



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

Address: 290 Phan Bá Vành Street, Quang Trung Ward, Thai Binh City

Tel: 0227.3844966

Email: caodangytb@caodangytb.edu.vn

Website: www.caodangytb.edu.vn

PROCEDURE FOR ORGANIZING RE- EXAMS

Encryption



QT.07/ P.ÿT

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02

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	Author	Inspector	Approver
Signature			 HIỆU TRƯỞNG TRƯỜNG CAO ĐẲNG Y TẾ Nguyễn Thị Thu Dung
Full name	NGUYEN THI HOANG ANH	NGUYEN THANH SON	
Job title	TRAINING MANAGEMENT OFFICE STAFF / PRINCIPAL		PRINCIPAL

PROCEDURE FOR ORGANIZING RE-EXAMS

I. PURPOSE AND SCOPE OF APPLICATION

- **Purpose:** The process is designed to describe the steps involved and demonstrate the function.

The responsibilities and tasks of the relevant units in organizing re-examinations for students.

- **Scope of application:** This procedure applies to all students in the school who did not participate in the main exam or who received an F grade in the main exam for a particular course.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition: This is the process of preparing and organizing re-examinations with the coordination of relevant functional departments, homeroom teachers, and academic advisors. This process takes place from the beginning to the end of the course to ensure scientific accuracy and effectiveness, creating conditions for students to learn and keep up with the training progress of the School, and meet the requirements to take the exam and be considered for graduation.

2. Abbreviations:

Training Management Department

Homeroom Teacher

HSSV

Student CVHT

Academic Advisor

Room

Examination and Testing Department

Financial Planning Department

Center for Technical and Economic Research and Quality Control

quality assessment of KHTC

main

QLTLHL III.

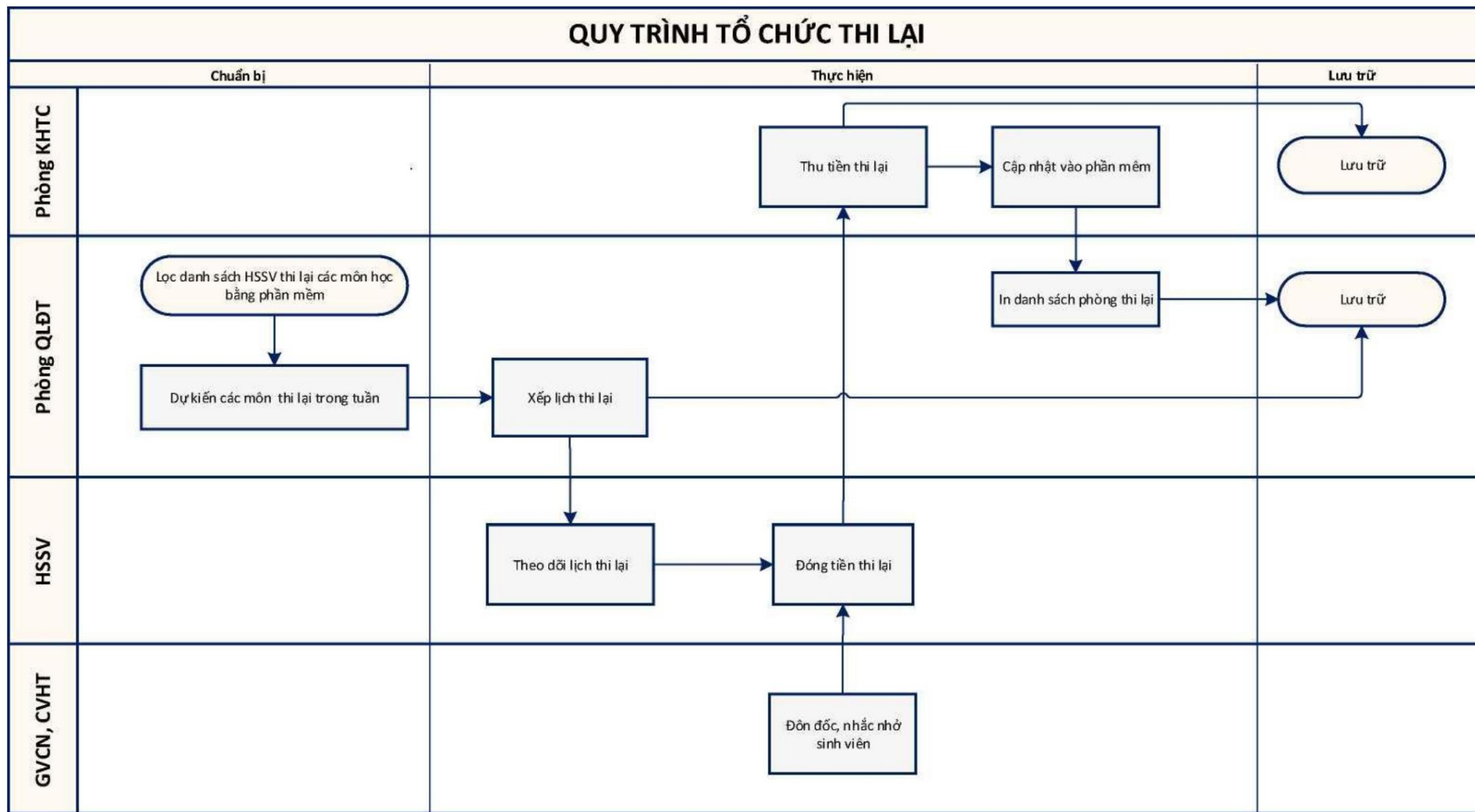
Managing retake exams and repeating courses.

FLOWCHART (See page 3)

IV. SPECIFICATION (See page 4)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1	The list of students retaking courses is stored in a database on the server using software.	P.ýt/BMTL.01
2	List of retake exam rooms by subject	P.ýt/BMTL.02
3	Weekly lecture schedule	P.ýt/BMTL.03
4.	Receipts for retake exam fees	P.ýt/BMTL.04



SPECIFICATION OF THE PROCEDURE FOR ORGANIZING RE-EXAMINATIONS

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Chart sample
1	exams/courses for which grades are	- Use the school's retake/re-course management software to filter the list of students taking retake already available and save it to the relevant section. Database. - Expected retake exams this week	PDT		- List of students retaking courses (2 weeks prior to BMTL.01) and by subject.		
2.	Reschedule the exam.	- Schedule retake exams for the modules on the following week's lecture schedule and announce it. website.	PDT		- Weekly lecture schedule	Friday afternoon, the week before the retake exam.	BMTL.02
3	to the list. They receive the list of students retaking for receiving retake exam fees.	- Students should refer to the retake exam schedule and pay the fee at the Finance and Accounting Department before the exam date, and receive a receipt. - The Finance and Accounting Department collects fees according to the exam, verify the students' names, and update it in the software QLTLHL. - Homeroom teachers and academic advisors should urge students to pay the fees for retaking the exam.	PDT	Finance and Accounting Department, Homeroom Teachers tuition fees	- List of students who have paid the retake exam fee (Students, Teachers), by subject. - Receipt for payment of retake exam	One day before the retake exam.	BMTL.03
4	Print the list of exam rooms by subject.	- Print the list of exam rooms for retake exams from the QLTLHL software.	PDT	Room Quality Control Center	- List of rooms the subject exam.	Before retaking another day	BMTL.04
5.	Retake Exam Organization	- Training Department	PDT	Teachers, students			