

PROVISION
ON RESPONSIBILITIES OF STAFF AND LEARNERS IN THE EXAMINATION
SESSIONS OF VNUHCM-UNIVERSITY OF SCIENCE,

*(Issued together with Decision No. 373/QĐ-KHTN dated March 19th, 2018 of the VNUHCM-
University of Science' rector)*

Chapter I
GENERAL PROVISIONS

Article 1. Scope of regulation and subject of application

1. This document stipulates the responsibilities of staff participating in the exam session and of students/graduate students (hereinafter referred to as learners) in exam sessions and the forms of handling of violations against exam regulations for staff participating in the examination organization and learners in the exams session of University of Science (US) under Viet Nam National University Ho Chi Minh City (VNUHCM)

2. This regulation applies to learners (degree levels, training levels), individuals who are officials and employees of Faculty/ Departments, and Offices of VNUHCM-US participating in invigilating the exam (hereinafter referred to as invigilator).

Article 2. Adjustment purpose

1. Ensuring the seriousness, objectivity and fairness in the exam and test in accordance with the regulations of the Ministry of Education and Training as well as VNUHCM

2. Detecting, preventing and promptly handling violations specified in this document by learners and staff in the exam session.

Chapter II

REGULATIONS ON THE RESPONSIBILITIES OF STAFF PARTICIPATING IN EXAMINATION AND OF STUDENT

Article 3. Responsibilities of invigilator

1. For the registered invigilator: if he/she is busy unexpectedly, he/she must promptly report to the Office of Educational Testing and Quality Assurance (ETQAO) at least 2 days before the exam date to be replaced by a new invigilator, except in case of unexpected circumstances such as illness, disease, illness, etc. or being mobilized and assigned by her/his leaders to implement other tasks. If the invigilator is absent without valid reason, he/she must take full responsibility for that.

2. Invigilator is responsible for:

- a. Being present at the exam venue at least 15 minutes before the exam time to receive the exam documents;
- b. Wearing a staff card while on duty;
- c. Rigidly mastering regulation and the process of the exam organization;
- d. Dressing politely, seriously, not doing personal work (no reading, no use of cell phones, personal computers, no smoking, no use of stimulants and/or alcoholic beverages) while on duty;
- e. Do not help learners to take exams for them in any way;
- f. Being present in the examination room regularly to perform the following tasks:
 - Checking the conditions in the exam room, marking learner codes (code) and guiding learners into the exam room;
 - Checking the learners' items allowed to bring into the exam room, guiding the learners to take seats in the right places, checking the learners' cards (or other identification documents with learner's photo) to identify the learner. In cases of no identification documents are available, the learner must have a confirmation from the Student Affairs Office (if a student)/Office of Graduate Studies (if a graduate student) or make a written commitment at the exam room;

- In case the student is not on the list of candidates, they must have the confirmed documents issued by the ETQAO to take part in the exam (invigilator fills in the student's name at the end of the mark sheet);
- Reminding learners of the necessary provisions related to exam regulation; writing all necessary information on the exam papers; the exam papers, the draft paper must have the signatures and full names of 2 invigilators;
- Clearly writing the module name and time on the blackboard for learners to know;
- Letting learners start and finish the lesson on time
- If the learners violate the exam discipline, the invigilator must make the handling minutes according to regulations and return the handling minutes to the ETQAO;
- If there is an unexpected abnormal circumstance such as the student taking the exam is sick, invigilators need to report this trouble to the staff in charge of the exam for settlement;
- Fully filling in the invigilators' information on the mark sheet and on the exam bag;
- When collecting exam papers from learners, including the exam papers of students who have been disciplined, it is necessary to check all information (exam question code, number of exam papers,...) before letting learners sign for confirming the exam paper submission;
- Hand over the exam papers (after sorting the order of the exam papers from smallest to largest) to the secretary after the exam time has expired;
- Absolutely do not make any mistakes or lose exam papers.

Article 4. Responsibilities of examination supervisors

1. Exam supervisors are assigned by the Head of the Office of Inspection -Legislation & Intellectual Property (ILIPO) and then the ILIPO is in charge of sending the exam supervisor list to the ETQAO
2. Exam supervisors regularly supervise the compliance of invigilators and learners with exam regulations, checking and reminding the invigilators of seizing documents and

technical means illegally brought into the examination room by learners, reminding or making the violation handling minutes for the violated invigilators (if any)

3. Exam supervisors are responsible to VNUHCM-US while performing their duties, ensuring that the exam is serious according to the exam regulations.

Article 5. Responsibilities of Secretaries

1. Exam secretaries are staff, academic staff invited by the ETQAO

2. Exam secretaries must prepare all exam documents, stationery, list of candidates and handover minutes during the exam sessions; receive exam papers and all kinds of minutes from the invigilators at the end of each exam and report the invigilator status to staff in charge of the exam (if necessary)

Article 6. Responsibilities of staff in charge of the exam

1. Staff in charge of the exam is the staff of the ETQAO and assigned by the Head of ETQAO

2. Staff in charge of the exam has the function of administering and is responsible for all works assigned to be in charge during the process of exam organization such as assigning invigilators, handing over the exam question, receipting exam papers, and handling the problems occurring based on the regulations and the assigned task scope

3. Staff in charge of the exam is responsible for immediately reporting to the Head of ETQAO to submit to VNUHCM-US for handling issues outside the responsibility scope

Article 7. Responsibilities of lecturer in charge of compiling exam question

The lecturer in charge of compiling exam questions is responsible for solving all issues related to exam questions during the exam session (must be on the phone during the exam so that the staff in charge of the exam can contact in case learners have any questions about the exam question)

Article 8. Responsibilities of learners in exam sessions

1. Before entering the exam room, learners must:

a. Be present in the exam room 15 minutes before the exam starts to check-in. If learners are late for more than 15 minutes after the exam begins, they will not be allowed to take the exam;

b. Preparing student/graduate student cards for invigilators to check during exam sessions. In case a learner loses his/her student card, it must be certified by the Student Affairs Office (graduate students who lose their card must have a confirmation from the Office of Graduate Studies). In special cases, students are required to make a written commitment at the exam room

2. When entering the exam room, learners:

a. Sitting at the correct position according to invigilators' requirements, putting student/graduate student card (identity card) on the table for the invigilators to check;

b. Learners must take care of their own valuable assets (laptops, tablets, mobile phones, parking cards, keys and other assets);

c. learners are only allowed to bring pens, pencils, compasses, erasers, rulers, calculating rulers, and electronic calculators without memory cards and also cannot edit documents into the exam room. In case students have laptops, invigilators allow learners to bring their bags to their seats (at their feet) to avoid theft and learners must take full responsibility if exam materials are found at their seats;

d. Not allowed to bring exam material into the exam room (except for those subjects that the exam materials allowed to use, which will be specified in the exam questions); Not bring mobile phones, technical means that can receive, transmit information, record audio or video, equipment containing information that learners can use to fulfil the exam, weapons, explosives, incendiary, etc. beer, alcohol, carbon paper, erasers, food, water and other prohibited items into the exam room; Not allowed to eat, drink, smoke in the exam room;

e. Before doing the test, it is necessary to write down the full learner ID (code), the exam question code on the exam paper (if any) and both invigilators must sign and clearly write their names on the exam papers;

f. The answer must be obviously written down, clean, not crumpled, not marked or denoted. It is strictly forbidden to do the exam with two kinds of ink, red ink, and pencil (except for using the pencil to draw). Damaged writing parts must be deleted by the ruler, not use a correction pen;

g. Must protect their exam papers and strictly prohibit all acts of cheating, not see other learners' exam papers, not exchange ideas or exchange exam material when taking the exam;

h. Must keep order and silence in the exam room. If learners have any questions to ask invigilators, they need to ask publicly. In case of unusual illness, it must be reported to the invigilators for handling;

i. Only allowed to leave the exam room before the end of the exam time if learners have submitted their exam papers, draft papers and exam questions to the invigilators;

j. At the end of the exam time, learners must stop doing the exam and submit exam papers to the invigilators. Learners must also submit the exam paper even though they can not fulfil the exam papers. When submitting exam papers, learners must specify the page number on the submitted exam papers and sign their signatures on the exam list of candidates

Chapter III

VIOLATION HANDLING MEASURES

Article 9. Handling of invigilators who violate exam regulations

If the invigilator violates the exam regulations (detected while on duty or after the exam has ended), depending on the behaviour and severity, the following disciplinary forms will be applied:

1. **Reprimand:** Apply to invigilators who violate the following mistakes:

a. Arriving late than prescribed time (15 minutes before the exam time starts) twice;

b. Do not sign the exam paper or draft paper;

c. During the exam time, invigilators voluntarily quit their mission as invigilators to do other things or absent 2 exam sessions without reporting to ETQAO (without a valid reason).

2. **Warning:** Apply to invigilators who violate the following mistakes:

a. Absent 3 or more exam sessions (in a school year) without reporting to ETQAO (without a valid reason);

- b. Allowing learners to copy, carry and use exam material during the exam that is detected and recorded by supervisors;
- c. Do not make violation minutes for learners who violated the exam regulations;
- d. Loss of mark sheet, loss of student's exam paper

Article 10. Handling of learners who violate exam regulations.

Learners who violate exam regulations must be recorded in violation handling minutes and depending on the violation extent, the learner will be disciplined in the following forms (invigilator needs to clearly state the violation, make a record, collect exhibits (if any) and hand over the violation handling minutes to the staff in charge of the exam when submitting learners' exam papers):

1. Reprimand: Apply to learners who make mistakes one time: look at other learners' exam papers and discuss with other learners.

Learners who are disciplined with reprimand while taking the exam will be deducted 25% from that module's exam score.

2. Warning: For learners who violate one of the following mistakes:

- a. Be reprimanded once but during that exam, the learner continues to violate exam regulation
- b. Exchange exam paper or draft paper;
- c. Bringing exam materials, cell phones, or other unallowed devices into the exam room (even unused);
- d. Copying other learners' exam papers. Learners' exam papers that are similar will be treated the same. If the learner being handled has enough evidence to prove that it is not her/his fault, he/she may consider reducing the warning discipline level to the reprimand level or immunity from prosecution;

Learners who are disciplined with a warning level while taking any subject will be deducted 50% of the exam marks of that module

3. Exam suspension: For learners who violate one of the following mistakes:

- a. Be Warned once but during that exam, the learner continues to violate exam regulation

- b. Taking actions that cause aggression or intimidation for the staff who are responsible for exam sessions or other learners;
- c. Giving the exam question out or receiving the answers from outside the exam room;

Learners who are suspended from taking the exam while taking that exam will receive zero (0) score for that module; must submit their exam papers, draft papers and exam questions to invigilators;

Learners who take the exam for other learners or ask someone else to take the exam for them are both disciplined at one-year suspension level for the first violation and expelled for the second violation.

Article 11. Competence of handling invigilators and learners who violate exam regulation

1. The ETQAO will gather all handling minutes of invigilators who violate provisions of this regulation at the end of each semester (after the end of all the exam sessions) and submit them to the rector for decision, for students who violate the exam regulation will be handled by the Student Affairs Office (SAO).

2. The VNUHCM-US will decide the disciplinary level for invigilators and students who violate the provisions of this regulation.

Chapter IV

IMPLEMENTATION ORGANIZATION

Article 12. Responsibilities for implementation

1. ETQAO, Office of Academic Affairs, Office of Student Affairs, Office of Inspection Legislation & Intellectual Property, the relevant offices and Faculties/Departments are responsible for implementing this regulation.

2. Heads of units disseminate this Regulation to each staff and academic staff of their units

3. Faculty secretary and academic advisors disseminate this Regulation to learners

Article 13. Implementation provisions

1.This regulation takes effect from the date of signing for levels and training systems and replaces previously issued documents of the University on the handling of officials and students who violate exam regulations.

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