



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE**

**COLLEGE OF MEDICINE**

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**ORGANIZATIONAL PROCESS  
FACULTY-LEVEL EXCELLENT STUDENT COMPETITION**

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*Thai Binh, 2023*

**PROCEDURES FOR ORGANIZING EXAMINATIONS FOR OUTSTANDING STUDENTS  
AT THE DEPARTMENT/FACULTY**

**I. PURPOSE AND SCOPE OF APPLICATION**

***Purpose***

Creating a beneficial platform helps students develop and express themselves. The process involves a series of steps to identify outstanding students for further training and development.

To promote the development of other

students. **Scope of application:** for all Departments, Faculties, and Student Affairs Offices.

Department of Information Technology and Quality Assurance, Department of Training Management and Scientific Research, Homeroom Teachers and Class Teachers

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

**2. Abbreviations:**

<b>LT</b>	Theory
<b>TH</b>	Practice
<b>SV</b>	Student
<b>Student Affairs Office</b>	
<b>GVCVHT</b>	Academic advisor
Homeroom Teacher	Homeroom teacher
<b>Training and Scientific</b>	Research Management
<b>Center for Testing and</b>	Quality Assurance

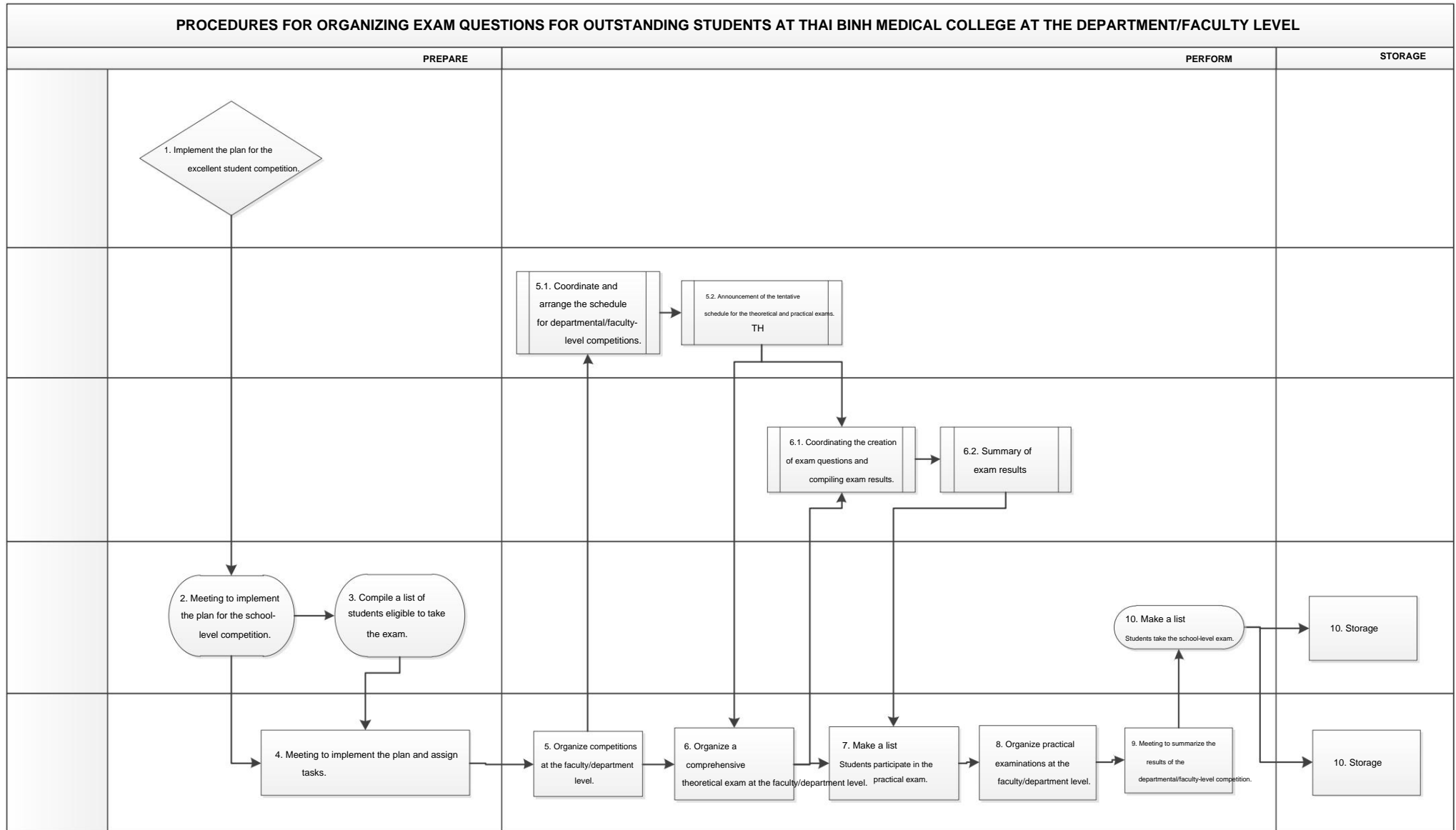
**III. FLOWCHART** (See page 4)

**IV. SPECIFICATIONS** (See pages 5-7)

**V. ATTACHED FORMS/INSTRUCTIONS**

No.	Form/Instruction Name	Encryption
1	Plan for the Excellent Student Competition	BM/03.zz01
2	Sample list of students participating in the competition	BM/03.zz02
3.	Task assignment sheet.	BM/03.zz03
4.	Minutes of the Examination Board Establishment	BM/03.zz04
5.	Minutes of Faculty/Department Meetings	BM/03.zz05
6	Sample of Specialized Exam Question Set Compilation subject	BM/03.zz06
7	Sample Exam Questions for the Practical Exam Section	BM/03.zz07
8	Sample exam grading sheet	BM/03.zz08
9.	Minutes of the exam results	BM/03.zz09

	List of the Organizing Committee for the Competition	BM/03.zz10
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**SPECIFICATION OF THE PROCESS FOR ORGANIZING EXAM QUESTIONS FOR OUTSTANDING STUDENTS AT THE FACULTY/DEPARTMENT**

No.	Job step name	Specification	Department/Unit perform	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Planning for student exams excellent at school level	- Develop a plan for the student excellence competition and assign departments to prepare for it.	Board of Directors	Training Department	Exam plan Outstanding students at the school level	August every year	BM/03.zz01
2	Meeting to implement the plan	- Announcing plans and decisions regarding the organization of the school-level competition for outstanding students. - Competition schedule - Assign tasks to each coordinating department and class. - Through the competition rules	CT Department HSSV	All departments and faculties	- Exam plan Outstanding students at the school level - List maid Competition	Before September 30th annual	BM/03.zz01 BM/03.zz10
3	Create a list of students eligible to take the exam	Based on the competition regulations, proceed with the screening and registration of students participating in the competition. Send the list of eligible candidates to the respective departments/faculties.	CT Department HSSV	Academic Advisor Training Department	Birth list Students participating in the Faculty/Department-level competition for outstanding students.	After 7 days of meetings declare	BM/03.zz02
4	Meeting to plan and assign tasks within the department/division	- Establish the Faculty-level Competition Organizing Committee, the Practical Examination Judging Panel, the Secretariat, the Logistics Committee, and the Examination Question Drafting Committee. - Assigning tasks: + Exam Committee: Prepare multiple-choice theory exam questions for the subjects covered, and exam questions. The practical part of the specialized subjects and the exam scoring sheet have a minimum score of 0.25 and a maximum score of 0.5.	Department/Faculty	- Room Student Affairs	- Plan for organizing the Faculty/ Department-level competition for outstanding students. - List of students eligible to register for the excellent student competition. - Decision	After 3 days of meetings to implement the plan. plan	BM/03.zz01 BM/03.zz04 BM/03.zz05 BM/03.zz06 BM/03.zz07 BM/03.zz08

		<p>+ Secretariat: Prepare the list of participating students, practical scoring forms, practical scores, and record the content of the departmental competition summary.</p> <p>+ Logistics Committee: Prepare the facilities and materials for the theoretical and practical exams.</p> <p>- Announce the work schedule of the subcommittees.</p>			<p>establish examination board</p> <p>- Task assignment sheet.</p> <p>- Sample multiple-choice test questions.</p> <p>- Sample exam questions and grading sheets</p> <p>TH</p> <p>- Minutes of department/faculty meetings</p>		
5	Organize competitions at the faculty/department level	<p>- The opening ceremony of the competition was held at the department.</p> <p>- Announce the work schedule to participating students and the subcommittees for the faculty/department-level competitions.</p> <p>- Organize review sessions on exam content for participating students.</p>	Department/Faculty	<p>- CT Room</p> <p>HSSV</p> <p>- Homeroom Teacher</p>		Before 2 exam preparation schedule	
5.1	Coordinate and arrange the team schedule. Faculty/Ministry level competition subject	<p>- Coordinate and propose the schedule for the faculty-level competition with the Department of Training Management &amp; Scientific Research.</p> <p>- The Department of Training Management and Scientific Research will base its decisions on the progress.</p> <p>The training center will arrange the review schedule, the professional theory exam schedule, the practical exam schedule, and the instructors for the theory exams in the computer lab.</p> <p>Note: Exam and review sessions are held in September and October each year.</p>	Department/Faculty	<p>Room</p> <p>Training Management &amp; Scientific Research</p>	<p>- The schedule for the theory and practice exams.</p> <p>TH</p> <p>- Exam preparation schedule</p> <p>- Teacher supervising the theory test</p>	After 3 days of receiving the proposal from the department/faculty. subject	
5.2	Notification exam schedule	<p>- The Department of Training Management and Scientific Research needs to coordinate in the following areas:</p> <p>+ Announcement of theoretical exam schedule, practical exam schedule, and review schedule</p>	Department/Faculty	<p>Room</p> <p>Training Management &amp; Scientific Research</p>	- Work schedule	According to plan plan	

		<p>Inform the department/faculty and the Information Technology and Communication Office to prepare for the necessary work.</p> <p>+ Arrange for teachers to supervise the theoretical exam.</p> <p>+ Schedule teaching sessions for teachers on the high school exam grading committee.</p>					
6	Organize the theory test.	<p>6.1. Coordinate the implementation of the comprehensive theory test.</p> <p>- The exam question committee will coordinate and provide the question sets. The theoretical exam questions have been reviewed and approved by the Quality Assurance and Testing Department and meet the requirements.</p> <p>- Prepare the theoretical exam questions for the Faculty/Department-level Student Excellence</p>	Department/Faculty	<p>Technical Information Department</p> <p>Quality Assurance</p>	LT Questionnaire	According to plan plan	BM/03.zz06
		<p>Competition 6.2. Compile the exam results</p> <p>- Take the professional theory test.</p> <p>- The secretariat, in coordination with the Information and Communication Technology Department, will compile the list of scores for the professional theory test.</p>		<p>Technical Information Department</p> <p>Quality Assurance</p>	<p>- Summary list of scores for each section</p> <p>LT exam</p>		BM/03.zz09
7	<p>Make a list of participating students.</p> <p>participate in the competition</p> <p>TH</p>	<p>- The Faculty/Department Examination Council will compile a list of students eligible to participate in the practical round based on the competition regulations.</p> <p>- The secretariat forwarded the list of students eligible to participate in the practical part of the competition.</p> <p>The department/faculty should inform the Student Affairs Office to notify students to prepare.</p> <p>- The specialized committee will organize review sessions for the practical exam according to the plan.</p>	Department/Faculty	<p>- Department of Pharmaceutical Chemistry and Pharmacology</p> <p>- Department of Pharmaceutical Preparation and Medicinal Materials</p>	<p>- Announcing the list of students participating in the final round of the competition.</p>	Results will be available after 2 days. LT exam	BM/03.zz02
8	<p>Organize the exam</p> <p>TH</p>	<p>- The logistics team is in charge of preparing for the practical exam.</p>	Department/Faculty	<p>- Department of Pharmaceutical Chemistry and Pharmacology</p>	<p>- List of high school exam scores</p>	According to plan plan, schedule	BM/03.zz09

		<ul style="list-style-type: none"> <li>- The logistics team will coordinate with the Student Affairs Department to compile a list of student volunteers.</li> <li>- The Faculty-level competition organizing committee will conduct the practical exam according to the schedule set by the Department of Training Management &amp; Scientific Research.</li> <li>- The judging panel for the practical exam will grade the papers according to the provided form.</li> <li>- The secretariat compiles the scores and creates a consolidated score sheet for both the practical and theoretical exams.</li> </ul>		- Department of Pharmaceutical Preparation and Medicinal Materials		exam	
9	Meeting to summarize the results of the departmental/faculty-level competition.	<ul style="list-style-type: none"> <li>- Organize a meeting to summarize the competition results.</li> <li>- Send the students' practical and theoretical exam results to Student Affairs Department</li> </ul>	Department/Faculty	Room Student Affairs	<ul style="list-style-type: none"> <li>- Summary list of results</li> <li>The theory and practice exams.</li> <li>- Minutes of the summary meeting</li> </ul>	After exam 1 day	BM/03.zz02 BM/03.zz05
10	Make a list of students participating in the school-level competition.	<ul style="list-style-type: none"> <li>- The Student Affairs Department will compile a list of students who meet the eligibility requirements to participate in the school-level competition based on the competition rules.</li> <li>- The Student Affairs Department will announce the list of classes on the website and in writing.</li> <li>- The Student Affairs Department will notify the school administration of the exam results.</li> </ul>	Room Student Affairs	Academic Advisor	<ul style="list-style-type: none"> <li>- Summary list of students eligible to participate in the school-level competition</li> </ul>	After receiving all the exam results two days later... departments and faculties. (before November 10th every year)	BM/03.zz02
10	Storage	- Document storage	Department/Faculty	Room Student Affairs			