

PROVISION

ON EDUCATIONAL TESTING OF VNUHCM-UNIVERSITY OF SCIENCE,

(Issued together with Decision No. 1421/QĐ-KHTN dated October 14th, 2016 of the rector of the VNUHCM-University of Science)

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subject of the application

1.1. This document stipulates the issues related to educational testing work of all degree levels and training levels of the VNUHCM-University of Science (VNUHCM-US)

1.2. This regulation applies to students of all training levels and systems, lecturers, Faculties/Departments, Office of Educational Testing and Quality Assurance (OETQA), Office of Academic Affairs and related offices of the VNUHCM-University of Science

Article 2. Adjustment purpose

2.1. Ensuring the seriousness, objectivity and accuracy in the organization of examination and assessment of students' learning outcomes in accordance with the regulations of the Ministry of Education and Training as well as VNUHCM

2.2. Ensuring independence between the teaching process and the assessment of students' learning outcomes

2.3. Unify the organization process of examination and evaluating learning outcomes throughout VNUHCM-University of Science

Chapter II

PROVISION ON MIDTERM EXAMS

Article 3. Form and time of midterm examination

3.1. The assessment forms of process scores are decided by the lecturers (or related Departments, for common subjects of many classes), and disseminated to students at the beginning of the semester.

3.2. In case the lecturer chooses to evaluate the progress score by organizing the mid-term exam, the Office of Educational Testing and Quality assurance (ETQAO) is in charge of organizing the mid-term exam for formal undergraduate students according to the following plan:

- For modules with less than 50 students registered: the mid-term exam takes place in class at the beginning of the 8th week of the semester
- For common modules of many classes or modules with 50 or more students registered: The midterm exam based on the module registration list of students from the relevant faculty. OETQA will organize the exam on Saturdays and Sundays of the 8th and 9th weeks of the semester (according to the teaching and learning plan of the academic year).

Article 4. mid-term exam papers

4.1. The midterm exam lasts 45 minutes

4.2. Academic staff sends the exam paper to OETQA before the 7th week of the semester for duplicating the exam papers.

Article 5. Organizing the examination and marking the midterm exam

5.1. In case of taking the midterm exam at class: The lecturer teaching theory will be directly in charge of supervising the exam (according to the timetable), OETQA will support 1 additional invigilator if required by the lecturer. The midterm exam will be marked by that lecture

5.2. Centralized midterm exam: OETQA arranges the exam schedule, organizes for invigilating and assigns the exam papers directly to the lecturer for marking and receives the graded exam papers back from the lecturers for archiving.

5.3 Midterm exam marks will be announced to students by the lecturer at class

Chapter III

THE FINAL EXAM ORGANIZATION

Article 6. Conditions for taking part in the final exam

For each module, students are only allowed to take the exam once in the same semester. Students are eligible to take the final exam if they meet the following conditions:

- a. Theory module:
 - Attending class from 80% of the prescribed time or more for that module.
 - Students must attend all midterm exams and class discussions.
- b. Practical module
 - Students must attend enough prescribed time for the practical modules
 - Fully Submitting tests after each practical exercise
 - Students who are not eligible to take the final exam without a valid reason must receive a zero score (0) and have to repeat that module for the following semester.

Article 7. The final exam Organization

7.1. At the end of each semester, VNUHCM-US only organizes one final exam according to the teaching and learning plan of the semester and academic year. The ETQAO is in charge of the organization of the final exam including arranging the exam schedule, printing the exam list, inviting the invigilator, organizing the exam, making copies of the exam papers, and handing over the exam papers to the lecturer to mark and receiving marks from the lecturers, fulfilling the payment for invigilator and for marking the exam papers.

7.2. The final exam schedule must be announced to students before 1 month (counting from the exam start date).

7.3. The Academic Affairs Office is responsible for providing data for the ETQAO to prepare the exam organization and to archive the original mark sheets (after the ETQAO completes the marking work and publishes grades to students).

7.4. Faculties/Departments are responsible for coordinating with the ETQAO in providing information about the opened modules in the semester; supporting invigilators; organizing the exam for practice classes.

7.5. The final exam grade is the required grade in the total grade of the module and with a weight of the final exam grade is not less than 50%. The final exam form may be the written exam or multiple-choice, the computer-based test, the practice exam, the oral exam, the essay, the big assignment, a seminar, etc., or the combination of the above exam forms and must be clearly stated in the detailed syllabus of the module and be published.

In addition to the final exam grade, the module grade may include the following component marks:

- a. The mid-term exam marks
- b. Marks for students' ability or awareness in seminars.
- c. Marks for assessment of practice results or big assignment

d. Marks for the student's diligence in the learning process.

The module grade will be the average grade calculated according to the coefficients of the final exam marks and the component marks, calculated on a 10-point scale, and rounded to 0.5.

Article 8. The final exam papers

8.1. About the content: The final exam paper must be consistent with the module content specified in the detailed syllabus. For general modules in the general knowledge block (with many lecturers participating in teaching), the lecturers agree on a common exam question and send exam papers together with detailed answers to the ETQAO.

8.2. About the form: The exam papers are compiled according to the uniform form of the whole University, provided by the ETQAO. The exam paper must have a score scale for each question, full name, and staff code, the signature of lectures compiling the exam paper and the person in charge of approving that exam paper

8.3. Exam time:

Module credits	Minimum exam time	Maximum exam time
≤ 2	45 minutes	60 minutes
3	60 minutes	90 minutes
≥ 4	60 minutes	120 minutes

8.4. Assigning and receiving exam papers:

The exam papers must be sent to ETQAO about 2 weeks before the exam date (confirmed in the exam handover logbook).

a. For Module taught by inviting lecture: The lecturer sends the sealed exam paper and answers directly to ETQAO.

b. Other modules: The lecturers send the exam papers to their Faculty/Department for approval. The faculties are responsible for the handover of exam papers and answers approved and sealed to ETQAO.

c. For the machine-marked multiple-choice test: The lecturer provides the original exam paper with the lecturer's signature and file of the exam paper content for ETQAO to

convert and duplicate the exam papers

Article 9. Duplicating and keeping exam papers confidential

9.1. ETQAO is responsible for duplicating the exam papers for the whole university

9.2. ETQAO must utterly keep the exam paper confidential, archive the original exam paper at ETQAO, each exam paper assigned with a storage code according to the ETQAO's rule.

9.3. Exam papers must be printed to ensure quality and enough quantity

9.4. The exam bag with copies of exam papers inside must be sealed carefully.

Article 10. Invigilating and supervising the final exam

10.1. Invigilating:

a. ETQAO allocates the number of invigilators, and the Faculty/Department is responsible for appointing invigilators as required. In case there are not enough Invigilators, the ETQAO will invite more staff from VNUHCM-US' offices to invigilate the exam.

b. ETQAO will send the invigilating invitations to each staff participating in the final exam (theory module).

c. In case of not being able to participate in the examination, the invigilators are responsible for immediately informing ETQAO at least 1 day before the exam date so that ETQAO can supplement the invigilators

d. ETQAO arranges staff in charge of receiving the exam papers at the exam sessions. Invigilators directly receive the sealed exam questions, exam papers, draft papers, and minutes of opening the exam paper at ETQAO (according to the exam location at Linh Trung campus or Nguyen Van Cu campus).

e. Invigilators must be at the exam room at least 15 minutes before the exam time starts.

f. Invigilators must dress appropriately and do not smoke, read newspapers, or do their individual work during the examination.

g. Invigilators must be VNUHCM-US' staff, must wear the staff card when on duty and not only strictly comply with the exam regulation of VNUHCM-US, but also grasp the duties of invigilators

h. Each examination room must allocate at least 2 invigilators (25 students / 1 invigilator).

10.2. Exam supervision:

a. The Office of Inspection -Legislation & Intellectual Property is responsible for directly supervising the final exam and reporting to the Board of presidents.

b. The Heads of the relevant units and ETQAO are responsible for the overall supervision of the exam organization.

Article 11. Marking of the final exam papers

11.1. The Academic staff receives the exam papers and signs minutes of handover and receiving the exam papers at the ETQAO

11.2. the academic transcription according to VNUHCM-US' form must be signed by the examiner, certified by the Dean or Head of the Department and must be sent to the ETQAO at least 2 weeks prior to the exam date.

The ETQAO are responsible for contacting and urging lecturers to submit grades within the prescribed time limit.

11.3. Exam results must be publicly and clearly announced to each student after the exam.

Article 12. Examination review

12.1. For the midterm exam: students directly contact the lecturer in charge of that module for inquiries and appeals of exam result

12.2. For the final exam: students are entitled to request a review of the final exam results. Students apply the review request form and pay the review fee at ETQAO according to the VNUHCM-US' regulation.

12.3. Time limit for review: within 15 days from the deadline for receiving the review request application, the ETQAO is responsible for organizing the review and announcing the marks for students.

12.4. The review marks are the final result of the Module and must be sent to the relevant units within 1 week from the date of completion of the review.

Article 13. Managing and archiving mark sheets and the exam papers

13.1. The original mark sheet (final exam, review, updated marks ...) after processing marks will be handed over to The Academic Affairs Office to archive there

13.2. The ETQAO will archive scanned files and copies of the mark sheet.

13.3. The ETQAO is responsible for announcing marks for each student (via the student account).

13.4. The final mark sheet must be permanently archived at the Academic Affairs and ETQAO.

13.5. The exam papers are archived at the ETQAO for 2 years counted from the end of the semester exam.

Article 14. Honorarium payment for exam organization

14.1. The ETQAO is responsible for the payment of remuneration related to the exam organization of the whole university.

14.2. The norms for remuneration payment according to the internal revenue and expenditure regulations

Article 15: Handling of the disciplinary violations based on the regulation of invigilating and marking the exam.

The extent of violations and the handling framework of violation for invigilators and students violated during examination sessions and in marking shall comply with the provisions of the examination and enrollment regulations.

Article 16: Handling of academic staff who submit the exam papers and marks late

The ETQAO statistics the list of academic staff who submitted the exam papers and marks late to the relevant faculties. The faculty is responsible for reminding academic staff and responding to information to ETQAO.

Chapter IV

IMPLEMENTATION ORGANIZATION

Article 17: Responsibilities for the implementation

17.1. The ETQAO, The Office of Academic Affairs, the Office of Inspection - Legislation & Intellectual Property, the relevant offices, and the Faculties/Departments in charge of implementing the Regulation.

17.2. Heads of units disseminate this Regulation to each staff and lecturer of these units.

17.3. Secretary and academic advisors of faculties disseminate this regulation to each student.

Article 18: Implementation provisions

18.1. This regulation takes effect from the signing date and applied from the first semester of the 2016-2017 academic year for all degree levels and training systems

18.2. During the implementation process, this Regulation may be amended, supplemented, and perfected to suit the actual condition. Amendments and supplements are considered and decided by VNUHCM-US' rector.