



**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: caodangyb@caodangyb.edu.vn  
Fax: 0227.3844966 Web: www.caodangyb.edu.vn

## EXAM REVIEW PROCEDURE

Encryption : QT.01/ P.yT/02  
Issued for the first time : 01  
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	Author	Inspector	Approver
Signature			
Full names:	<b>NGUYEN ANH TUAN,</b>	<b>NGUYEN THANH SON,</b>	<b>NGUYEN THI THU DUNG</b>
Job title	<b>TRAINING CITY</b>	<b>P.HT</b>	<b>PRINCIPAL</b>

**EXAM REVIEW PROCEDURE**

**I. PURPOSE AND SCOPE OF APPLICATION**

1. Purpose

- Establish a unified procedure for reviewing exam papers. -  
Ensure objectivity and fairness in the exam review process.  
exam.

2. Scope of application: -

- Department of Training and Scientific Research Management
- Department of Inspection, Examination and Quality Assurance
- Financial Planning Department
- Departments, divisions, and sections
- All students of Thai Binh Medical College

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

**2. Abbreviations:**

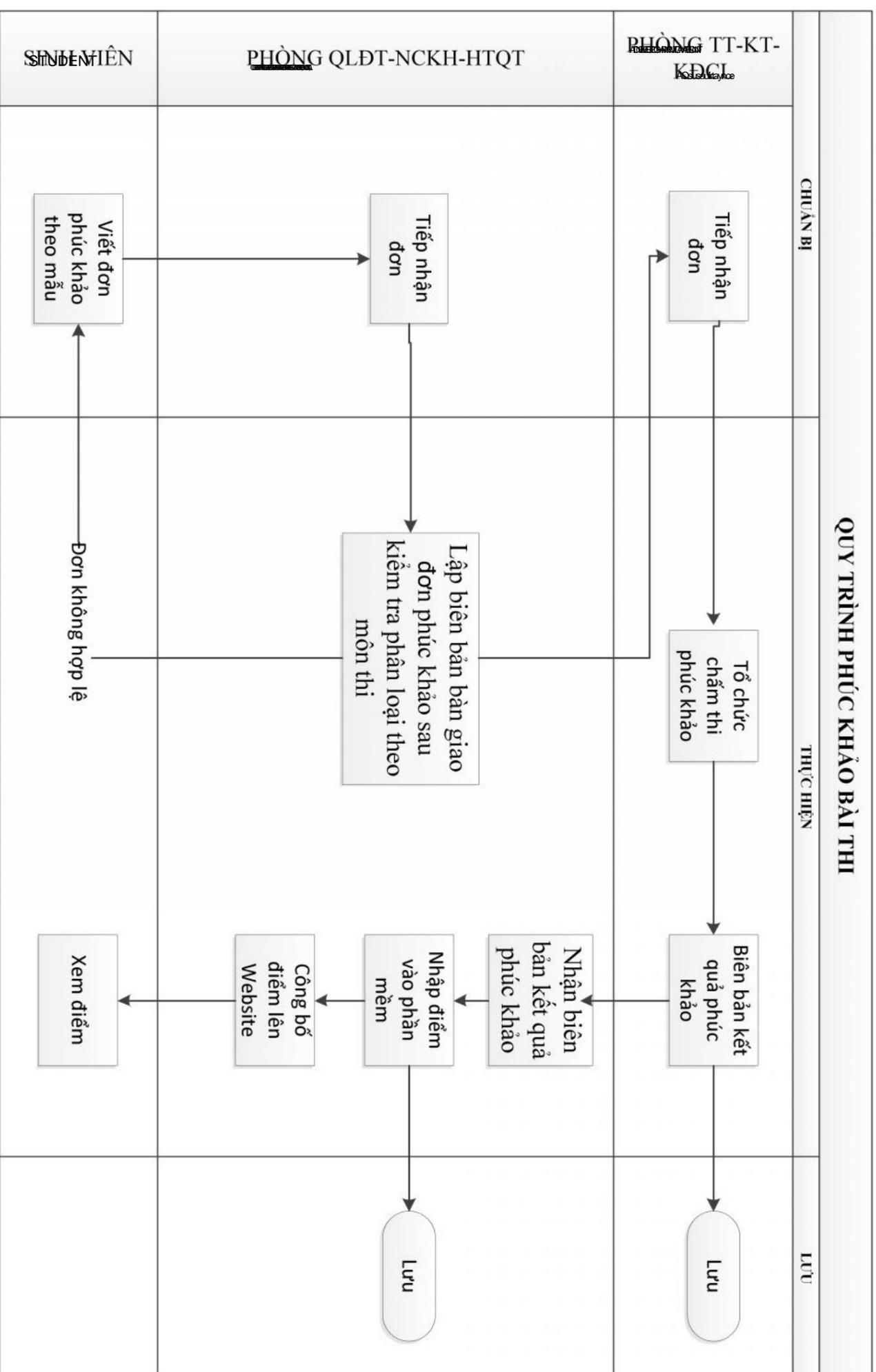
SV	Student
SBD	Registration number
Quality Control and Testing Center	Inspection, Examination and Quality Assurance Department quantity
Management - Scientific Research - International Cooperation	Department of Training Management and Scientific Research International cooperation

**III. FLOWCHART** (See page 3)

**IV. SPECIFICATION** (See pages 4-5)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No.	Form/Instruction Name 1: Appeal	Encryption
	Application	BM6
2	Score sheet	BM7
3.	Training Regulations No. 09/2017/TT-BLDTBXH	



**SPECIFICATION OF THE PROCESS FOR MONITORING STUDENT SELF-STUDY**

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Receive the appeal application with confirmation of appeal fee payment.	- Receive appeals with complete information: Full name, subject, exam date, registration number, exam score, etc., from students.	Department of Training and Scientific Research Management	Financial Planning Department	There is an application form and fee confirmation.	The deadline is no more than one week from the date the scores are announced to students.	BM06
2	Prepare a handover report for appeals after the subject-based classification and examination.	Review and categorize appeals by subject, prepare a report and send it to the Examination, Testing and Quality Assurance Department.	Department of Training and Scientific Research Management	Examination and Inspection Department quality control	Handover sign	The day after the deadline for submitting an appeal.	BM06
3	Reviewing the results	The review process will be conducted in accordance with the regulations stipulated in Article ..... of Circular 09/2017/TT- <small>Ministry of Labour, Invalids and Social Affairs.</small>	Examination and Inspection Department quality control	Department, Division, Department	The exam was re-graded.	One day after withdrawing the exam paper.	
4	Receive the Appeal Results Report survey	Receive the Review Results Report from the Examination and Quality Assurance Inspection Department.	Department of Training and Scientific Research Management	Examination and Inspection Department quality control	Receive Review minutes	One day after the minutes were drawn up.	BM07
5	Announcement of review results	The Training and Scientific Research Management Department enters the scores into the software according to the review report.Scientific survey	Department of Training and Scientific Research Management		Republish students' grades on the school's website.	One day after receipt Report	