DECISION

On the Promulgation of temporary provision of the organization of the final exam by the online mode for university-level and college level of VNUHCM-University of Science

Pursuant to Decision No. 26/2014/QD-TTg dated March 26th, 2014 of the Prime Minister on promulgating organization and operation regulation of the Vietnam National University Ho Chi Minh City (VNUHCM) and higher education institutions under VNUHCM;

Pursuant to Decision No. 867/QD-ĐHQG-TCCB dated August 17th, 2017 of Vietnam National University Ho Chi Minh City on promulgating organization and operation regulation of higher education institutions and faculties under VNUHCM;

Pursuant to Decision No. 1421/QD-KHTN-KT&ĐBCL dated October 14, 2016 of the University of Science's rector on promulgating Provision of Educational testing work of the VNUHCM-University of Science;

At the request of the Head of Education Testing and Quality Assurance Office.

DECISION:

Article 1. promulgated together with this Decision "Temporary provision on organizing the final exam by the online mode for university-level and college level of VNUHCM-University of Science".

Article 2. This Decision takes effect from the date of signing.

Article 3. Heads of relevant offices, Deans of Faculties and students are responsible for the implementation of this Decision./.

VIET NAM NATIONAL UNIVERSITY HO CHI MINH CITY

UNIVERSITY OF SCIENCE

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

TEMPORARY PROVISIONS

On the organization of final exam by online mode for university-level and college level of VNUHCM-University of Science

(Issued together with Decision No. 905/QD-KHTN dated July 16th, 2021 of the VNUHCM-University of Science's rector)

Chapter I

GENERAL PROVISIONS

Article 1. Scope of regulation and subject of application

1. This document stipulates the tasks, powers and responsibilities of units and individuals in the organization of the final exam by online mode for the university level and college level organized by VNUHCM-University of Science

2. This document applies to units and individuals participating in the final exam for university-level organized by VNUHCM-University of Science, including:

a) Heads of training management units; leaders, lecturers, staff under relevant faculties/department and offices;

b) Students study the modules of the study programmes at the university and college level of the University of Science.

Article 2. Purposes and requirements

1. Ensure the seriousness, objectivity and accuracy in the organization of examination and assessment of students' learning outcomes in accordance with the general provision of the Ministry of Education and Training and Vietnam National University Ho Chi Minh City.

2. Ensuring consistency, improving the efficiency of using information technology systems in the organization and training of the University of Science.

3.This document applies in case the VNUHCM-US cannot hold the examination at VNUHCM-US directly for students due to the prolonged epidemic situation or unexpected circumstances.

Article 3. Forms of online final exam

1.Exam forms:

– Essay writing exam submitted online;

– Online quizzed exam ;

– Online written exam;

– Online multiple-choice exam.

2.Specialized units (faculties/departments) choose one of the above exam forms for each module, each training form and send it to the Educational Testing and Quality Assurance Office (ETQAO) according to the informed deadlines.

3.The ETQAO gathers registration forms for the exam, builds up an exam schedule, publicizes the exam schedule, and sends them to relevant units at least 2 weeks before the exam.

Article 4. For students taking the exam

1.Updating the exam schedule for the modules and VNUHCM-US' provisions for the online exams.

2.Complying and properly implementing the process of taking the online exams.

3.Attending an online exam training class organized by the ETQAO.

4.Ensuring a stable network connection and having a backup network connection plan. Promptly notify invigilators when there is a problem with the network connection and quickly fix the network connection to continue completing the exam on time.

5.Ensuring standard manners, serious and polite attire during the exam.

6.Using the student card when taking the exam. In case of loss of student cards, students can use identity cards (ID cards) or citizen identity cards for the invigilators to compare.

7.Devices used by students to participate in the online exam must have video recording (camera or webcam) and audio recording (microphone) functions. During the exam,

students must always maintain the login status of the exam management applications and have to answer the invigilators when they request it.

8. Do not cheat while taking the exam.

9. Students complete the exam and submit the students' exam papers within the prescribed time.

10. Complying with other provisions in Article 13 of this Document.

Chapter II

ESSAY EXAM FORM

Article 5. Content of Essay writing exam questions The final exam in the form of an essay must meet the following requirements:

1. Within the scope of the Module's content according to the module's objectives and cognitive objectives in the detailed syllabus;

2. Applying the ability of analytical thinking, comparing, synthesizing and evaluating;

3. Showing the ability to differentiate competencies and the wording ability in students' essays;

4. Ensuring that the capacity of each student can be independently assessed;

5. Ensuring that students with the average academic ability can complete the essay in 02 or 03 days.

Article 6. Exam form and time for essay submission

1. Essay exam needs to be specifically prescribed about content, the minimum page number, maximum page number, font size; about deadline and methods for submitting students' exam papers;

2. Students' submitted essays must be stored by the lecturer as a .pdf file until the end of the prescribed time limit for the exam review requestion, appeal and sent back to ETQAO.

Article 7. Handling violation for essay exam

1. Lecturers who mark the exam paper are responsible for detecting fraudulent acts, determining the extent of fraud, making handling minutes and sending them to the ETQAO for synthesizing reports.

2.For the behavior of not submitting the essay or submitting it late: students receive 0 score.

3.For essays that have paragraphs with identical content from 50% essay or more: All these students received a score of 0 (0 point).

4.For essays that have paragraphs with identical content from 15% to 50% essay: Students will be deducted 50% of the total grades.

Chapter III

OVAL EXAM FORM

Article 8. Content of the oral exam

The final exam set with the oral exam form should need to meet the following requirements:

1.Belongs to the content of the module according to the module's objectives and the cognitive objectives presented in the detailed syllabus;

2.The number of oral-exam questions in the oral-exam question set must ensure limiting students received similar oral exam questions.

Article 9. Oral exam form

1.The assessment of the oral exam result must be undertaken by 2 lecturers, of which at least 1 lecturer is the person in charge of the subject.

2.During the exam, each student must be randomly drawn with 01 exam question in the exam question set to answer the questions and each student has at least 10 minutes to prepare;

3.Time for fulfilling the oral exam question for each student should not exceed 15 minutes;

4.The oral exam result must be announced immediately after the oral exam ends;

5.The whole process of the oral exam must be recorded and sent to the ETQAO along with the file of the exam result right after the end of the exam session.

Article 10. Handling of violations for oral exams

1.The lecturers who ask the questions are responsible for detecting fraudulent acts, determining the extent of fraud, making handling minutes and sending them to the ETQAO for synthesizing reports.

2.All fraudulent acts during the online oral exam will be disciplined like the current exam provision for taking exams directly at the university.

Chapter IV

FORM OF WRITTEN EXAM AND MULTIPLE-CHOICE

Article 11. Exam questions

1.Faculties/departments assign the lecturers in charge of compiling exam questions, reviewing and signing for exam question approval, setting passwords and sending exam questions (via email), sending passwords (via text message to Head/Deputy Head of ETQAO) to ETQAO.

2.Time of exam question is prescribed according to the issued provision on educational testing but not more than 90 minutes.

3.Lecturers who compile the exam question must have the obligation to check the exam questions carefully to avoid errors and always keep the phone on during the exam so that the ETQAO can contact in case students have any questions related to the exam question.

4.The ETQAO is responsible for uploading the exam questions to the Moodle system and setting the exam time automatically for students to receive the exam questions according to the specified time in the form of a PDF file.

Article 12. Exam organization

1.The exam schedule must be announced to students 2 weeks in advance (counting from the day that the exam starts).

2.The list of students sorted by exam date, exam time, the exam room is announced to students 03 days before the exam date and made available by the ETQAO on the online exam system.

3.The ETQAO is responsible for organizing the invigilation training for all staff participating in the invigilation as well as training for all students taking part in the exam.

4.The ETQAO is responsible for sending files of exam papers and the mark sheets to lecturers in charge of marking those exam papers. The mark sheet must be signed by lectures in charge of marking, certified by the Head of Department or Dean, and must be sent to the ETQAO, no later than 2 weeks counted from the exam date.

5.Lecturers can send a photo of the mark sheet after signing it via email to the Dean/Department in order to confirm and after that send it to the ETQAO.

Article 13. For students taking the exam

1.2 days before the exam date, students must log in to Moodle to check the exam information (in the form of a Course), if they can't enter or don't see the exam subject, they must immediately report it to the ETQAO.

2. Log in to the online exam management application 20 minutes before the exam time for the invigilators to take attendance and complete the exam procedures.

3.During the exam, students must not leave the field of view of the camera.

4.Students who enter the exam 15 minutes late from the exam time starts will not be allowed to take the exam.

5.During the exam, students must not use computers and phones for other purposes (unless allowed for the exam), must ensure that the camera covers the whole scene of students sitting, speakers and microphones always turn on. Students must turn on loudspeakers during the exam time to hear the announcement of the invigilators and must keep quiet in the exam room and turn on the microphone for the invigilators to supervise; Cell phones must be set to be silent to avoid causing noise in the exam room and only use phones to scan and submit students' exam papers after the exam time ends up.

Article 14. Handling of violations for written exam and multiple-choice exams

The students who violate exam regulations must be made the violation handling minutes and depending on the violation extent, they will be handled in the following forms:

a) Remind for students who do not open the camera and microphone when the invigilators request for the first time;

b) Reprimand for students who do not open the camera and microphone when the invigilators remind for the second time. the reprimanded students will be deducted 25% from the exam grades.

c) Warning for students who do not open the camera and microphone when the invigilators remind for the 3rd time. The warned student will be deducted 50% from the exam grades.

d) Exam suspension for students who commit one of the following violations:

– Detecting students using exam material through overseeing the camera and microphone.

– Detecting students asking somebody to take the exam for them through overseeing the camera and microphone.

– Detecting students asking the support from somebody to take the exam through overseeing the camera and microphone.

– Detecting students working in groups or exchanging in the exam through overseeing the camera and microphone

Students who are suspended from the exam will receive 0 score (0) for the exam.

e) Students will not be allowed to take the exam /not be allowed to continue to take the exam in the following cases:

– Cannot show their student card, ID card, or CCCD to prove their identity.

– Exam devices without camera or microphone; either one of the above or both suddenly stops working for more than 1 minute.

– The exam device suddenly lost the internet connection with the system for more than 3 minutes.

Article 15. Handling of unexpected circumstances during the exam

1.During the exam, students encounter unexpected circumstances such as loss of internet connection, loss of electricity, unstable transmission, camera and microphone stopped working, etc., they must contact invigilators immediately by phone to be recorded in the handling minute of unexpected circumstances.

2.For recorded incidents as above, students are allowed to register for exam postponement (point I) at the academic affairs office after the exam. (ETQAO will transfer the list of these students to the academic affairs office for comparison and inspection)

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Chapter V

IMPLEMENTATION ORGANIZATION

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Article 16. Responsibilities for implementation

1.The ETQAO, relevant offices and faculties/departments are responsible for strictly implementing this provision.

2.Heads of faculties/departments are responsible for disseminating this provision to staff and lecturers of their unit; The Student Affairs Office is responsible for disseminating this provision to students.

3.Office of Inspection -Legislation & Intellectual Property is responsible for inspecting, examining and supervising the implementation of this provision.

Article 17. Terms of implementation

1.This regulation takes effect from the date of signing.

2.During the implementation process, this Regulation may be amended and supplemented to suit the actual condition, ensuring compliance with regulations of the Ministry of Education and Training, of Vietnam National University Ho Chi Minh City.

Appendix 1: Regulations for students taking the final exam

1. To participate in the online exam, students must have a computer and a smartphone (or 2 smartphones), computer and mobile phone must have an active camera and microphone normally that can run with Zoom and Moodle applications has activated a student account provided by VNUHCM-US: a fixed device attached with a camera to observe (with Zoom software) student's exam process, another device used to get exam questions and scan the student's exam paper to submit (running Moodle).

– Ensuring that the internet connection, image and sound are stable during the exam;

– Make sure the exam space is quiet during the exam.

2. In case students do not meet conditions to take part in the online exam, they must contact the Academic Affairs Office to request an exam postponement within the week before the exam starts.

3. 2 days before the exam date, students must log in to Moodle to check whether they can access their exam or not (in the form of a Course), if they can access their exam or do not see the exam, they must immediately notify the ETQAO. Students taking the exam must be on the exam list at exam rooms, bring their student card or ID card/citizen identity card. In case the above documents are not available, students must make an application for exam postponement according to the form.

4. Exam rooms are created on Zoom and Moodle applications; each exam room can accommodate no more than 35 students. Students log into the exam room with the student code and password provided; Log in to the Zoom application 20 minutes before the exam time for invigilators to take attendance and fulfill the exam procedures.

5. Students who enter the exam 15 minutes late from the exam start will not be allowed to take the exam.

6. During the exam, students are not allowed to leave the field of view of the camera.

7. Absolutely do not bring exam materials into the exam room for exam modules that are not allowed to use materials; do not use phones and devices receiving signals are in the exam room, except for the online connection devices to take the online exams as prescribed.

8.During the exam, students are not allowed to use computers and phones (unless allowed for the exam) to do different work, must ensure that the camera, speakers, and microphones always turn on and can oversee the whole scene of students sitting. Students must turn on loudspeakers during the exam time to hear the announcement from the invigilators and must keep quiet in the exam room; microphone must be turned on as invigilators request; Cell phones must be set to be silent to avoid causing noise in the exam room and only use phones when submitting students' exam papers

9.Students are only allowed to leave the online exam room after the invigilators have checked the student's submission fully and allow the student to leave the online exam room.

10. Students violating exam regulations will be recorded and handled according to regulations.

11. For the written exam:

− Students must write the answer on the A4 exam papers and on each exam paper written with full information according to the following form:

Student's full name:………………...Module name:…………………………………….
Student ID:......................................Module code…………………………………………
Exam date:...........Exam time............Number of pages/Total number of pages:......./…..

− Students are not allowed to submit the exam papers before the exam time ends up.

− When the exam time ends up, students must stop doing the exam, scan the exam paper into a pdf file (use the scanning software on mobile phones; note the sharpness and brightness of the exam paper scan version), save the file name according to the syntax: Student code _ full name _ module code _ exam shift.pdf and submit the exam papers to the Moodle system.

(Example of file naming is as follows: 19120123_NguyenVanA_MTH00031_Ca1.pdf)

− Scan and submission time is 10 minutes.

− When the above time ends up, the system will automatically close, and no additional submissions will be accepted. Students who do not submit their exam papers on time

according to the specified exam duration are considered as absent from the exam and receive 0 score (0 point).

12. For multiple-choice exams:

− Students receive the exam question and take the exam directly on the Moodle system.

− Students take the exam directly on the Moodle system according to the sequential way once (when moving on to the next question, the student cannot go back)

− At the end of the exam time, the Moodle system will automatically close, students do not need to submit their exam papers

Appendix 2. provision on the online exam invigilation, supervision, and support

I. Invigilators:

1. Invigilators are lecturers, staff at VNUHCM-US must wear their staff cards when on duty and have been trained by the ETQAO on online exam invigilation.

2. Staff participating in the exam must wear proper attire and do not smoke, read newspapers, or do personal work during the examination.

3. Invigilators must be present at the ETQAO 30 minutes before the exam time to receive the exam list. Then the invigilators access the online exam room (assigned) to take attendance, check the student card whether it suits the candidate's information or not, guide the students on the online exam provision, and check the student information on the exam paper. (invigilator reads the name of each student participating in the exam according to the exam list in order to both take attendance and check student internet connection quality).

4. At the beginning of each exam shift, invigilators must provide their phone numbers for students to know and contact urgently when unexpected trouble happens during the exam (internet connection loss, unexpected electricity loss, unstable internet connection). When receiving information about unexpected trouble, invigilators must record the relevant information in the unexpected trouble handling minutes and send them back to the ETQAO at the end of each exam shift.

5. Invigilator requires all students taking the exam to open the camera, microphone and turn on the loudspeaker for convenience in observing the exam room

6. Students access the online exam room 15 minutes late counted from the exam starts, students will not be allowed to take the exam.

7. Invigilators monitor all students on the Zoom screen and record video and audio of the entire exam session (30 minutes before the exam starts and after receiving all students' exam papers).

8. Invigilators are not allowed to leave their positions during the exam process, must observe carefully in the exam room, promptly detect cheating during the exam process and make a violation handling minute of exam regulation (if any).

9.There are 15 minutes left counted from the exam ends up, the invigilators must remind the students of that.

10. At the end of the exam, the invigilators remind students to scan and submit their exam papers according to the exam guideline. at the end of the allotted time (10 minutes), the online exam system will close automatically and will not accept the students' exam papers.

11. After making sure all students' exam papers are submitted, the invigilators allow the students to leave the exam room. The invigilators submit the list of students participating in the exam, the exam minutes and the recording file of the online exam room to the ETQAO.

II. Exam supervision and support:

1.The ETQAO shall coordinate with the Office of Inspection -Legislation & Intellectual Property to appoint staff in charge of supervising the online exam and images recorded by the camera in the exam room.

2.The Office of equipment & Facilities Management supports the preparation of exam rooms including computers with the connected internet, cameras, speakers, and microphones, computers installed with Zoom application for convenient recording.

3.The Student Affairs Office support providing information to students about the online exam training session and other announcements related to the online exam.

4.The Office of Information and Communications appoints technical staff to ensure stable internet connection during the exam duration, and support handling technical problems with the network during the exam process.

5.The heads of relevant units, the ETQAO are responsible for the overall supervision of the exam organization.