



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

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**ACADEMIC GRADES MANAGEMENT PROCESS**

Encryption : QT.26/ P.ÿT/01

Issued for the first time : 01

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	<b>Author</b>	<b>Inspector</b>	<b>Approver</b>
Signature			
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Job title: Officer of	the Training Management Department	<b>TRAINING CITY</b>	<b>PRINCIPAL</b>

**ACADEMIC GRADES MANAGEMENT PROCESS**

**I. PURPOSE AND SCOPE OF APPLICATION 1.**

Purpose

- Managing the academic performance of students.
- Ensuring accuracy, security, and ease of data retrieval.

point.

2. Scope of application:

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

**II. DEFINITIONS AND ABBREVIATIONS**

**1. Definition:**

**2. Abbreviations:**

HSSV

Students

Quality Control and Testing Center

Inspection, Examination and Quality Assurance Department

Management - Scientific Research - International Cooperation

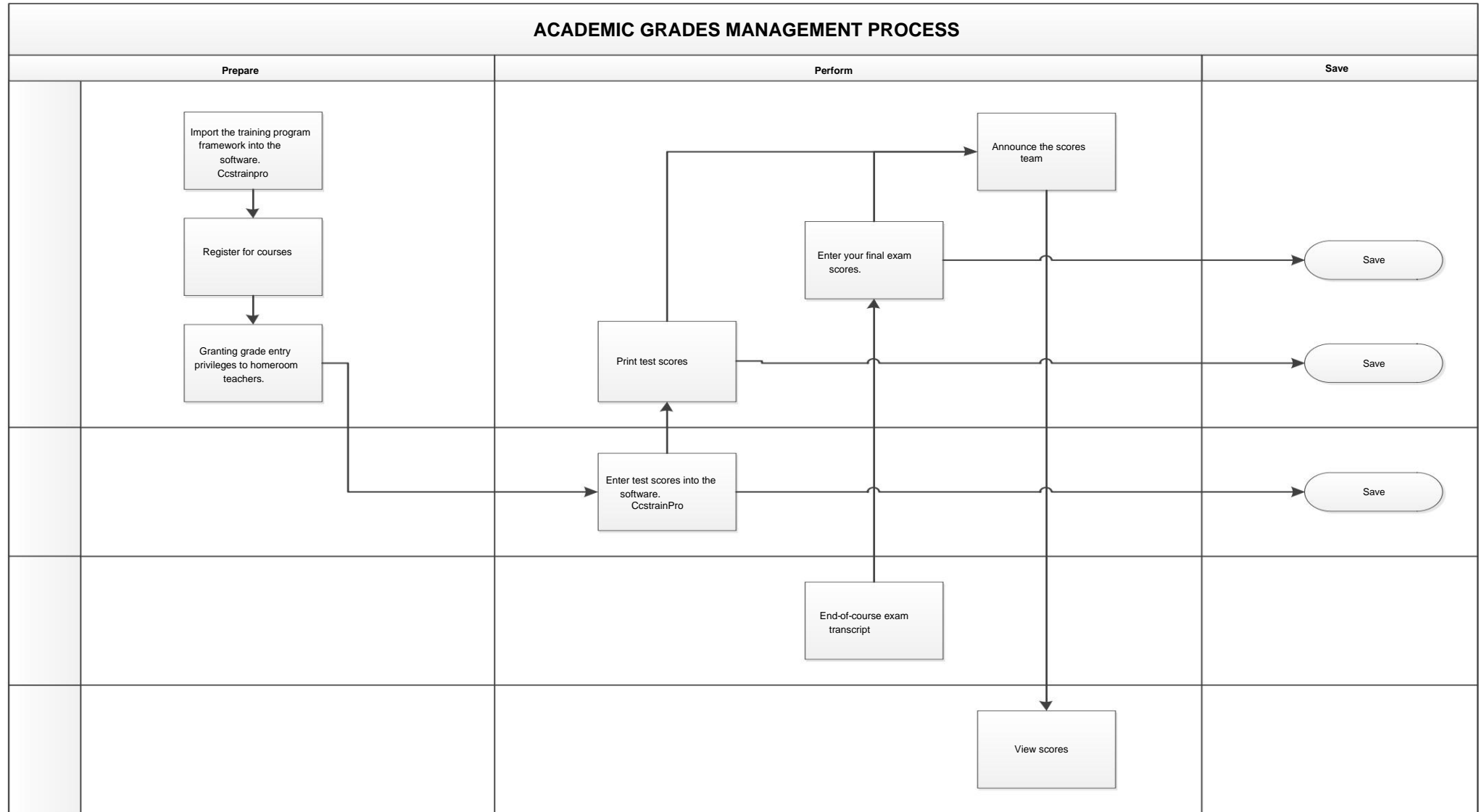
Department of Training Management - Scientific Research - International  
Cooperation - International Cooperation

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

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

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

No.	Form/Instruction Name	Encryption
1.	Test score sheet 2. Final	P. DT/MBD.01
exam	score sheet (essay)	P. DT/MBD.02
3.	Final exam score sheet (multiple choice)	P. DT/MBD.03
4.	Final grade report for the subject	P. DT/MBD.04



**SPECIFICATION OF THE ACADEMIC GRADES MANAGEMENT PROCESS**

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
1	Import the training program framework into the software. CcstrainPo	Creating a course module includes: Course code, course name, abbreviation, number of credits, and formulas. Based on the training plan, a curriculum framework is developed for each field of study.	Training Management Department Scientific Research - International Cooperation		The curriculum framework for each field of study is available on the software. CcstrainPro	Complete before scheduling classes for students	
2	Register for courses	Develop a training plan for each term. Create course modules for each semester. Register students for each class with a maximum of 35 students per class.	Training Management Department Scientific Research - International Cooperation		Students register for all required courses.	Complete before scheduling classes for students	
3	Granting grade entry permissions to homeroom teachers. lecture	- From the list of courses registered by the instructors. From training plans to timetables and decentralized teaching assignments. From the grade entry management system, grant grade entry permissions to the homeroom teacher.	Training Management Department Scientific Research - International Cooperation		Granting homeroom teachers permission to enter grades is permitted.	Complete before scheduling classes for students	
4	The instructor enters the grades into the course section.	The instructor selects the correct course they are responsible for and enters grades directly or imports them from an Excel file.	Department/Faculty	Training Management Department Scientific Research - International Cooperation	Enter test scores for the course module.	Before Reviewing the final exam for the course	P. Phone/Mobile BD.01

5	Print test scores	Print the course grade sheet with the signature and full name of the teacher who entered the grade.	Training Management Department Scientific Research - International Cooperation	Department/Faculty	Printout of test scores	When reviewing the end-of-semester exam	P. Phone/Mobile BD.01
6	Final exam transcript	Receive your final exam scores from the Examination and Quality Assurance Department. Record and sign the score handover log.	Training Management Department Scientific Research - International Cooperation	Examination and Inspection Department quality control	List of final exam scores for the course	After the 10th grade exam day	P. Phone/Mobile BD.02 P. Phone/Mobile BD.03
7	Announcement point up team	Export a consolidated grade report by course, formatted to your specifications. Import into the website	Training Management Department Scientific Research - International Cooperation		Publish the final grades for each course module. school website	14 days after the exam	P. Phone/Mobile BD.04

**Attachments:**

- Circular No. 09/2017/TT-BLDTBXH dated March 13, 2017, issued by the Minister of Labour, Invalids and Social Affairs, stipulates the organization and implementation of training programs at the intermediate and college levels according to the annual system or the method of accumulating modules or credits;

- Circular No. 04/2022/TT-BLDTBXH dated March 30, 2022, issued by the Minister of Labour, Invalids and Social Affairs, stipulates the organization and implementation of training programs at the intermediate and college levels according to the annual system or the method of accumulating modules or credits;

Form: P. DT/MBD.01

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**SOCIALIST REPUBLIC OF VIETNAM**

**COLLEGE OF MEDICINE**

**Independence - Freedom - Happiness**

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

**TEST SCORE SHEET**

**Semester:**

**School year:**

Class

Department of Management

course module:

Number of credits:

No.	Student ID	Full Name	Date of Birth	Student 1	Student 2	Student Average	Score	Result	Class	Student
		<b>Total points</b>								

**Creator**

Form: P. DT/MBD.02

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**LIST OF STUDENTS TAKING THE FINAL EXAM**

Course name:

Course Code:

Exam date:

Semester:

Exam format

Examination room:

No.	SBD	Full name	Date of birth	Number of sheets	Point		Signature	Notes
					Number of Letters			

SL present: .... Absent:...

Total number of exam papers:.... exam sheets:...

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

Exam supervisor 1

Exam supervisor 2

Form: P. DT/MBD.03

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**LIST OF STUDENTS TAKING THE FINAL EXAM**

Subject:

Course module:

Exam

Semester:

Date: Exam Time: ... minutes From: ... to: ....

Examination room:

No.	Full name	Date of birth	Class	Username	Honey mouth	Signature	Point	Note

**Exam supervisor**

Form: P. DT/MBD.04

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

**FINAL GRADE SHEET FOR THE COURSE**

**Semester:**

**School year:**

**Class**

Department of Management

**part:** course module:

Number of credits:

No.	Student ID	Full Name	Date of Birth	Student 1	Student 2	Average	Grade 1	Student 2	Average	Grade	Conclude Type fruit	SH class
<b>Total points</b>												

**Creator**