



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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PROCEDURE
ORGANIZING THEORETICAL EXAMS

Encryption : BM/QT.05/TTKT/01
Issued for the first time 01
Effective from date May 26, 2023

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PROCEDURE ORGANIZING THEORETICAL EXAMS

I. PURPOSE AND SCOPE OF APPLICATION Ensuring

confidentiality, correct structure, target audience, timing, and content.

Objective, honest, and accurate assessment of the learner's abilities.

This procedure applies to all theoretical end-of-semester exams at Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

2. Abbreviations:

DS	List
NHCH	Question bank
CBCT	Exam supervisor

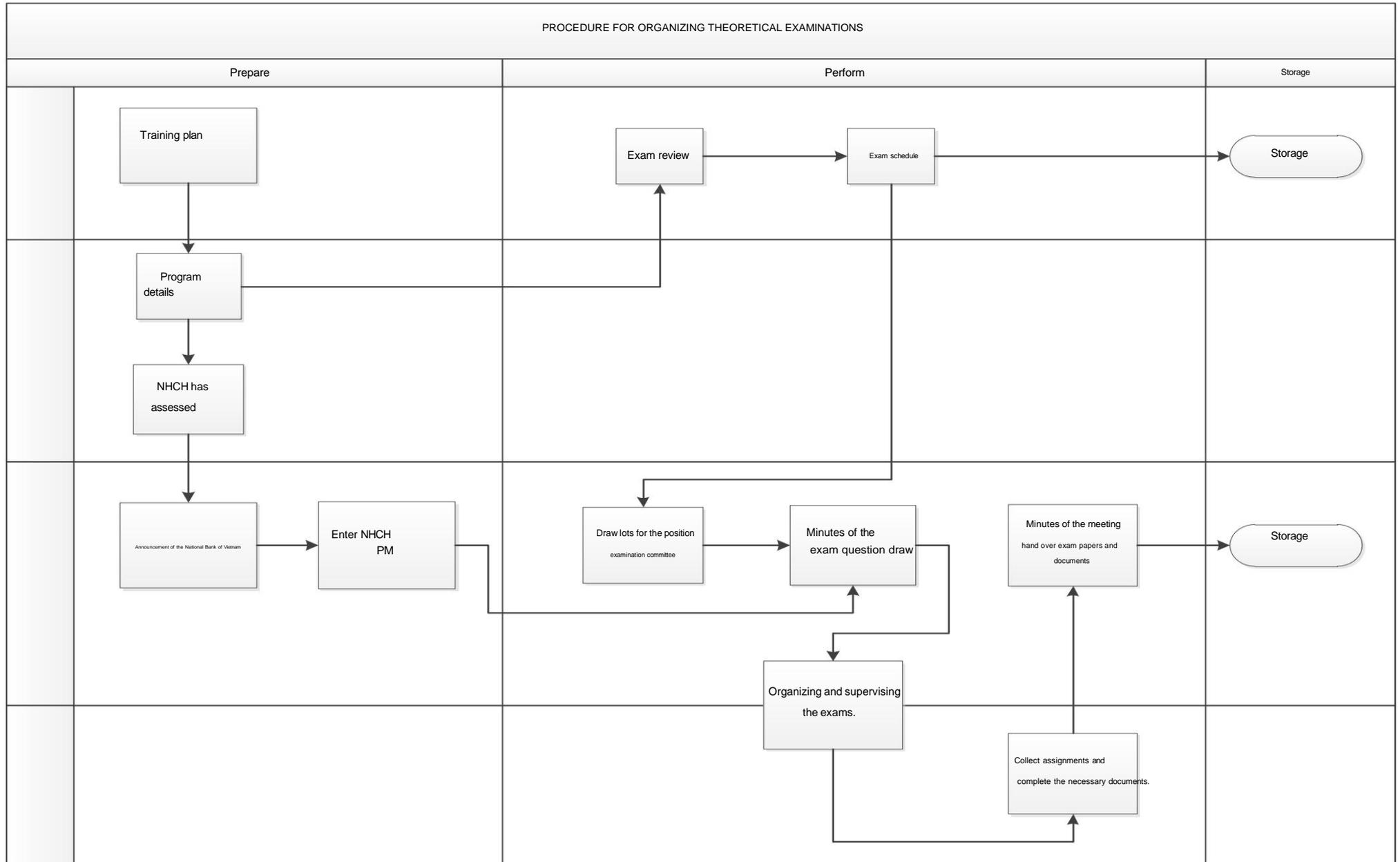
III. FLOWCHART (See page 3)

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
3	Examination Approval Form	BM/QT.10/ýT/01/02
4	The question bank has been validated at the departmental level.	
5	Minutes of handover of the question bank	
6	Regulations for Publishing National Health Insurance Information on the Website	
7	Instructions on importing NHCH into the exam creation software.	
8	Examination schedule for training programs	BM/QT.10/
9	Minutes of the exam invigilator drawing.	BM/QT.10/
10	Minutes of the exam question draw	BM/QT.10/
11	Examination Regulations	
11	Minutes of handover of exam papers after the exam and accompanying documents.	BM/QT.10/

Procedure: **PROCEDURE FOR ORGANIZING THEORETICAL EXAMINATIONS**



**PROCESS SPECIFICATIONS
ORGANIZING THEORETICAL EXAMS**

No.	Job step name	Specification	Set department/unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Form
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. valuation	Department	Departments, divisions, and sections subject	The detailed program has been approved and issued.	June 2019 BM/QT.10/DT/01/02	
3	NHCH has assessment	Regulations regarding quantity and ratio Questions based on Bloom's Taxonomy and time allocation for each question, exam structure as required.	Department	Training Department, Faculties, Departments subject	NHCH has been approved.	Before the class begins <small>go out</small>	BM/QT.10/
4	Announcement NHCH above team	Regulations specify the publication timeframe and the content to be published, including the question content and the difficulty level of the questions. Unpublished information includes details such as time allocation, exam structure, and exercise questions.	Room <small>Technical Center</small>	IT Department	The question has been published.	When the subject learning begins	BM/QT.10/
5	Enter NHCH in the section	Regulations on how to enter and group according to the assessment scale.	Room <small>Technical Center</small>	Departments, divisions, and sections	The question was entered as follows:	After the question	BM/QT.10/

Procedure: **PROCEDURE FOR ORGANIZING THEORETICAL EXAMINATIONS**

	soft	Bloom's consciousness and over time The number of questions, according to the exam structure, varies depending on the question bank.		subject	instruct	published and no questions asked <small>student</small>	
6 Exam Review		Regulations regarding subjects, classes, and numbers. Section, format, and list of eligible and ineligible students, along with reasons.	Room <small>Urban Management</small>	Departments and Divisions subject	The exam approval form is completed. signature of Board of Directors, Office <small>Urban Management,</small> Head of Department, Lecturer	After the course is finished and the grades have been entered, at least 3 days before the exam	
7 Exam Schedules		Detailed regulations regarding exam modules, exam classes, time, location, and invigilators.	Training Department	Departments and Divisions subject	The exam schedule is published on the website.	According to plan investment plan	
8	Minutes of the draw for the positions <small>exam invigilation</small>	The random draw was based on the assignment schedule for two groups of invigilators: invigilator 1 and invigilator 2. 2 in each exam room	Room <small>Technical Center</small>	Exam supervisor	Minutes and List of invigilators by room	15 minutes before the exam	BM/QT.10/.....
9	Minutes of the exam question draw	Description of the number of participants, the person who created the questions, the person who drew the questions, the question codes drawn, the printing and packaging of the questions.	Room <small>Technical Center</small>	Exam supervisor	Completion report	Finish 5 minutes before the exam.	BM/QT.10/.....

Procedure: **PROCEDURE FOR ORGANIZING THEORETICAL EXAMINATIONS**

10	Organizing and supervising the exams.	Describe the examination organization procedures according to current regulations, the monitoring process, and the reporting of any irregularities.	Exam supervisor	Information Technology Department	Ensure that the exam is conducted in accordance with regulations.	During the exam	
11	Submit assignments and complete the application.	Description of the paper collection process, contents to be collected after the exam, exam paper inventory, and procedures. Other procedures that need to be completed: Student signatures, minutes of irregularities, minutes of handling violations of regulations, if any...	Exam supervisor	Information Technology Department	Collect all papers and complete the necessary records, if any.	During and immediately after the exam ends.	
12	Minutes of handover of exam papers and documents	Detailed description of the course, class, number of participants, and number of students. Absent candidates, number of exam papers collected, number of exam sheets, irregularities and minutes. Handling violations if any, student signature list.	Room Technical Center	Exam supervisor	Completion report	Immediately after the exam ended	