





THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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EXAM APPROVAL PROCESS

Encryption : QT.02/ P.yT/05
Issued for the first time : 01
Effective from date : May 26, 2021

	Author	Inspector	Approver
Signature			
Full name	PHAM THI NGOC LIGHT	NGUYEN THI HOANG ANH	Nguyễn Thị Thu Dung
Job title: Officer of the Training Management Department		Urban Management Department	PRINCIPAL

FINAL EXAM APPROVAL PROCESS

I. PURPOSE AND SCOPE OF APPLICATION

The purpose of developing, implementing, and maintaining this process is to ensure that the assessment of students' learning outcomes is accurate, objective, fair, and in accordance with regulations.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

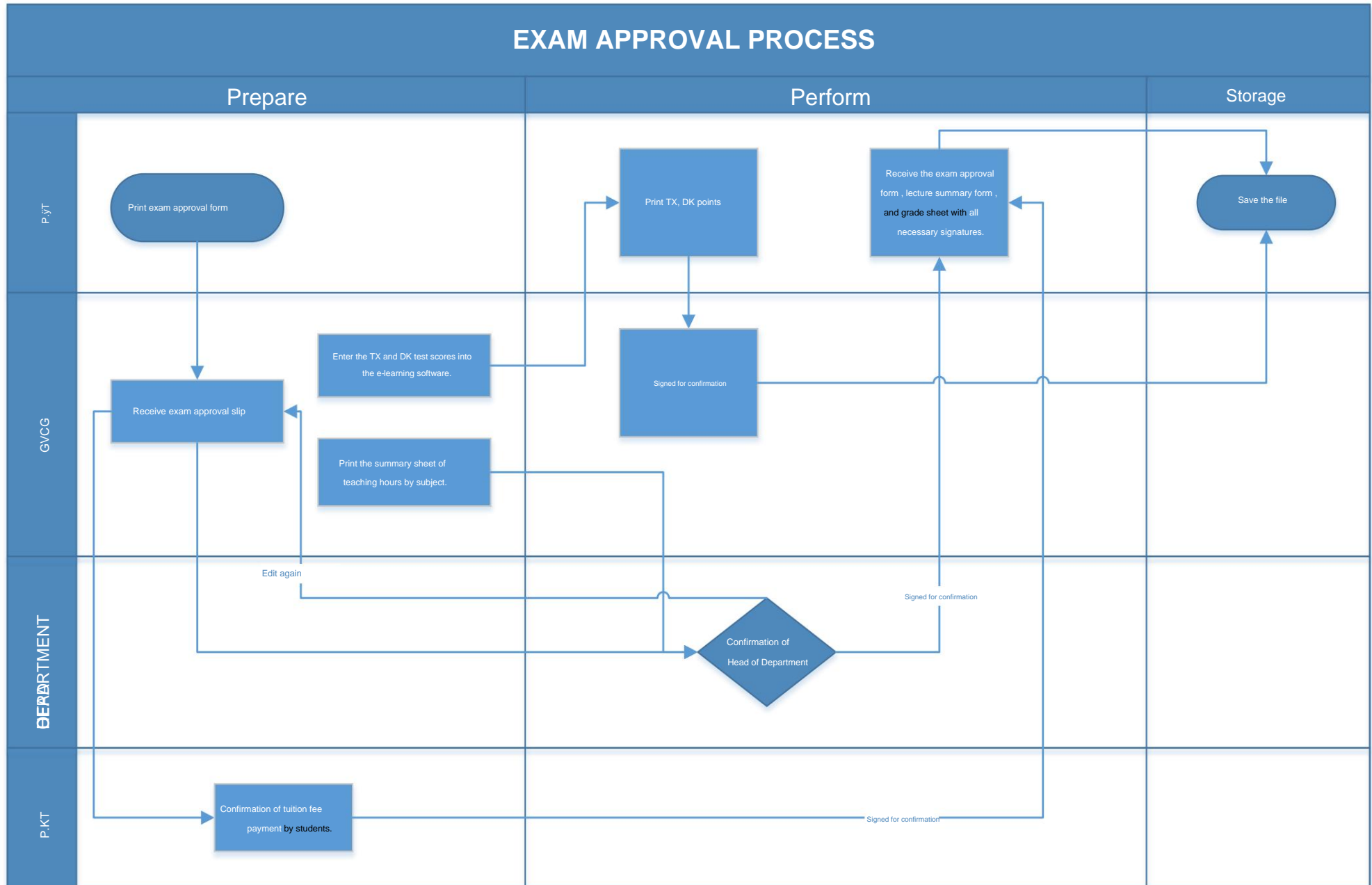
GVCG	Head teacher
P.ÿT	Training Management Department
KT	Financial Planning Department
T.KHOA	Head of Department
TX-DK	Regular/Periodic Points

III. FLOWCHART (See page 3)

IV. SPECIFICATIONS (See pages 4-9)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Exam Approval Form	P.ÿT/BMDT.01
2.	Subject Test Score Sheets	P.ÿT/BMDT.02
3.	Table of teaching hours statistics	P.ÿT/BMDT.03



EXAM APPROVAL PROCESS SPECIFICATIONS

No.	Job step name	Specification	Department/ Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Print exam approval form	- Print the sample exam approval form that has been issued.	P.ÿT		Exam approval form		P.ÿT/BMDT.01
2	Receive exam approval slip	GVCG receives exam approval forms from the Training Department -	GVCG P.ÿT		Exam approval form		
4	Confirm Students pay tuition fees.	The Accounting Department compiles a list of students who have not paid tuition fees. - Confirm on the Approval Form exam	GVCG P.KT		The exam approval form has been confirmed by the Examination Department.	Two days before the exam	
3	Enter the TX test score, Register to PMÿT	GVCG enters test scores TX, register in PMÿT	GVCG P.ÿT		Checkpoint TX and DK are entered. PMÿT		
4	Print point TX, Conditions	The grade management officer in the P.ÿT office prints the grade sheet.	P.ÿT GVCG		Test score sheet for the course, subject registration	Two days before the exam	P.ÿT/BMDT.02
5.	Signature Confirmation	- The teacher signs to confirm the test score sheet for the subject.	GVCG P.ÿT		The transcript of the TX exam and the course registration form must have signatures. GVCG	Two days before the exam	
6	Hour statistics lecture	The lecturer compiles and prints lecture time sheets using	GVCG P.ÿT		Lecture Hours Statistics Sheet	Two days before the exam	P.ÿT/BMDT.03

		electronic class attendance software after the course ends.					
7	Confirmation from the Head of Department	The Head of Department signs the lecture hour statistics form and confirms it. Exam approval form	T.KHOA GVCG		Lecture hour statistics form, exam approval form with T.Khoa's signature for confirmation.		
8	Approve Head of Department	The head of department approves the exam approval forms and the time statistics sheets. lecture	T.KHOA GVCG		Exam approval form, lecture hour statistics sheet by course module with complete information and signatures of the supervising lecturer and the Dean.	Two days before the exam	
9	Receive voucher Exam review, lecture hour statistics sheet, and grade sheet with full signatures.	The training administration receives the forms. Exam review, time statistics sheet Lectures and transcripts are complete. signature	P.ÿT GVCG		The exam approval form, teaching hour statistics form, and grade sheet are all complete. signature	Two days before the exam	
10.	Save the file.	Store exam review records according to school regulations.	P.ÿT				

Form: P.ÿT/BMDT.01 THAI

BINH COLLEGE OF MEDICAL SCIENCES

DEPARTMENT (SUBJECT)

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

FINAL EXAM APPROVAL FORM

Teacher's full name:

Subject:.....

Number of prescribed lessons:..... Lecture: Practical:

Program implementation period: From to

The request for approval of the exam includes the following subjects:

1. Class Group:..... Number of students:

2. Number of eligible students:

3. Number of students who do not meet the eligibility requirements:

Reason:

+

+

+

+

4. Teacher's suggestions :

.....

.....

.....

.....

Thai Binh, date month year 20.....

TRAINING DEPARTMENT

DEPARTMENT OF SCIENCE AND TECHNOLOGY, FACULTY (DEPARTMENT), LECTURER

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Thai Binh, date month year 20....

TEST SCORE SHEET

Semester:

School year:

Class

Department of Management

Part: course module:

Number of credits:

No.	Student ID	Full name	Date of Birth	HS1	HS2	TBHS	Result	Class	SH
		Total points							

Creator

Form: P.ÿT/BMDT.03

THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
 THAI BINH MEDICAL COLLEGE

STATISTICS ON THE NUMBER OF LECTURES BY SUBJECT

Teacher's full name:.....

Course:

Number of lecture hours:..... Number of practical hours:..... Total:.....

Class:

No.	Course Name	Group Name	Lecture Title	Teacher	Lecture	Date of lesson	Number of lecture hours	Number of practical hours	Number of students
							Total	Total	

Department of Training

Head of Department/Faculty

Lecturer