



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

Address: 290 Phan Ba Vanh Street, Quang Trung Ward, Thai Binh City, Thai Binh Province

Tel: 02273844966 Email: caodangytb@caodangytb.edu.vn

Fax: 02273844966 Web: www.caodangytb.edu.vn

**PROCEDURE  
BUILDING A THEORETICAL QUESTION BANK**

Encryption : BM/QT.10/TTKT/01  
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	Author	Inspector	Approver
Signature			 HIỆU TRƯỞNG TRƯỜNG CAO ĐẲNG Y TẾ Nguyễn Thị Thu Dung
Full names	: LE VAN DUNG,	NGUYEN THANH SON,	NGUYEN THI THU DUNG
Job title	<small>City of Technical and Economic Development</small>	<b>VICE PRINCIPAL</b>	<b>PRINCIPAL</b>

**PROCEDURE**  
**BUILDING A THEORETICAL QUESTION BANK**

**I. PURPOSE AND SCOPE OF APPLICATION** To ensure that assessment accurately reflects the objectives and learning outcomes of the subject. Assessing students' abilities.

This procedure applies to all subjects assessed through written exams and computer-based multiple-choice tests at Thai Binh Medical College.

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

**2. Abbreviations:**

NHCH	Question bank
TT- Quality Control and Testing	Inspection - Examination and Quality Assurance

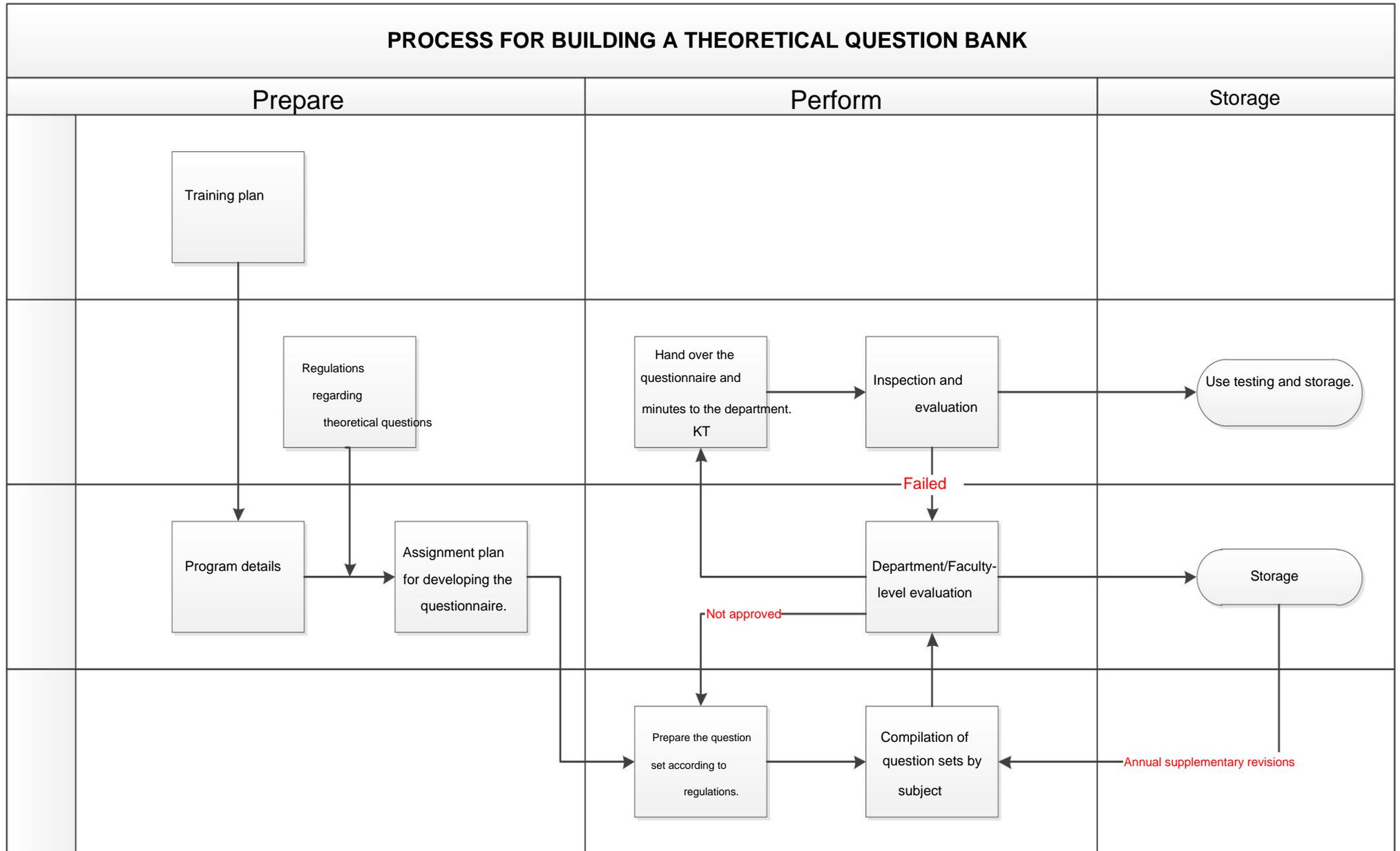
**III. FLOWCHART** (See page 3)

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

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No.	Form/Instruction Name	Encryption
1	Training	
2	Detailed Course	BM/QT.10/ýT/01/01
	Program Regulations on Theoretical Exam	BM/QT.10/ýT/01/02
3	Questions Quality Control and Testing Center	
4	Plan for assigning tasks to build a question bank	
5.	Faculty-level assessment report for the National University of Technology.	
6.	Minutes of handover of the question bank	

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**PROCESS SPECIFICATIONS  
ORGANIZATION OF THEORETICAL EXAM**

<b>No.</b>	<b>Job step name</b>	<b>Specification</b>	<b>Set department/unit responsible</b>	<b>Coordinating Department/Unit</b>	<b>Results achieved</b>	<b>Deadline</b>	<b>Form</b>
1	Training plan	Describe the basis for construction. Specify the form, general content, time, method, and personnel for implementation.	Training Department	Departments, divisions, and sections subject	The plan has been approved.	June 2019	BM/QT.10/DT/01/01
2	Program details	Detailed description of the training program, including chapters, lessons, number of theoretical hours, number of practical hours, training plan, assessment methods, and outcomes.	Department	Departments, divisions, and sections subject	The detailed program has been approved and issued.	June 2019	BM/QT.10/DT/01/02
3	Examination regulations regarding theoretical exam questions	Regulations regarding the number of questions based on the course duration, question format, and ratio. Questions based on Bloom's Taxonomy and the time allotted for each question, the difficulty level (easy, medium, hard), and the required exam structure.	Information Technology Department KT&KDC L	Department	Approved regulations	At the beginning of the school year, before formulating questions...	BM/QT.10/
4	Plan for assigning tasks to build the department question	Regulations regarding the number of questions per lesson, question format, the proportion of questions according to Bloom's Taxonomy and BluePrint Test, and the time allotted for each question.	Department subject	Faculty members	Develop a plan The plan is detailed for each lecturer.	Before the subject learning begins	BM/QT.10/

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		The difficulty level (easy, medium, hard) of the questions, the exam structure as required. Completion time for instructors.			family attending lectures teaching		
5	Report assessment Department-level NHCH	Show the number, type of questions, and difficulty level. questions based on Bloom's Taxonomy, ratio The question format has been refreshed. Date and time of acceptance testing, participants in the acceptance testing.	Department subject	Faculty members	A complete and detailed record has been created.  Signature of the person participating in the acceptance inspection.	After  The entirety has been compiled. Questions  from the  instructor, before the course ends.	
6	Minutes of the question bank handover	The document should clearly state the course name, target audience, course duration, teaching methods, number and format of questions, question difficulty level according to Bloom's Taxonomy, percentage of questions updated, exam format, and exam structure. It should also include the faculty-level review period and the question delivery date.	Department subject	Information Technology Department Quality Control and Testing	Minutes of the meeting  The delivery details must be signed by both the delivery and receiving departments.	Immediately after receiving the faculty- level assessment report, at least 7 days before the exam.	