

DECISION

On promulgating Regulation on organization of exams and scoring the exam

**RECTOR OF
UNIVERSITY OF SCIENCE AND TECHNOLOGY OF HANOI**

Pursuant to Decision No. 2067/QĐ-TTg dated on December 09, 2009 by Prime Minister on the establishment of University of Science and Technology of Hanoi (USTH);

Pursuant to Regulations on Organization and Operation of USTH issued together with Decision No. 2557/QĐ-TTg dated December 30, 2016 of Prime Minister;

Pursuant to Regulation of doctoral training issued with Decision No. 611/QĐ-ĐHKHCN dated June 29, 2022 by USTH Rector;

Pursuant to Master Academic policies issued with Decision No. 392/QĐ-ĐHKHCN dated August 14, 2018 by USTH Rector;

Pursuant to Bachelor Academic policies issued with Decision No. 627/QĐ-ĐHKHCN dated September 10, 2019 by USTH Rector;

Considering the proposal of Director of Department of Academic Affairs.

DECIDES:

Article 1. Promulgate the Regulation on organization of exams and scoring the exam of the University of Science and Technology of Hanoi (*the policy is attached*).

Article 2. The regulation takes effect from the date of signing this decision.

Article 3. Director of Department of Academic Affairs, Director of academic departments, Director of Administration, Director of Department of Accounting and Finance, Director of Department of Information and Technology, Department of Equipment Management, and related departments/ units shall be in charge of implementing the Decision./.

Recipients:

- As Art.3;
- Rector;
- Vice Rectors;
- Archives: Admin., DAA.VA18

PRINCIPAL RECTOR

(Signed and Sealed)

Jean-Marc Lavest

REGULATION ON ORGANIZATION OF EXAMS AND SCORING THE EXAM

(Promulgated in accordance with decision No.1146/QĐ-ĐHKHCN

Dated November 8, 2022 by the Rector of University of Science and Technology of Hanoi)

CHAPTER I GENERAL POLICIES

Article 1. Scope and subject of application

1. This document provides regulations for organization of exams and scoring the exam applicable to all levels and types of training of University of Science and Technology of Hanoi (USTH).
2. This regulation applies to all departments; individuals who are staff, lecturers, students involving in the organization of exams and scoring the test (including lectures and people who are invited in those activities).

Article 2. Objective, requirements

1. To ensure the examination related activities are implemented consistently and strictly in accordance with the regulations of the Ministry of Education and Training (MOET).
3. To ensure the fairness, transparency, and objective of student learning outcome assessment activities and make contribution to the improvement of USTH's training quality assurance process.
4. To strictly forbid cheating in exams and assessment of learning result activities.
5. To serve as a basis for the Rector to assign, arrange and use human resources reasonably, enhance the effectiveness of the management, inspection, supervision, commendation and handling of violations of the exam organization.
6. To serve as a basis for relevant departments/ units and individuals to perform well their functions and tasks in the examination organizational activities.

Article 3. Regulations on exam conditions

- Conditions for students to take the exam are specified in USTH's current Academic policy;
- Exam conditions, component scoring methods must be publicly announced by the lecturer in front of the class on the first lesson in each course;
- The list of students who are eligible/ not eligible to take the exam is announced by the lecturer at the last lesson of each course.

Article 4. Type of exam

The exams at the USTH are conducted in one of the following types: written exam (essay), multiple choice, online exam, oral exam, essay writing, project, practice exercises or a combination of the types stated.

1. The exam types/ formats must be clearly stated in the course outline, certified by the Director of Department before the course begins and announced by the lecturer to students at the beginning of each course.
2. Any change to the exam type/ format announced in the course outline (if any) needs to be proposed by the lecturer in charge of the course to the Director of Departments for confirmation/ approval.

Article 5. Responsibilities of the parties involved in the organization of the exam and scoring

1. Department of Academic Affairs (DAA)
 - Store exam question bank;
 - Check and supervise the organization of the exam, handing over the test, scoring the exam, entering the exam result periodically or upon request;
 - Coordinate in handling cases of violations of policy and regulations on examination;
 - Settle or give comment in settlement of complaints and denunciations about exams and scoring process;
 - Store copies of used exam question, and score results; issue transcripts to learners;
 - Responsible for the confidentiality of exam questions and answers
2. Departments (including Academic Departments, Department of General Education, Doctoral school, Foreign Language Centre)
 - Departments are in charge of organizing exams for courses managed by the Department. Related departments/units mentioned in this Article co-operate in implementing the exam. Academic departments and Foreign Language Centre are responsible for cooperating with the Department of General Education in organizing and monitoring exams with courses managed by the Department of General Education;
 - Responsible for the quality and the confidentiality of the exam questions;
 - Make a list of students eligible for the exam;
 - Notify the DAA and relevant departments in this article about the exam plan, exam type/ format, and number of students participating in the exam 2 weeks before the exam takes place;
 - Request the DAA to cooperate in selecting exam questions from the question bank if needed;

- Make copies of question sheets for the exams;
- Distributing question sheets to examination officers;
- Assign lecturers, staffs to act as invigilator for the exam
- Organize the exam scoring activities as regulated and submit the exam results within the specified deadline (up to 2 weeks after the exam takes place for a class size of ≤ 100 students; 3 weeks after the exam takes place for a class size from 101 - 200 students, 4 weeks after the exam takes place for a class >200 students);
- Announce exam results to students when the results are available;
- Provide a hard copy of the examination result sheets signed by the Lecturer in charge of the course and the Department Director to DAA right after the exam results are available;
- Archiving and filing the exam paper, the records/reports used in the exam process, exam paper handing over receipts, the exam results sheets, in accordance with regulations;
- At the beginning of each academic year, the Academic Departments, the Foreign Languages Centre and the Department of General Education will calculate the total number of exams based on the number of students, then cooperate with the DAA to assign equally the invigilate duty to all the lecturers of the University (each lecturer need to participate as invigilator at least 6 times/ academic year, for the General Training Department). Leaders at Departments/ Unit level are not required to participate as invigilators in the examination.

3. Administration Office:

- Arrange rooms and provide facilities managed by the Administration Office to serve the exam following the plan and time table.
- Cooperate with the departments to copy the exam questions papers if requested.

4. Departments of equipment management:

Prepare for facilities/ equipment and other logistic conditions managed by the Department (needed for the exam) to serve the exam following the plan.

5. Department of Information Technology:

- Ensure that the computers in the exam room function well.
- Ensure that the connection and network system meet the requirements of the exam (if necessary);
- Ensure confidentiality, fairness, and prevent cheating in online exams.

6. Department of Accounting and Finance:

Coordinate with the Departments in making the list of eligible students to take the exam by providing the list of students who registered for retaking the exam and fulfilled their financial obligations to the Accounting and Finance Department as regulated.

CHAPTER II

ORGANIZATION OF EXAM, SCORING THE EXAM, EXAM RESULT MANAGEMENT

Student who do not attend the main exam and do not ask for permission/ cannot provide appropriate reason will receive a score of 0 (1st exam score) and have to retake the exam to get the 2nd exam score or redo for the course. Students absent from the exam can provide an appropriate reason (approved by the director of the department) and will be allowed to take the 2nd examination of that course and the exam score will be listed as the 1st exam score

BEFORE THE EXAM

Article 6. Examination plan/ schedule:

1. The lecturer in charge of the course announces the component scores and the list of eligible candidates for the exam at the last session of the course. The exam schedule and location must be notified by the Department to students, invigilator/ examination officials and related departments/units in accordance with Article 5 such as the Administration Office, the DAA, the Department Equipment Management, and the Information Technology Department in order to arrange for facilities 2 weeks before the exam takes place;
2. During the exam period of academic year, exam for each course is organized separately, it is not allowed to combine examination of different course in the same exam session;
3. The exam plan/ schedule is the basis for organizing the exam and related activities such as: arranging for facilities, preparing for exam questions, and exam inspecting activities.

Article 7. Organization of exam question development and management

1. Departments in-charge of the course is responsible for question bank development (questions and answers) and responsible for the confidentiality of the exam questions
 - The Director of department: responsible for information about the exam, exam format, the announcement on exam schedule published to students, related individuals and departments.
 - The exam question editor: the lecturer in-charge of the course will take full responsibility in editing the exam questions. He/she will be responsible to the students and the University for the number of exam questions, the number of questions for each level, each topic of the course, and the accuracy of the exam, ensuring that the exam questions are evaluative, can classify students following the criteria of the expecting output stated in the course outline.
 - Department is responsible for the number of questions to establish a question bank for each course.

2. The complete exam includes: questions, keys/answers and grading scale.
3. The Department is responsible for printing and making copies of the questions sheet and handing them to the invigilators/ examiners for the paper-based exam (multiple choice or essay exam). For online exams, the Academic Departments cooperates with the DAA and the Department of Information Technology to organize the exam according to the current Regulations on organization of online exams.
4. Each course of the training program needs a bank of exam questions suitable for different candidates as well as the exam formats.

a. Essay exam:

For the courses that do not have an exam question bank, the Department is required to prepare at least two (02) sets of questions with answers and grading scale (01 for official use and 01 for backup). For courses that have exam questions bank, the lecturer in charge of the subject collaborates with the Director of Department to select the set of exam questions to be used in the course exam;

The essay exam questions must be in respondent with the approved expecting outcome of the course

b. Multiple choice exam

The course using multiple choice exams needs to establish a question bank in accordance with the expecting outcome standards of the course. The lecturer in charge of the subject is responsible for the number, difficulty, and possibility in classification of the exam questions when building a question bank.

c. Oral exam, practical exam, presentation, project/ essay writing

Department managed the course is responsible for developing topics and grading plan scale for each form of examination and sending them to the Department Academic Affairs.

d. Online exam

- For courses that do not have an exam question bank: Department is responsible for designing suitable exam structure for each course.
- For courses that have an exam questions bank: the exam needs to be in the approved format.

5. All exam questions must be carefully checked in terms of content, format and approved by the director of the departments. If there are any corrections and additional parts, all the changes need to be discussed and agreed by the lecturer in charge of the subject who takes full responsibility for the exam question editing.

DURING THE EXAM

Article 8. Exam organization

- For essay exam and multiple-choice exam:
 - For examination rooms with less than 30 students, 1 invigilator will be arranged; from 30 students or more, at least 2 invigilators will be arranged;
- For oral exam:
 - The exam of each course must have 3 sets of exam questions that are equivalent in terms of content and knowledge level.
 - Except for the examiner, each exam room will be supported by at least one (01) examination officer, responsible for inviting students into the exam, checking student's ID, and instructing the student to draw questions randomly
- For online exam: implement exams in compliance with the current regulation on organization of online

Article 9. Responsibility of the invigilator exam supervisors and technicians

- Exam invigilator, exam supervisors and technicians are responsible for supporting and solving problems related to exam procedures and supervising the exam process of students;
- Invigilator/ examination officials need to be present on time and continuously at the examination room during the exam;
- Be present at least 15 minutes before the exam to receive the exam paper from the academic departments and materials/equipment for the exam. A full set of documents includes: list of students, exam questions sheet, answer sheet, scratch paper, exam reports/ recording paper, quotes from Exam Regulations;
- Check student's attendance and arrange for seats;
- Check student's ID (Student card, Personal Identity Card, Driving License, Passport is accepted). In case, student does not bring his/ her ID, instruct student to write the commitment and get Department's confirmation;
- Check with the Department's administrative unit if the student's name is not in the list;
- Announces the form of the exam, exam duration, regulations, document/tools are allowed/not allowed to use in the exam (if any) for each course exam before starting time counting for the exam;
- Sign and fill in full name and sign at the area for invigilator/ examiner's signature on student's exam paper;
- Manage the amount of exam-paper used in the exam. In case student needs to change the exam paper/ answer-sheet, invigilators/ examiners give the new exam paper/ answer-sheet and collect the used one and discharge after the exam;
- Ensure the students fill in all required information on the exam paper, and sign on the list of confirmation on submitting the exam;

- Be fair, seriously supervise students in following regulation while taking the exam;
- When detecting a student violating exam regulations, the invigilator/ examiner makes a record and handles the mistake in accordance with the exam regulations;
- Collect the question sheets before the students leave the exam room if student submits their exam papers early;
- When the exam time is up, invigilators stop students from doing the exam and collecting exam papers. Ensure that student is not continuing to do the exam after the time is up;
- Ensure the number of exams is matched with number of students attended the exam, check student's required information on the exam paper, signature on the attendant list before allowing student to leave the exam;
- Keep exam paper safe, not to be mixed up, not to be changed or added after the exam;
- Follow the current Regulation on organization of online exams in the online exam;
- Inform the exam organizer/ organizing committee if any emergency situation occurred, for example student has bad health condition during the exam;
- Do not allowed student enter for exam if present 15 minutes after the exam started;
- Do not allow students to go out of the exam room if the exam duration is less than 120 minutes, except in emergency cases (decided by the invigilator/ examination officials). For essay and multiple-choice exams, the invigilator/examiner can allow students to submit exam papers after 2/3 of the exam time is up. For oral exams, presentations, essays, the exam time and the minimum time for submission of exams are set by the lecturer in charge of the course;
- Do not do private activities while supervising students doing the exam.

Article 10. Responsibilities of students

- Students when taking the exam need to dress appropriately;
- Be present at the examination room on time to complete the examination procedures;
- Follow the orders of the invigilators, behave properly and politely in the examination room;
- Show the student card, identification card, passport or driver's license to the invigilators before entering the examination room. In case of lacking the ID card or other necessary documents for identification, the student must immediately report to the invigilators;
- Students must sit in their correct positions as designated by the invigilators;
- Be quiet in the exam room during exam;
- Ask for permission from invigilator if has questions to ask or comment to report during the exam;
- Before taking the exam, students must fill in the student ID and required personal information on their exam sheet, answer sheets and draft paper.

- Students who arrive later than 15 minutes after the starting of the examination will not be allowed to take the exam;
- Report to the invigilators if emergency situation occurred, for example student is sick or has bad health condition during the exam;
- Be responsible for keeping his/her exam paper safe and in good condition. To ensure others do not copy or use his/her exam paper, draft paper for bad purposes. Immediately report to the invigilator in case their answer sheets are taken advantage of or intentionally interfered by others;
- Stop writing on exams immediately when the invigilators announce examination time is up.
- Submit answer sheet, question sheet and draft paper before leaving the exam room;
- Follow the current online exam procedure for online exams;
- Student who redoes the course or retakes the exam must fulfil the finance responsibility one week before the exam;
- Student is not allowed to enter for exam if present 15 minutes after the exam started;
- Students are not allowed to bring alcoholic beverages; weapons and explosives; all kinds of audio or video record equipment; documents, smart devices that can be used to cheat during the test;
- It is prohibited to copy or attempt to copy the work of another student, use unauthorized documents/equipment to do the exam; get out of the assigned seat, make noise in the examination room.
- Do not mark or make special symbols on the exam paper/ answer sheet. Do not use pencil, red ink or more than 1 colour of ink in the exam paper and answer sheets;
- Student must not let others student copy or take advantage of the answer sheets or drafts; students report immediately to the invigilator in case their answer sheets are taken advantage of or intentionally interfered by others;
- Students are not allowed to leave the exam room during the test. Students are allowed to leave the examination room and the examination area after the time limit specified in Article 9 only.

C. AFTER THE EXAMINATION

Article 11. Handing over the answer sheets

1. Principles of transfer the answer sheets bags:
 - The answer sheets are submitted to the Department office immediately after the exam is finished;
 - The exam bag must include all the students' answer sheets and the list of students participating in the exam;
 - In case of any difference between the answer sheet and the information written on the exam bag, the invigilator must take record and report immediately to the Department Directors and the DAA.
2. Post-exam delivery and receipt process:

- The invigilator hands over the exam and related documents to the Department Office;
- The invigilator hands over the test to the examiner;
- The examiner hands over the graded test bag and the score sheet to the Department Office.

Article 12. Organizing the exam scoring, entering test scores and managing exams and test scores

1. Scoring and input the result scores:

- The Department points out which lecturers who have responsibility about grading for each examination, inputting the test scores of the modules managed by the Department into the software and printing a scoreboard with signature of the corresponding lecturers and Directors of the Department, publishing the final scoreboard to the students;
- Results of the exam are published to the students no later than 2 weeks after the exam. The lecturer in charge of the module and the Directors of the Department are the ones who are primarily responsible to the University and students for the accuracy and fairness of the announced exam results;
- The DAA cooperates with the Department to supervise and inspect the grading activities;
- Within 1 week after the announcement of the exam results, students have the right to apply for a re-scoring at the Department Office. The Department Office gathers a list of students who need to re-score the test and assigns lecturers to re-score immediately after having the list;
- The lecturer in charge of the re-scoring needs to complete and send the result back to the Department Office for announcing to the students no later than 1 week after receiving the list of students wishing to re-scoring;
- The re-exam will be held within 4 to 6 weeks after the announcement of the 1st exam results. The rules and organization of the re-examination are the same as the 1st exam. The re-test schedule will be notified by the Department Office to students, invigilators and involved departments at least 2 weeks before the re-exam;
- Depending on the actual situation and legitimate needs of students (evaluated by the Department), the Department may propose the Rector Board to approve a supplementary exam so that students can improve their scores or make-up exams. (in the condition that the Department can organize a make-up exam for students). In the case of an improved result test, the student gets a higher score.

2. Management of the scores:

- The Department sends 1 copy of the exam questions (both official and backup questions), and 1 original summary of the score results signed by the lecturer in charge of the subject and the Director Department to the DAA immediately after the scoring is finished (no later than 2 weeks after the exam);
- The Department keeps one (01) copy of the test scores and the answer sheets after scoring for verification purposes.

CHAPTER III

INSPECTION, SUPERVISION AND HANDLING OF VIOLATIONS

Article 13. Inspection and supervision of examination and scoring:

The Department cooperates with DAA to inspect the organization of the exam, scoring, ensuring the honesty and fairness in the organization of the exam.

The inspection of exam organization and scoring is conducted regularly or irregularly at the request of the Rector.

Article 14. Violations against exam regulations and penalties for violations

1. Procedures for handling students who violate exam regulations:

1.1. Format of violation:

a) Reprimand to students who commit one of the following faults:

- Students are reminded but continued to discuss the test with other students during the exam time;
- Exchange answer sheets, draft with other students;
- Look at other students' answer sheets;
- Receiving dishonest help from other individuals (students, invigilators) during exam time;
- Giving dishonest help to other students during exam time;
- Continue to do the test after the invigilators announce the exam is over.

At this level, violator's exam result is deducted 30% of the total test score.

b) Warning for students violating one of the following faults:

- Recorded at Point a. but continue to violate other regulations in the exam room;
- Copy another students' work. Answer sheets that have been concluded by the invigilator that have the same content will be treated equally. If the student being handled has enough evidence to prove that he or she has been plagiarized, the invigilator may consider reducing or cancelling the form of handling of the violation;

At this level, violator will receive 0 points for the exam.

c) Suspend the exam for students who commit one of the following faults:

- Bringing documents or prohibited items into the exam area;
- Illegally providing the question papers out of the exam room;
- Have been warned once during the exam but continue to violate the regulations;
- Having disruptive actions, threatening or gestures, insulting the invigilators or threatening other students; failing to comply with the invigilator's requests related to examination room discipline;
- Having an anti-uncooperative attitude that affects the exam room.

At this level, violator is suspended from the examination and immediately leaves the examination room; and receive a score of zero (0) for that course 's final exam.

d) Force to redo the course or expulsion from university is apply for violator in one of the following cases:

- Violation against regulations in the form of handling the suspension of the exam at a serious level (determine by the invigilator/examination official and noted on the record);
- Students organized to support other students who are dishonest in the exam; students who organize for one student attending the exam for other student or he, himself attending exam for other student will be recorded and handled at a level ranging from suspend of the exam to expulsion from university.

These discipline forms will be decided by the Committee for handling violation of exam regulation.

1.2. Procedure:

a) Procedure to handling violation

- When detecting violations by students, the invigilator makes a minute (according to the form in Annex 6). The minutes must be signed by both invigilators and violating students. If the student does not sign, the invigilator clearly states the reason and ask the other student to sign as the witness. Violations and forms of handling violations of exam regulations by students must be noted on the list of students participating in the exam and on the test package.
- Invigilator/examination official handing the record of exam violation to the department;
- Department collect cases of violations and transfers the list along with the original records of exam violation to DAA and inform the lecturers in charge of the course of violation at the level mention in points a, b, c for implementing;
- DAA consider violations at the level mention in Point d and propose to Rector Board for establishing the Committee for handling violation of exam regulation (if any);
- The meeting of Committee for handling violation of exam regulation will be organized to determine the extend of the violation and the form of handling. The minute of meeting of Committee for handling violation of exam regulation will be transferred to DAA for implementation. (Form of the meeting minute is attached as Annex 9);
- Base on the minute of meeting of Committee for handling violation of exam regulation, DAA submit to the Rector Board decision on handling of violation of exam regulations with the cases of violation which receive the form of expulsion from university and notifying the result to related departments and units

Note: For other violations not listed in this clause, invigilator/examination official will make records, decide on discipline forms from reprimand to suspension from the exam

and propose for higher discipline forms if necessary and transfer information to DAA after the exam.

b) Committee for handling violation of exam regulation

The Committee consist of at least three (03) members: one (01) representative of DAA, one (01) representative of Department, the related invigilator. Depending on the specific case, the Committee for handling violation of exam regulation may include more members from other departments/units than specified above.

Violators may be requested to be presence in the meeting of Committee for handling violation of exam regulation, if needed.

2. Procedures for handling University officials who violate exam regulations:

2.1. Disciplinary measures for lecturers and officers who violate regulations on exam organization and scoring

a) Reprimand

Applies to invigilators who commit one of the following faults:

- Arrive late to the specified time;
- Forget to sign in the student's answer sheets or draft;
- Unable to concentrate in exam (using the phone while watching the exam, un-relevant discussion during exam, etc.) or leave exam area during exam time without reasonable reason;
- Abort one invigilation duty per academic semester without reasonable reason;
- Do not handle students who have been found to have violated exam regulations.

b) Warning:

Applies to examination officials and lecturers who commit one of the following faults:

- Abort two invigilation duty per academic semester without reasonable reason, failing to report it to the exam organizer;
- Lecturers who make test questions and score exams include many errors, inaccuracies, and unfairness in assessment;
- Directly answer test, guide students to do the test during the exam;
- Bringing the question sheets out of the exam room or bringing the solution from outside into the exam room during the exam;
- Take the answer sheets of one student and pass it on to another student to copy;
- Bringing unauthorized persons into the examination room;
- Serious violations such as: revealing exam questions, buying and selling question or answer sheets will be handled with heavier disciplinary forms in accordance with the law on cadres, civil servants and public employees and by the University Commendation and Disciplinary Council decisions.

2.2. Procedures for handling violations of regulations on exam organization and Scoring

- Make a record of violations: The officer in charge of supervising the examination room or the person assigned to inspect the organization of the examination and scoring the examination according to the decision of the Principal shall make a record of the violation of the invigilator at the examination room.
- The record must clearly state: full name of the person making the record, full name of the violator, time and place of violation, violation act.
- The record must be signed by the person making the record and the examination officer. If the violator does not sign, the officer makes a record, clearly stating the reason and invites the witness to sign the record.
- Disciplinary action will be decided by the Principal based on the advice of the University Commendation and Disciplinary Council.

CHAPTER IV

ORGANIZATION OF IMPLEMENTATION

Article 15. Terms of implementation

1. Heads of DAA, Administration Office, Departments, Department of Equipment Management, Department of Student Affairs, Department of Financial-Accountant, Department of Information Technology and related department/unit is responsible for disseminating this Regulation to the staff, lecturers and specialists of the unit and strictly implementing it.
2. In the course of implementation, if any difficulties or problems arise, the units are requested to report to the Rector (via the DAA) in written form for consideration and settlement.

Article 16. Effect

This regulation comes into force and takes effect from the date of signing.

Annex 1

FORM FOR LIST OF THE STUDENT ATTEND THE EXAM

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

DANH SÁCH SINH VIÊN DỰ THI/ LIST OF THE STUDENT ATTEND THE EXAM

Học phần/ *Course:*

Mã học phần/ *Course code:*

Ngành/ *Training Program:*

Ngày thi/ *Exam date:*

Thời gian/ *Time:*

Phòng thi/ *Exam venue:*

STT/ No.	Họ và tên/ Full name	Mã sinh viên/ Student ID	Số CMT/CCCD Identity card No.	Ngày sinh/ Date of Birth	Giới tính/ Gender	Ghi chú/ Note

Trợ lý khoa/ Assistant:

(ký, ghi rõ họ tên)

Trưởng khoa/ Director of

Department:

(ký, ghi rõ họ tên)

Annex 2

FORM FOR LABOR ON EXAM QUESTION PACKAGE

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

TÚI ĐỀ THI/ EXAM QUESTION PACKAGE

Năm học/ Academic year:

Học phần/ Course:

Mã học phần/ Course code:

Ngành/ *Training Programm*:

Ngày thi/ *Exam date*:

Thời gian/ *Time*:

Phòng thi/ Exam venue:

Tổng số đề thi/ *Number of Question set*:

Thời gian làm bài/ *Exam duration*:

Hướng dẫn làm bài thi (nếu có)/ Exam instructions (if any): có/ không, hoặc ghi mô tả chi tiết/ “yes/no” or detail instruction

Được sử dụng tài liệu/ Allowed to use document:

Được sử dụng từ điển/ Allowed to use dictionary:

Được sử dụng máy tính/ Allowed to use calculator:

Hướng dẫn khác (nếu có)/ Other instruction (if any):

Cán bộ làm đề thi/ Exam question editor:

(ký, ghi rõ họ tên/ Sign, full name):

Annex 3

FORM FOR LABEL OF EXAM PACKAGE

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

TÚI BÀI THI/ EXAM QUESTION PACKAGE

Năm học/ Academic year:

Học phần/ Course:

Mã học phần/ Course code:

Ngành/ Programm:

Ngày thi/ Exam date:

Phòng thi/ Exam venue:

Tổng số thí sinh theo danh sách/ *Total number of students in the list:*

Số thí sinh có mặt/ *Number of students attending the exam:*

Số thí sinh vắng mặt/ *Number of students absent:*

Số thí sinh vi phạm/ *Number of violations:*

Số biên bản kèm theo/ *Number of records:*

Hồ sơ kèm theo (nếu có)/ *attached document (if any):*

Cán bộ coi thi số 1/ INVIGILATOR 1 (ký, ghi rõ họ tên/ Sign, full name):

Cán bộ coi thi số 2/ INVIGILATOR 2 (ký, ghi rõ họ tên/ Sign, full name):

Trợ lý khoa/ Department Assistant (ký, ghi rõ họ tên/ Sign, full name):

Annex 4

FORM FOR STUDENT ATTENDANCE LIST

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

DANH SÁCH SINH VIÊN DỰ THI/ STUDENT ATTENDANCE LIST

Học phần/ Course:

Mã học phần/ Course code:

Ngành/ Programm:

Ngày thi/ Exam date:

Phòng thi/ Exam venue:

STT/ No.	Mã sinh viên/ Student ID	Họ và tên/ Full name	Ngày sinh/ Date of Birth	Giới tính/ Gender	Số tờ giấy thi	Ký tên nộp bài	Ghi chú/ Note

Số thí sinh có mặt: _____, vắng mặt: _____, số tờ giấy thi: _____

Cán bộ coi thi 1/ Invigilator 1:

(ký, ghi rõ họ tên/ Sign, full name)

Cán bộ coi thi 2/ Invigilator 2:

(ký, ghi rõ họ tên/ Sign, full name)

Annex 5

FORM FOR *EXAM QUESTION PACKAGE HANDING RECEIPT*

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

**BIÊN BẢN BÀN GIAO TÚI ĐỀ THI/
*EXAM QUESTION PACKAGE HANDING RECEIPT***

Thời gian/ Time:

Địa điểm/ Venue:

Bên giao/ Delivered by:

Họ và tên/ Name:

Chức vụ/ Position:

Bên nhận/ Receiver:

Họ và tên/ Name:

Chức vụ/ Position:

Thực hiện việc bàn giao túi đề thi, thông tin chi tiết/ We are handing over exam package with following details:

Số túi đề thi/ Package code:

Tình trạng túi đề thi/ Status of the package:

Delivered by:

(ký, ghi rõ họ tên/ Sign, full name)

Received by:

(ký, ghi rõ họ tên/ Sign, full name)

Annex 6

FORM FOR RECORD OF EXAM VIOLATION

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

BIÊN BẢN XỬ LÝ VI PHẠM QUY CHẾ THI/

RECORD OF EXAM VIOLATION

Hôm nay, ngày tháng năm 20 tại
chúng tôi gồm có:

Date:

Venue:

1. Họ tên/Name..... Chức vụ/ Position:
2. Họ tên/Name..... Chức vụ/ Position:
3. Họ tên/Name..... Chức vụ/ Position:

đã ghi nhận các vi phạm như sau/ has detected the following situation:

Mức xử lý/ Form of discipline:

ĐẠI DIỆN BÊN GHI NHẬN

(ký, ghi rõ họ tên/ Sign, full name)

NGƯỜI VI PHẠM

(ký, ghi rõ họ tên/ Sign, full name)

NGƯỜI GHI BIÊN BẢN

(ký, ghi rõ họ tên/ Sign, full name)

Annex 7

FORM FOR EXAM PACKAGE HANDING RECEIPT

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

BIÊN BẢN BÀN GIAO BÀI THI **EXAM PACKAGE HANDING RECEIPT**

Thời gian/ Time:

Địa điểm/ Venue:

Bên giao: Cán bộ hành chính khoa

Họ và tên/ Name:

Chức vụ/ Position:

Bên nhận: Giảng viên chấm thi

Họ và tên/ Name:

Chức vụ/ Position:

Thực hiện việc bàn giao túi bài thi, thông tin chi tiết:

Học phần/ Course:

Mã học phần/ Course code:

Ngành/ Programm:

Ngày thi/ Exam date:

Phòng thi/ Exam venue:

Số bài thi:

Số bài thi vi phạm:

Chi tiết về bài thi vi phạm:

Thời hạn nộp kết quả:

Người giao/ Delivered by:

(ký, ghi rõ họ tên/ Sign, full name)

Người nhận/ Received by:

(ký, ghi rõ họ tên/ Sign, full name)

Annex 8

FORM FOR EXAM RESULT SHEET

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

KẾT QUẢ ĐIỂM / OVERALL RESULT

Học phần/ Course:

Mã học phần/ Course code:

Ngành/ Program:

Ngày thi/ Exam date:

Phòng thi/ Exam venue:

STT/ No.	Mã sinh viên/ Student ID	Họ và tên/ Full name	Ngày sinh/ Date of Birth	Giới tính/ Gen der	Điểm chuyên cần/ Attend ance	Điểm bài tập thực hành/ Assignm ent or practice	Điểm thi giữa kỳ/ Midterm	Điểm thi cuối kỳ/ Final exam	Kết quả/ Overall result	Ghi chú/ Note

(Tổng số sinh viên: , số sinh viên đạt: , số sinh viên không đạt:)

Ngày tháng năm 20...

Giảng viên/ Lecturer:

(ký, ghi rõ họ tên/ Sign, full name)

Trưởng khoa/ Director of Department:

(ký, ghi rõ họ tên/ Sign, full name)

Annex 9

FORM FOR MINUTES OF MEETING – COMMITTEE FOR HANDLING VIOLATION OF EXAM REGULATION

(Attached to the Regulation on Organization of exams and scoring the exam promulgated under the decision No.1146/QĐ-ĐHKHCN, Dated November 8, 2022 by the USTH's Rector)

**VIỆN HÀN LÂM
KHOA HỌC VÀ CÔNG NGHỆ VN
TRƯỜNG ĐẠI HỌC KHOA HỌC VÀ
CÔNG NGHỆ HÀ NỘI**

**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập – Tự do – Hạnh phúc**

**BIÊN BẢN HỌP HỘI ĐỒNG XỬ LÝ VI PHẠM QUY CHẾ THI/
MINUTES OF MEETING – COMMITTEE FOR HANDLING VIOLATION OF EXAM
REGULATION**

I. Thời gian và địa điểm/ Time and Venue:

.....

II. Thành phần:

Các thành viên Hội đồng theo Quyết định số .../ QĐ-ĐHKHCNHN ngàycủa Hiệu trưởng Trường Đại học Khoa học và Công nghệ Hà Nội (ĐHKHCNHN)./ Committee members indicated in the Decision No. .../QĐ-DHKHCN dated by the Rector of University of Science and Technology of Hanoi (USTH).

- Số có mặt/ Presence: người/ people
- Số vắng mặt/ Absent: người/ people

STT./ No.	Họ tên/ Name	Đơn vị/ Unit	Vị trí/ Position	Presence
1.		Ban Giám hiệu/ Rector board	Chủ tịch/ Chairman	Có/Yes
2.		Phòng QLĐT/ DAA	Ủy viên/ Member	
3.		Khoa.../ Department of...	Ủy viên/ Member	Không/ No
4.			Thư ký/ Secretary	
5.			Sinh viên/ Student	

III. Nội dung/ Content:

.....

IV. Thảo luận/ Discussion

.....

V. Kết luận/ Conclusion

.....

**CHỦ TỊCH/
CHAIRMAN**

THƯ KÝ/ SECRETARY

**NGƯỜI VI PHẠM/
VIOLATOR
(Nếu có/ If presence)**

