I assure you that I will return to my duties as soon as I am physically capable and will fulfill all my responsibilities diligently.

I would be grateful if you could understand my situation and grant me the necessary permissions to reschedule my exam duty. Thank you for your kind consideration, and I look forward to your positive response.

Yours sincerely,

[Your Name]
[Your Designation]
[Contact Details]

2. Short-term Leave Application During Exam Duty for Personal Emergencies

To,
The Principal,
[School/College Name],
[School/College Address],
[City], [State],
[Date]

Subject: Short-term Leave Application During Exam Duty for Personal Emergencies

Respected Sir/Madam,

I, [Your Name], working as a [Your Designation] at [School/College Name], am writing to request short-term leave during my exam duty due to a personal emergency. My leave period would be from [Start Date] to [End Date], which is [number of days] days.

Due to unforeseen circumstances, I am facing a family crisis that requires my immediate attention and presence. As a responsible faculty member, I understand the importance of my exam duty and the impact of my absence on the examination process. Therefore, I have discussed this matter with [Alternative Faculty Member Name], who has kindly agreed to cover my exam duty during my absence.

I assure you that I will complete any pending work and hand over my responsibilities to the concerned person before proceeding on leave. I deeply regret any inconvenience caused due to my sudden leave request.

I request your kind consideration and approval of my short-term leave application. I shall be highly obliged for your support and understanding during this difficult time.

Thanking you,

Yours sincerely,

[Your Name]

[Your Designation]

[School/College Name]

[Contact Number]

3. Application for Alternate Responsibilities Instead of Exam Duty

To,

The Principal,

[School/College Name],

[Address],

[City], [Postal Code]

Subject: Application for Alternate Responsibilities Instead of Exam Duty

Respected Sir/Madam,

I, [Your Name], working as a [Your Designation] in the [Department Name] at our esteemed institution, kindly request your consideration for assigning me alternate responsibilities instead of the upcoming examination duty. I am well aware of the importance of exam duty, and I have always fulfilled my part diligently. However, due to some personal reasons, I am unable to perform the exam duty this time.

Kindly allow me to contribute to the institution in some other capacity during this period. I assure you that I will work hard to ensure that my alternate responsibilities are carried out diligently and effectively, and I will not let the institution down.

I am hopeful that you will understand my situation and grant me permission to take up other tasks instead of the exam duty. I would be grateful for your kind support in this matter.

Thanking you in advance.

Yours sincerely,

[Your Name]

[Your Designation]

[Department Name]

[Contact Details]

4. Temporary Exam Duty Exemption Application for Maternity or Paternity Leave

To,

The Principal,

[Name of the Institution],

[Address of the Institution],

[City, State, Postal Code]

Subject: Temporary Exam Duty Exemption Application for Maternity/Paternity Leave

Respected Sir/Madam,

I, [Your Name], working as a [Your Designation] in the [Your Department] department, want to submit my request for temporary exemption from exam duty for the upcoming internal/external examinations scheduled from [Start Date] to [End Date].

I am currently on maternity/paternity leave starting from [Start Date of Leave] and it is not feasible for me to participate in the exam duty during this period. As per the institution's policy, I am entitled to avail maternity/paternity leave for a period of [Number of Weeks] weeks. My expected date to rejoin the institution is [Rejoining Date].

I understand my responsibilities towards the institution and its students; however, under the current circumstances, attending to my newborn child takes priority. I assure you that I will resume my regular duties once my leave period is completed.

I kindly request you to consider my situation and grant me a temporary exemption from the exam duty during my maternity/paternity leave. I am confident that my colleagues will manage the exam duties efficiently in my absence.

Thanking you in advance for your understanding and support.

Yours sincerely,

[Your Name]
[Your Designation]
[Your Department]
[Your Employee ID]
[Date]

5. Application for Remote Supervision During Exam Duty Owing to Travel Restrictions

To,
The Principal,
[School/College Name],
[Address],
[City], [Pin Code]

Subject: Application for Remote Supervision During Exam Duty Owing to Travel Restrictions

Respected Sir/Madam,

I, [Your Name], am currently serving as a [Your Designation] at [Department Name] in our esteemed institution. I hope this letter finds you in good health and high spirits. I am writing this application to kindly request your permission to perform my exam duty remotely due to the prevailing travel restrictions amid the ongoing pandemic.

As you are aware, the government has imposed strict travel restrictions and guidelines to curb the spread of COVID-19, making it challenging for me to commute from my hometown, [Your Hometown], to our institution. Owing to these circumstances, I am unable to physically attend my assigned exam duty.

However, I wish to fulfill my responsibilities diligently and ensure that the examination process is conducted smoothly.

Therefore, I humbly request you to consider allowing me to perform my exam supervision duties remotely through digital means, such as online video conferencing platforms. I assure you that I will maintain the utmost integrity and professionalism while supervising the students from a remote location.

I hope you will understand my predicament and grant me the necessary permission. I look forward to a positive response from your end, and I am ready to cooperate in any further arrangements required for the remote supervision process.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Designation]

[Department Name]

[Contact Information]