

EXAMINATION REGULATION AT VNU VIETNAM JAPAN UNIVERSITY

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CHAPTER 1

GENERAL REGULATIONS

Article 1. Scope of regulation and subjects of application

1. This document regulates the functions, tasks, powers, and responsibilities of individuals and units who are participating in the examination works at VNU Vietnam Japan University. Examination works in this document refer to all testing and assessment activities during learning process of students.

2. Subjects of application: Faculties, Programs (undergraduates and graduates), lecturers, students, the Educational Testing and Quality Assurance Office (QA Office), the Academic and Student Affairs Office (ASAO Office), Inspection – Legislation Unit and other related functional offices.

Article 2. Objectives and principles in organization of examination activities

1. Objectives

a. To ensure that all examination works are seriously carried out in accordance with statutes and regulations of the Ministry of Education and Training, Vietnam National University (VNU), and Vietnam Japan University (VJU).

b. To ensure the requirement of assessment on student achievement of course learning outcomes (CLOs) and program learning outcomes (PLOs).

c. To ensure consistency, objectivity, fairness, and accuracy in examination work which is contributed to improve the training quality of the University.

d. To create initiative for organization and management in examination works at VNU Vietnam Japan University.

2. The principles in organization of examination activities

a. Examination activities are the joint tasks of the University under the direction of the Rector and Rector Board, with the focal unit offered by QA Office. All staff and units in the University are responsible for participating in the implementation of the tasks.

b. Lecturers and administration staff mobilized by the University to participate in examination activities take responsibility for completing the assigned tasks. All related

units in the University are responsible for creating favorable conditions for the people to complete their tasks.

c. QA Office takes responsibility:

- In organization, implementation and supervision testing activities in accordance with the regulation;

- In ensuring synchronous, accurate and timely organization;

- In resolutely prevention, and severely dealing with all negative phenomena, violating the regulation in the examination works at the University.

Article 3. Some terms

1. *Attendance list* is the list of students who are eligible to take the final exam. The attendance list is established based on the list of students registered to participate in the course, the list of students who are not eligible to take the final exam, and the list of students who owe tuition fees.

2. A *course* is a unit of study within a program. Each course is assigned a credit point value that contributes to the overall degree award.

3. *Transcript of formative assessment* is the transcript of a course containing 2 grades: average grade of tests in attendance assessment and midterm grade.

4. *Rubrics or marking scheme* is scoring tool that explicitly represents the performance expectations for an assignment or piece of work. A rubric divides the assigned work into component parts and provides clear descriptions of the characteristics of the work associated with each component, at varying levels of mastery. Rubrics can be used for a wide array of assignments: papers, projects, oral presentations, artistic performances, group projects, etc. Rubrics can be used as scoring or grading guides, to provide formative feedback to support and guide ongoing learning efforts, or both. Examples on rubrics are shown in appendix 1.

5. *Example of graded assignment* is the work of student which have been graded by lecturers according to a rubric. We will use the example as an evidence for internal and external quality assurance activities.

6. *End-course exam* refers to the whole time for all final exam of all courses which use the final exam formats are multiple-choice tests, essays, essays combined with multiple-choices, oral examination. The end-course exam is usually taken at about 2-3 weeks after the end of all courses. For master's program, oral examination can be

arranged according to the arrangement of coordinating lecturers right after the end of the course. The time for final exam of this course is not counted in the End-course exam.

7. Lecturers participating in teaching the course (hereinafter referred to as lecturer) means a lecturer assigned or invited to teach a course.

8. Coordinating lecturer is lecturer who assigned by Dean of Faculty or Director of Program to coordinate teaching and assessment activities of a course.

Article 4. Storage

1. Attendance list of students in a final exam, students' transcripts are stored in ASAO Office and QA Office according to the long-term storage following Article 3 in the Circular 27/2016-TT-BGDDT of Ministry of Education and Training and v^à Clause 8, Article 35 in the VNU higher education regulation issued with the Decision No. 5115/QĐ-ĐHQGHN.

2. Question banks for final exams are stored and protected as "top secret" documents at QA Office.

3. Used or unused exam questions and exam answers for the final exam of all courses are stored at QA Office at least 2 years from the date of the exam.

4. Rubrics, marking schemes, examples of graded assignments and transcript of midterm and attendance scores are stored in the faculties until the end of the cohort.

Article 5. Duties of involved individuals and units

1. The Educational Testing and Quality Assurance Office

a. Receiving and storing the rubrics, examples of graded assignments, transcript of formative assessment, student's scripts. The method and time of storing comply with the current guidelines and regulations of the Ministry of Education and Training and Vietnam National University.

b. Making a list of dispatching inviligators, sending it to all stakeholders and urging stakeholders to send the list of assigning inviligators according to the regulated time.

c. Receiving exam questions, exam answers, question papers and managing exam question banks, final exam question papers (hard and soft copies) from the lectures.

d. Mixing exam questions in a question bank, conducting lottery to select question papers, printing, and copying the final exam question papers according to the process, schedule and regulations on the examination regulation of the University and following regulations on confidentiality in legislation documents.

e. Preparing the examination room (registration for the examination room, waiting room, coordinate with the security guard to set up tables and chairs according to the number of the list of attendance students).

f. Preparing the rooms for marking activities, delivering the question papers, answer sheets, and receiving student examination scripts; delivering the scripts to the examiners and urging them to complete marking and to return the transcripts of the exam according to this regulation; receiving and managing the transcripts of final exams.

g. Being the focal unit for an appeal process when receiving student appeal forms.

2. The Academic and Student Affairs Office

a. Urging lecturers and assistants of training programs to confirm the final exam format, to submit transcripts of regular and midterm scores for each course in each semester.

b. Constructing timetables for final examinations for all training programs.

c. Arranging examination rooms, and building attendance lists for examination rooms.

d. Informing the timetables for final examination to all stakeholders

e. Uploading assessment results on the academic portal and informing students

f. Informing students on the appeal process

3. Other functional Offices

a. The Planning and Finance Office: coordinating with QA Office to prepare finance for the exams; providing list of students who paid tuition fees (at least 10 working days before the final exam) and paying the cost of marking the students' scripts, supervision for staff.

b. Administrative Department:

Inspecting and supervising the process of organizing the examination in accordance with the functions and powers of the inspection and legal department; Consulting, guiding, and coordinating with stakeholders to well implement the work process.

c. Individuals, units assigned to be in charge of classrooms, practical rooms, and computer rooms are responsible for the facilities of the rooms used in an exam.

d. Head of functional offices are responsible for appointing invigilators at the request of QA Office.

4. Dean of faculties

a. Thoroughly informing the examination regulations and the required contents of the final exam to all staff and students.

b. Appointing staff who are the lecturers or assistants of the faculty to participate in the supervision activities.

c. Appointing lecturers for coordination, marking students' scripts of the courses directly managed by the faculties.

d. Coordinating with QA Office to propose the list of committee members for acceptance of exam question banks.

5. Head of the Training programs

a. Assigning the lecturers for coordination of courses managed by the Programs.

b. Approving the list of students who are not meet the requirements to participate in the final exams and sending it to ASAO Office.

c. Assigning lecturers for making question banks and question papers and for marking students' scripts on time according to the University's exam schedule.

6. Lecturers

a. Organizing the examination and assessment of students including attendance assessment, midterm exam, and final exam. The implementation of student assessment must follow this regulation. The plan and methods of assessment must be included in the syllabus and delivered to students at the beginning of the course.

b. Participating in the building of question banks and question papers for final exams for the taught courses.

c. Giving feedback to the learners on the test and assessment activities according to the regulated time.

7. Coordinating lecturers

a. Submitting rubrics or marking schemes, examples of the graded assignments to the relevant faculties to the QA Office as proof of assessemnet of lerarning results.

b. Submitting transcripts of midterm and attendance scores and register the format of final exam to the faculty and ASAO Office.

c. Submitting question banks, question papers and the final test result to QA Office according to regulated time.

d. Making the list of students who do not meet the requirement to participareate in the final exams.

CHAPTER 2

TESTING AND ASSESSMENT ACTIVITIES

Article 6. Concepts of testing and assessment

1. Assessment is understood as a process of value identification. In higher education, assessment refers to a variety of tasks by which lecturers collect information regarding the performance and achievement of their students.

2. A test is one form of assessment and refers to procedures used to measure a learner's learning at a specific point in time and often involves collecting information in numerical form. The test will provide the necessary data and information as a background to assess students.

3. Outcome-based assessment is a process to measure student achievement, provide students with feedback on their learning and help them improve their performance. It also helps to effectively evaluate the lecturer's teaching. Outcomes-based assessment is a process of gathering evidence on learning based on the number of ELOs achieved rather than the sum of marks on different assessment tasks. In higher education, formative assessment and summative assessment are commonly used to assess students' achievement of ELOs.

4. Formative assessment occurs on a continuous basis throughout the course. It encourages students to engage in the subject matter, which helps them become familiar with the information they are attempting to learn. For effective formative assessment, active participation of the student and lecturer occurs. When students are actively engaged in the activities, it "results in deeper thinking and long-term retention of learned concepts". Improvements in learners' performances are achieved through supportive feedback from various assessment tasks including midterm assessment. Because of its value to learning, formative assessment is considered assessment for learning.

5. Summative assessment is used for judging student achievement and occurs at the end of a course or phase of instruction to check the student achievement of prescribed ELOs. However, the timing of these practices makes it difficult to modify student learning. Therefore, they are used only to determine grades. Because of this, summative assessment is referred to as assessment of learning. Common methods used for summative assessment include midterm and final exam.

Article 7. Outcome-based assessment principles

1. Clearly define the CLOs to be assessed, develop appropriate assessment tools and content on the basis of assessing learners' ability levels.

2. Pay attention to opportunities for learners to show their progress. Assessment results must ensure validity and reliability, reflecting the expected level of ELOs to be achieved and the actual ability of learners.

3. Focuses on assessing the knowledge, skills, autonomy and responsibility required by the ELOs. Evaluation decisions must be based on evidence that the learner's performance through tests, activities, situations or assigned learning tasks.

4. Give learners the opportunity to recognize and evaluate progress made.

5. Acknowledge important, notable points in the evaluation process which must have a continuous inheritance.

6. Serve as a basis for innovating teaching methods. The assessment result will give feedback to the lecturers and learners about the teaching process, which is the basis for proposing appropriate decisions to improve the situation, improve the quality of the program and the effectiveness of training.

Article 8. Methods of outcome-based assessment at Vietnam Japan University

1. Three methods of assessments are used to assess students' achievement of ELOs: attendance assessment (formative assessment), midterm exam and assessment (both formative and summative assessment), and final exam (summative assessment).

2. Attendance assessments are assessment activities that are regularly performed during a course to provide feedback to learners on the learners' level of knowledge acquisition and the areas that they need to improve. Attendance assessments also help teachers in designing more appropriate teaching methods in order to improve instruction and teaching activities to achieve the objectives of the course. Common methods used for attendance assessment include checking attendance, short answer or discussion questions, assignments, practical exercises, group assignments, presentations, essay or project assignment.

3. Midterm exam and assessment: Midterm exam and assessment are used to assess learners' achievement of ELOs in the middle of the semester to help learners and teachers adjust their learning and teaching plans and activities. Common methods used in mid-term exam include multiple-choice tests, essays (closed or open book), project assignments, oral presentation, reports.

4. Final exam: The final exam is used to assess the student's achievement of ELOs at the end of the semester. Commonly used final exam formats include multiple-choice tests, essays, essays combined with multiple-choices, oral examination, oral presentation, project assignments. The formats of the final exam must be provided in the syllabus and informed students at the beginning of the course.

Article 9. Marking grade

1. Attendance tests, midterm exams and final exams are marked on scale from 0 to 10, odd to one decimal place. The students who do not take the tests, the final exams without a valid reasons will receive a zero mark (0 mark).

The course grade is the sum of the attendance assessment, midterm exam and final exam after having been calculated according to the weights specified in the syllabus and rounded to one decimal place, then converted to letter scores.

a) Graded pass type:

9,0 – 10 corresponding to A+

8,5 – 8,9 corresponding to A

8,0 – 8,4 corresponding to B+

7,0 – 7,9 corresponding to B

6,5 – 6,9 corresponding to C+

5,5 – 6,4 corresponding to C

5,0 – 5,4 corresponding to D+

4,0 – 4,9 corresponding to D

Under 4.0 corresponding to F

b) Non-graded pass type: applies to course that only require passing, no calculated into the academic grade point average; The score is denoted as P if the score is 5.0 or higher.

c) Ungraded pass type: Below 4.0 score corresponding to F or below 5.0 score for the courses that only require passing.

2. The weighing of component scores including attendance, midterm and final ones are prescribed in the syllabus and informed students at the beginning of the course. The weight of final score must be not less than 60%.

Article 10. Uploading and informing grades and assessment results

1. Scores and feedback from all assignments in attendance and midterm assessment activities need to return to students not later than 7 working days from the date of submission.

2. Director of training programs reminds all the lecturers in their programs to send transcripts of attendance and midterm scores to ASAO Office not later than 5 working days from the end of the course.

3. The final test results must be submitted to QA Office not later than 10 working days from the day of the final exam. With the oral examination in which the answers of students are not recorded, the results must be announced to the students at the end of the

exam, and submitted to QA Office within 3 working days from the date of the final exam.

4. Testing officer check the grade on the students' script and on the transcript submitted by examiners to ensure the accuracy. In the case of error, the testing officer must invite the examiner to QA Office to revise on the transcript and confirm by signing into the transcript. QA Office must submit the final result of a course to ASAO Office within 02 working days after receiving the result from the examiner.

5. Bases on the assessment and scoring method prescribed in the syllabus, ASAO Office calculates the final score of the students in each course. The ASAO Office must upload the scores of all courses in a semester on the portal not later than 15 working days from the end of the End-course exam. The uploaded result must be checked to ensure the accuracy of the data.

6. In the case of error and the uploaded scores need to be edited, academic staff must make a record, save the evidence and have a sign of the head of ASAO Office. Name of checker, editor, and the time of editing must also be recorded. The database of scores must be backed up and stored for a long time in ASAO and QA Offices according to the regulations of the Vietnam National University and Vietnam Japan University.

Article 11. Requirements for lectures in carrying out testing and assessment activities.

1. Understanding the objectives & ELOs of the training program; deeply understanding of the position and contribution of the taught course to the training program.

2. Building an assessment plan in the syllabus and properly implementing that assessment plan during the course. The syllabus must be informed students at the beginning of the course in which objectives, ELOs, methods and time of assessment and testing are clearly defined.

3. Choosing appropriate evaluation criteria for each form of assessment

a. Rubrics must be created for each exercise or assignment in attendance assessment to inform students on the level of knowledge, skills, and attitudes which they need to achieve through the exercise or assignment as well as, to ensure fair, consistent, and transparent marking. Some examples of rubrics are provided in appendix 1.

b. Rubrics must also be designed when making question papers for midterm and final exams. Plagiarism should be added in the rubrics for some courses which use reports as forms of midterm or final exams (reference the regulation on plagiarism at Vietnam Japan University)

c. Rubrics, examples of graded assignments, and transcript of formative assessment need to be submitted to the QA Office within 15 working days after the end of the course for quality assurance purposes.

4. Giving feedback to students on assessment results:

- Scores and feedback from all assignments in attendance assessment and midterm exams must be informed to students not later than 7 working days after the submission and lecturers need to answer all questions of students. All questions and problems of students related to the score need to be raised and solved right on the day of giving feedback if not questions and problems are not considered. If the questions cannot be solved, the lecturers need to report to the Director of the relevant training programs to find solutions. If the score has changed or not, the lectures must clearly inform and explain to the students. All questions need to be solved before sending the assessment result to ASAO and QA Offices.

- For the final exam: the results of the final exam must be notified to learners no later than 15 working days from the end of the End-course exam.

CHAPTER 3

ORGANIZATION OF THE FINAL EXAM

(Detail timeline is provided in appendix 2)

Article 12. Compilation and management of exam question banks

1. Responsibilities for compiling exam question banks

a. All lecturers who participated in one course are responsible for participating in the construction of the final exam question bank of the course.

b. Coordinating lecturer of a course is responsible for coordinating and discussing with the other lecturers to build and complete the final exam question bank of the course.

c. The lecturers who compiled and edited the questions and answers must be responsible for the accuracy, relevance, and confidentiality of the questions and answers.

2. The procedure for compiling the exam question banks:

a. At the beginning of the new academic year, Deans of faculties makes a list of courses that register to compile exam question banks based on the academic plan of the university and the training program. The list must be sent to QA Office on time for each semester (the first semester: before 5th October; the second semester: before 5th March).

b. Dean of Faculties/Director of training programs assign the tasks of compiling question banks for the lecturers who participated in giving lectures on the courses.

c. QA Office reviews and submits the plan on building exam questions bank to the Rector Board before 15th October and 15th March every year.

d. Lecturers participated in a course compiles questions/answers for their course based on content and ELOs of the course.

e. A committee is set up for acceptance of the question bank before 5th November and 5th April every year.

f. Based on comments and suggestions from the acceptance committee, lecturers edit and complete the exam question bank and send it to QA Office before 15th November and 15th April every year (electronic and printed versions with signature of coordinating lecturer and the Dean of the faculty/Director of training program)

g. QA Office receives and manages all question banks according to legislations or regulations on confidentiality.

h. In the case the percentage of revised and added question is higher than 30%, the revision and addition to an exam question bank do the same process of building the exam question bank.

3. The Acceptance Committee

a. The Acceptance Committee is proposed by the QA Office with recommendations from Faculties and approved by the Rector.

b. The Acceptance Committee member include: a chairman (Dean of Faculties or Director of Training programs), a secretary (testing officer), lecturers, and reviewers.

c. The Acceptance Committee organizes the acceptance of the question banks. The conclusion of the Acceptance Committee is the final results. They are responsible with the Rector for all accepted contents.

d. All members of the Acceptance Committee have responsibilities for confidentiality of the question banks they saw.

4. Principles of building a question bank:

a. The question bank must be divided into question groups according to the requirements for assessment of ELOs achievement.

b. The questions in each group must be guaranteed not to be duplicated in content and equivalent in difficulty.

c. The number of questions in each group depends on the exam format. For the oral and essay tests, at least 5 questions for each question group is required. For the multiple choice test, it must be at least 3 times more than the number of questions selected to build the question paper.

d. Completion timeline: The final exam question bank of each course must be completed within 3 years when the course is taught or when the time this regulation takes effect.

5. Managing the question banks

a. Accepted question banks are stored at QA Office.

b. The question banks need to be reviewed annually for revision and addition within 5 weeks at the beginning of an academic year. In the case the percentage of revised or added questions is smaller than 30%, coordinating lecturers shall apply a registration form approved by Dean of faculty/Director of the training program for revision and addition of questions to the question bank of the taught course. Updated question bank must be sent to QA Office (electronic and printed versions with signature of coordinating lecturer and the director of training program) not later than 5 weeks from the beginning of the academic year.

c. Testing officer, Dean of faculties Director of training programs, and all related lecturers are responsible for the legitimacy, accuracy, up-to-date, fairness, and confidentiality of the question banks.

Article 13. Organizing the compilation for the exam question papers

1. The process of making question papers.

a. The Dean of Faculties/ Director of Training programs assigns coordinating lecturers to coordinate in making exam question papers. List of lecturers must be sent to ASAO Office and QA Office within 5 weeks (or not later than 25 working days) before the beginning of the semester.

b. Not later than 22 working days before the end of the semester, coordinating lecturers must confirm the format of final exam. For the common courses in charge of units out of VJU: the lecturers send confirmations of the formats of the final exams to the ASAO Office via email. For other courses: coordinating lecturers send confirmations of the formats of the final exams to Faculties via email and Faculties send confirmations of all courses to the ASAO Office via a hard copy version with signature of the Dean of the Faculty.

c. Based on principles regulated in clause 2 of this article, assigned lecturers make question papers.

d. The assigned lecturers must be submitted to QA Office at least 3 working days before the day of final exam.

2. Principles of making exam question papers.

a. The question papers must ensure the assessment of CLOs achievement of students.

b. Question papers should not be used repeatedly year after year without reformulation, to avoid repetition of questions from year to year.

c. Different classes of a course must use the same question papers which were discussed by all related lecturers and director of the training program.

d. For the courses which exam question banks were accepted, the Head of QA Office will combine the questions in the accepted question banks to build question papers.

e. In the case, final exam formats are reports, project assignments, the lecturers have a right to decide the time and method of submission but it must be approved by Director of the training program or Dean of the faculty and followed the academic plan of the university but must be register the form and time of the final exam at the request of the ASAO Office. This content is also applied to the oral exam form for the courses of the Master's programs. The lecturers/coordinating are responsible for collecting students' scripts, marking, sending the requirements for the final exam, rubrics and submit the transcript of the final exam to QA Office. The students need to follow the guides of lecturers. The Internship report/Thesis need to follow the regulations on the Guidelines for performing Thesis/Dissertation at VNU Vietnam Japan University.

f. Time for final exam:

Time for different formats of final exams is regulated as followed:

- For the essay and essay combined with multiple choice form: 30 minutes for 1 credit, but no more than 120 minutes for subjects over 4 credits.

- For the multiple choice form: 20 minutes for 1 credit, but no more than 90 minutes for subjects over 4 credits.

- For the oral examination form: 15 minutes for preparing; 7-10 minutes answer for all questions and additional questions of the lecturers. If the course has more than 15 minutes for preparation, it must be specified in the syllabus.

g. Each question paper for the final exam must include clear rubrics, marking schemes, and answers. The marking scale is 10; odd to one decimal place. For the multiple choice and foreign language tests can be marked with different grades and then converted to a 10 (Appendix 3, 4).

h. Exam questions and answers are put in the sealed, signed envelopes. On each envelope must write specific information such as: name of course, name/mobile phone of person who makes the exam question. Person who makes the answer for the exam must sign and write her/his name on the answer pages. If necessary, the University will publish the answer for the students to know and check their exams.

i. Number of exam question papers/ 1 shift

- For the essay and essay combined with the multiple choice test: at least 2 question papers/ 1 shift.

- For the multiple choice test: Each shift must have at least 2 question papers if using paper test and at least 4 question papers if using computer test and 1 question paper for 1 student if using online test.

- For the oral examination: Exam questions are compiled into sets of test questions (minimum 10 questions) for the students to draw and answer during the exam.

3. Format of the question papers:

When submitting a question paper to QA Office for printing, your original copy must:

a. Be printed or handwritten by the black and blue ink, on white paper that is A4 size with top/bottom/side margins of at least 2 cm.

b. Name of course, ID course, number of credits, program (undergraduate or postgraduate), ID class, and timing should be appeared on the top of the paper (see appendix 3)

c. Information on whether students are or are not allowed to use document in the exam should be noted on the exam paper at the bottom of the last page of the paper (see appendix 3).

d. For multiple choice tests, an answer sheet should be attached with the question paper (see appendix 3).

Article 14. Photocopy of the final exam (See Appendix 5: The process of the photocopy the final exam)

1. The Head of QA Office has responsibility for mixing questions and creating exam codes for question paper of courses which have accepted question banks, drawing (or conducting a lottery to select) a question paper from submitted ones and assigning the testing officer to copy the question paper in QA Office.

2. The number of copies of exam question paper must be equal to the number of learners in an examination room plus the number of examination rooms and must be divided into different envelopes according to the respective examination rooms.

3. The testing officer seals the envelopes and takes responsibility for the confidentiality of the question paper. In the process of copying, the testing officer must follow the principle: keep and seal the original question paper, destroys the failed copies. The testing officer is not allowed to leave the position while copying the question paper.

4. All envelopes must be sealed by the stamp of VNU Vietnam Japan University during transportation or delivery.

5. All of the question papers, the original question papers and the exam envelopes are managed, stored in a locked cabinet and kept in QA Office. The Head of QA Office has responsibility for supervising the security process of copying exam question papers at the office.

Article 15: The final exam schedule

1. The University only organizes one exam per course per semester according to the schedule arranged by ASAO Office. In the case students cannot take a final exam for legitimate reasons, they are entitled to maintain their course results and take the earliest exam of the next semester. ASAO Office is responsible for making a list of students who do not participate in the final exam and storing it in accordance with regulations. Other special cases decided by the Rector.

2. Not later than 22 working days before the end of the semester, the ASAO Office makes proposed timetables for examinations and attendance list based on timetable of the semester and registered formats of final exam. The official timetables for examinations and attendance list must be fixed not later than 5 working days before the End-course exam.

3. The time gap between the final exam of two courses should be proportional to the number of credits for those two courses.

4. The plan, timetables for examinations are the legal basis for the relevant units to prepare question papers, invigilators, inspectors and facilities for the final exams.

5. The timetables for examinations must be notified to the relevant units and students at least 8 working days before the final exam.

Article 16. Requirements for participating final exams

1. Requirements for participating final exams

a. Undergraduate programs

- Did not get 0 mark for the attendance score or mid-term exam.
- Paid full tuition fee on time according to the regulations of University.
- Meet the requirements to participate in the final exam as specific regulated on the syllabus of the course.

b. Postgraduate program

- Paid full tuition fee on time according to the regulations of University

- Meet the requirements to participate in the final exam as specific regulations on the syllabus of the course.

c. Coordinating lecturer announces the requirements to participate in final exams at the beginning of a course and the list of students are not allowed to participate in the final exam in the last lesson of the course. The list of students who do not meet the requirements to participate in final exams needs to be signed by the director of the training program and send it to the ASAO Office not later than 3 working days after the last lesson of the course.

d. At least 6 working days before the End-course exam, based on the list of students who do not paid tuition fess provided by the Plan and Finance Office and the list of students who are not eligible to take the final exam provide by the lecturer, the ASAO Office makes the list of attendance students with a note of students who owe tuition fees. The ASAO Office has responsibility for sending it to QA Office at least 5 working days before the End-course exam according to the timetables for examinations for printing and copping.

e. In case a student is not allowed to take the final exam because the tuition fee has not been paid on time, the student is still allowed to take the exam if he/she can show the confirmation on paying tuition fee to inviligators.

2. Students are allowed to reserve their course results and take the final exam in the next examination when one of the following evidences is sent to the ASAO Office:

a. Have a certificate from the hospital of district level or higher (with an appropriate seal) during the time of the exam about your illness...

b. Have a close relative (father, mother, brother, sister) die within 3 days before the exam date

c. Some force majeure cases are decided by the Rector Board.

3. Transfer to other shift: In case, there are more than one shift for the same course and the student wishes to transfer to other shift for an acceptable reason, the student must submit an application with the certification of the Director of Training Program to ASAO Office at least 3 working-days before the date of the final exam.

Article 17: Arrangement of examination rooms

a. The ASAO Office arranges the examination rooms for all courses (undergraduate and postgraduate ones) according to the timetables of examinations. Each examination room used for the essay or multiple choice paper test must be set up no more than 50% of the number of seats in the examination room. For the oral exams, a waiting room must be arranged for students. In some special cases, the ASAO Office must report to the Rectorate Board for consideration and decision.

b. The Administrative Department cooperates with the ASAO Office to prepare facilities and open the examination rooms according to the timetables. All conditions for examination room must be ready at least 1 days before the day of final exam. The examination rooms must be clean, have enough seats for students, have enough light, fan (in the summer) and other specific conditions for the exam. The computer room must have a staff on duty to handle technical situations during the exam.

Article 18. Invigilator assignment

a. The number of invigilators/ 1 examination room:

- Arrange at least 2 invigilators /1 examination room. In case an examination room has more than 30 students, it is necessary to ensure that it does not exceed 15 students/ 1 invigilator.

- Make sure that there is at least 1 supervisor for 5 examination rooms in 1 shift.

- For the oral exam: assign at least 2 invigilators for 1 examination room (may add 1 invigilator to call students into the examination room); in the case the number of students is large, each examination room can arrange several exam tables but must ensure that each exam table has 2 lecturers.

- The multiple choice exam using computer, each examination room needs to arrange 1 information technology officer and 1 lecturer or 1 staff who are working at University.

- For some special cases, supporting staff may be assigned according to the proposal of director of the training program which is approved by the Rector Board.

b. Assignment of invigilators

- The QA office prepares requirement for dispatching invigilators to the faculties and functional departments no later than 18 working days before the End-course exam.

- Faculties assign staff to work as invigilators for the End-course exam according requirement for dispatching invigilators of QA Office no later than 10 working days before the End-course exam. In the case, the number of lecturers is lower than the requirement, the faculties must inform QA Office at least 7 working days before the End-course exam.

- At least 5 working days before of the End – course exam, the QA Office must be sent the official list of invigilators assignment to the faculties and functional offices for implementation.

- The assignment of invigilators to each exam room is done in the form of drawing to ensure transparency and fairness in the examination but should take into account that lecturers do not work as invigilator for the course they taught.

Article 19. Delivery of the question papers, the tasks of the invigilators and delivery of students' scripts.

1. Delivery of the question papers

a. The delivery of the question papers, exam papers, and attendance list of students in an examination room is carried out at the QA Office or a room used for QA Office in the final exams (hereinafter called the testing office). The exam envelopes (sealed) must be delivered to the invigilators at most 30 minutes before the exam starts.

b. When conducting the delivery of question papers, the relevant units and individuals must comply with the principles: checking the confidentiality of the question papers, signed & sealed on the envelopes, carefully check the name of the course, ID class, the number of question papers written on the exam envelope with the attendance list in the examination room, exam schedule and sign on the notebook for delivery question papers.

2. The tasks of invigilators

a. When it is time for the exam, Invigilator number 1 calls the students to the examination room by name or by the registration number according to the attendance list, Invigilator number 2 and Invigilator number 3 (if there is) check the student card (undergraduate card, postgraduate card, identity card), the materials that are allowed to take into the examination room, guide the students to sit on the right seats to avoid impersonating. In the cases, the students do not have an undergraduate card/postgraduate card or identity card, the students are required to write the Commitment Paper which is signed by a classmate. The verifier has responsibility for the accuracy of the verified information. A detailed procedure for the invigilators' tasks is presented in the Appendix 6.

b. The Invigilators do not arbitrarily to add student's name to the attendance list and allow he/she to take the exam unless he/she can show the confirmation from ASAO Office which indicate that he/she allow to take the exam.

c. In the case, there is any misconduct in examinations, Invigilators must make a record in accordance with the provision of Clause 2, Article 24 by this regulation.

3. Delivery of students' script

a. The Invigilators check the information including number of scripts, number of exam paper according to the attendance list (see the detail process in the Appendix 6)

b. The Invigilator gives the envelope containing the students' scripts right after the end of the exam to QA Office and signs in the notebook for delivery answer script of QA Office (see the detailed procedure in Appendix 6).

Article 20. Exam marking, uploading and score information

1. The QA Office sends a dispatch to the Dean/Director of the Training programs regarding the assigning lecturers to mark the final exam no later than 15 working days before the End-course exam.

2. Assigning the lecturers to mark the final exams: Dean of Faculties/Director of the Training programs has responsibility for assigning lecturers to mark the students' scripts for the final exam of the taught course and must ensure that each course is undertaken by at least 2 lecturers (see the form of assignment in Appendix 7). The lecturers who are in the probationary period are not allowed to participate in the exam marking. Exam marking must be done seriously, objectively, accurately and fairly.

3. Examination process and score handover

a. For paper-based tests (essay, essay combined with multiple choice, multiple choice ones)

- QA Office prepares a room for assigned lectures to come to mark the students' scripts and has responsibility for supervision of the progress of the marking.

- One day after the final exam of a course, the assigned lecturers can come and receive the students' scripts at the QA Office for marking. The lecturers must submit the transcripts and students' scripts which were marked to the QA Office no later than 2 weeks (10 working days) after the day of the final exam.

- The marking of student's scripts must be according to the answers and rubrics that were submitted to the QA Office. The lecturers mark directly on the student's scripts, scored on 10 scale, odd to one decimal place. The student's scripts must be signed by 2 lecturers. If an error is detected, the lecturers makes a suggestion and adjust the score and record it clarify the reason for the adjustment.

b. Computer-based tests

- For the tests which marked automatically on a computer: after the test time is up, the learners stop working on the computer and sit at the position. Invigilators check the results, record the test scores displayed on the computer screen on the transcript; Learners sign to confirm their score on the transcript. Learners should carefully check their information in the transcript before signing. The invillgators are responsible for the accuracy of the test scores recorded in the transcript. The transcripts are copied into 3

copies. The original is sent to QA Office, one copy is sent to the training program for course management and one copy is stored at the ASAO Office.

- For the tests which are not marked automatically on computer: Invillgators are responsible for saving the students' scripts (in this case, the students' works on computer) on CD or USB and hands over the signed attendance list, CD or USB containing the students' scripts to QA Office. QA Office delivers the CD or USB to the assigned staff for marking according to this regulation.

- The marking must be according to the answers and rubrics submitted to the QA Office. The lecturers mark the final exam on the evaluation sheet and hand over the CD or USB containing the content of the test and the transcript to the QA Office no later than 2 weeks (10 days) after the final exam day.

c. For oral test, presentations, essays: The marking must be according to the answers and rubrics submitted to the QA Office. The lecturers mark the final exam on the evaluation sheet, and submits the evaluation sheet and the transcript to the QA Office no later than 2 weeks (10 days) after the final exam day.

4. Processing the results of the final exam

a. If the scores of the two lecturers are the same, the two lecturers shall record the conclusion of each question and the conclusion of the script in the specified box (specify both numbers and letters); In case the total score is the same but the component scores are different, the two lecturers will check and agree on the component scores according to the prescribed answers or rubric.

b. If the scores of the two lecturers are not the same

Situation	Procedures
The difference between the total score of the 2 lecturers for a script (except for the case of adding wrong points) is less than 1 points.	Two lecturers discuss for an agreement then wirte the final score and sign on the adjusted page on the students' script..
The difference between the total score of the 2 lecturers for a script (except for the case of adding wrong points) is more than 1 points .	Two lecturers discuss for an agreement and report to Dean of the Faculty or Director of the training program. If no agreement is reached, the Dean of the faculty/Director of training program assigns third lecturers to mark the student's script with different colored ink. The final score is the average score of the 3 lecturers. All lecturers must sign on the script.

5. Handling special cases in marking

a. In case of detecting abnormal signs in a script, the QA Office invites at least 2 more lecturers to mark the cripts. If there are enough evidence for all examiners to conclude that there is an intentional mistake to sign in the script, that assignment will be deducted 50% of the total score.

b. When detecting the same essay scripts, two examiners use the procedure regulated at Point b, Clause 2, Article 24 of the regulation.

c. For students' writing work on scratch paper, paper that is not in accordance with the regulations of the exam; two-color ink on a script; the script does not have enough 2 signatures of invillagators; written by pencil or red ink (except for drawings that can be drawn with a pencil); writing or drawing content unrelated to the test; crumpled test paper; script lack of student's name and student code, the two examiners make a record and give 0 points for the script.

d. In case the examiners realize that the submitted rubrics or marking schemes need to be changed, the examiner report to the Director of the training program to make a minutes, clearly stating the reason and content of the request for change. The director of the training program and the lecturers/professional group draft the new marking schemes and answers. The director of the training program signs and approves it before marking. This minutes, answers, and grading scale are saved together with the original question papers and sent 01 set of: minutes, newly adjusted answers, marking schemes, and sent to QA Office for storage before marking.

6. Thesis evaluation

a. Rector decided to establish committees for Students' thesis evaluation. The committees, the ASAO and QA Offices are responsible for organization of the thesis defense according to the schedule approved by the Rector. Presence of the chairman, the secretary and at least ½ of the committee members is required.

b. The evaluation of graduation theses follows the Guidelines for implementation of theses of the University.

Article 21. Appeals (See the Appendix 8 for information on the Appeals process).

1. ASAO Office inform students on appeal process no later than 5 working days after informing students of the final exam result of all courses taught in the semester. The maximum duration of application for appeal process is 5 working days.

2. Learners who have questions about the final exam scores have the right to apply for appeal process. Students submit the application forms at QA Office according to the announcement of ASAO Office (see Appendix 8).

3. For the oral final exam, students must raise their questions on the scores immediately after the examiners announce the scores if not the questions will not be considered. Any subsequent inquiries by the students are not valid. When a student has a question about the score, the 2 lecturers discuss the result and must answer clearly and openly to the student know why there is a score adjustment or no score adjustment.

4. Two days after the deadline for appeal form application, QA Office will take the script of the applied student for review and marking. The director of the training program assigns examiners to mark the script within a maximum of 05 working days.

5. Processing the appealed result

a) The procedure is similar to the procedure of the first marking time

b) If the difference between the score of a script in the appeal process and the original score is less than 1 point, the examiners adjust the score for the students, sign in the adjusted transcript and submit to QA Office.

c) If the difference between the score of a script in the appeal process and the original score is more than 1 point, the Dean/Director of the training program assigns another lecturer to mark and openly the direct dialogue between the two grading times and the make final decision with record the minutes of meeting.

d) During the appeal process, if any signs of intentional violation are detected, it should be reported to the Inspection - Legal unit.

6. The results of the appeal process is submitted to QA Office. QA Office must transfer the result to ASAO Office within 03 working days to notify the learners.

Article 22. Responsibility of the Invigilators

1. Perform duties as assigned by the Faculty, the Training program, and QA Office on supervision of the final exams. If any invigilator has unexpected works, he/she must promptly report to QA Office or the Training Program to appoint another invigilator. If there is no reason to be absent in the assigned examination day, the invigilator must take full responsibility.

2. Studying and mastering the examination regulations.

3. The invigilators are not allowed to present at the examination room as relatives such as spouses, children, brothers and sisters take part in the exam.

4. Present on time and regularly at the examination room to do the tasks according to the order specified in Appendix 6.

5. The invigilators are not allowed to do personal work (eg reading books, using mobile phones, smoking, drinking beer, drinking alcohol...) while on duty.

6. Do not assist students in taking the test in any way.

7. Examination room supervisors must supervise the implementation of regulations of invigilators and students on organization of final exam; check and remind invigilators and students to comply with regulations. Fully and accurately record the supervised content in a report and send the report of each shift to QA Office. If there is a situation outside the function, it must immediately inform to QA Office to Report to the Rector Board.

Article 23. Responsibility of students attending in a final exam

1. Present at the examination room at least 15 minutes before the examination to check in. For the essay exam, if students arrive more than 15 minutes late after delivering the question papers to the attendance, students will not be allowed to take the exam. For oral exams, practical exam, computer-based multiple-choice, students absent at the time the invigilators call students into the examination room but coming to the examination room during the examination time are allowed to take the exam.

2. Show student card, identity card or appropriated confirmation letter for the invigilators to check before entering the examination room.

In case the learner loses all his/her identity cards, the student must write a written commitment certified by the classmate (see Appendix 9). In special cases, learners need to come to ASAO Office for solving.

3. Sit in the correct position as prescribed by the invigilators. Place student card or identity card on the table for checking.

4. Only pens, pencils, compasses, erasers, rulers, electronic calculators without memory cards and no text editing function are allowed to bring into the examination room.

5. Materials (books, documents etc,...), mobile phones, technical means of receiving, transmitting, recording, information, equipment containing information that can be used to take the test, weapons, explosives, incendiaries, etc. beer, wine, carbon paper, eraser pen are not allowed to be brought into the examination room; For question papers that are allowed to use materials, learners are only allowed to bring documents

within the scope of the allowed test in the form of printed or handwritten documents. No smoking is permitted in the examination room.

6. Write down personal information, course and exam information on exam papers and it is necessary to ask both examiners to sign and clearly write their names on the exam papers.

7. Clearly, clean written; keep the exam paper not to be crumpled or to be marked separately; do not write on the exam paper with two kinds of ink, red ink, and pencil (except for drawings using pencil). Damaged writing parts must use a diagonal ruler, not an eraser pen.

Protect your own scripts; do not see the work of other students/students, do not exchange ideas, exchange documents when taking the test; all acts of cheating are prohibited;

8. Keep silence in the examination room; speak aloud if you have to ask the inviligators. Unusual illness must be reported to the inviligators for solving.

9. Learners are only allowed to leave the examinaton room after 2/3 of the time of the exam has passed.

10. When the time for the exam is up, stop doing the test and submit your scripts to the inviligators even empty scripts. When submitting the scripts, the learners must specify the number of submitted exam papers and sign their signature on the attendance list.

11. The students who do not take the exam according to the regulation with a legitimate reason such as illness or special circumstance must have to apply for a postponement of the exam with the Training program's confirmation and then send it to the ASAO Office. The students who are absent the exam are considered to have a valid reason when the have authentic evidence, have an application for the postponement of the exam accepted by the Head/Deputy of the ASAO Office, or have a decision to leave University before the exam day, the component scores will be reserved and will be registered for the next semester if there is an application to take the exam. When coming to the next exam (three days before the exam date), the student submits an application and attaches an application that has been allowed to postpone the exam to the ASOS Office and make the attendance list.

Article 24. Procedure for violation of the regulations

1. To inviligators and examiners

Depending on the severity, the invigilators who commit violations of regulations (detected during or after performing their duties) will be reviewed and disciplined in the following forms:

a. Reprimand: applies to those who violate one of the following errors.

- Be late as required on an examination
- Do not sign on the student's exam papers or the student's scratch paper
- Do not pay attention when supervision the exam
- Skip a shift without any acceptable reason.

b. Warning: applies to those who violate one of the following errors.

- Skip more than 2 exam shifts without an acceptable reason in an academic year;
- Leave examination room when taking the duties;
- Do not detect students violating the regulations;
- Do not make records of students who have been found to have violated regulations;
- Lost students' scripts;
- Mark the test or add scores on the exam with many errors.

c. Forced to quiet the job: applicable to those who commit one of the following errors.

- Revealing exam questions;
- Bring the solution from the outside into the examination room or help students take the test in the examination room.;
- Cheat while marking exams; do not following the submitted answers, intentionally increasing or lowering the score of the student;
- Correct, add or subtract to students' scripts to increase or decrease the score;
- Swap students' scripts or scores

2. To students

A violation record must be taken for the student who violate one of the points specified in Article 23 of this regulation. Student discipline is also noted in the notes collum of the list of attendance students in an examination room. The Minutes of student discipline violations must be attached to the student's scripts. At the end of the End-course exam, the QA Office makes a list of students who violate the regulations to send

to the ASAO Office to evaluate the student's training scores. Depending on the severity of the violation, the student will be handled as follows:

a. Reprimand: applies to learners who commit one of the following violations. Score of reprimanded student will be reduced 25% of the total score

- Look at other student's work, exchange information with others;
- Cause disorder in the examination room; Do not sit at the right position in the examination room;
- Do not submit script on time; Arbitrarily walk in the examination room without the permission of the invigilators.

b. Warning: applies to learners who violate one of the following errors. Score of warned student will be reduced 50% of the total score

- Have been reprimanded once but the student continues to violate the Regulations during remain time;
- Exchange information or scratch papers with others;
- Copy others' work. The same scripts will be treated equally. If the related students can provide evidence to prove that he or she is really being robbed, QA Office will report to the Rector Board for consideration on the disciplinary relief from "Warning" to "Reprimand".

c. Suspension: applies to learners who commit one of the following errors. Disciplined students must leave the examination room immediately after hearing the invigilators announce the form of discipline and get zero (0) for the final exam of the course.

- Have been warned once but the student continues to violate the Regulations during remain time;
- Bring materials which not allowed into the exam room;
- Bring mobile phones, technical means of receiving, transmitting and recording information, equipment containing information that can be used to take the test; weapons, explosives, incendiary, other dangerous objects into examination room;
- During the exam, take the question papers out of the exam area or receive the answers from outside into the examination room;
- Write or draw unrelated content on the exam papers; tear the exam papers;
- Acts of aggression, threatens invigilators during the exam, or threatens other learners.

d. Suspension for 1 year: applies to learners who commit one of the following errors. Disciplined students must leave the examination room immediately after hearing the inviligators announce the form of discipline and get zero (0) for the final exam of the course.

- Impersonate other student or ask other student to impersonate to take the exam.;
- Take actions to sabotage the exam, assaulting inviligators during the exam or assaulting another student.

e. Expulsion: applying for students who get the 2 or more times of violations regulated in the d point. This form of discipline is proposed by the Disciplinary Council and submitted to the Rector for decision.

4. The discipline of learners must be announced to the learners. If the student does not sign the minutes/records, 02 inviligators and 01 student present in the examination room will sign the minutes/records. This minutes/records shall be submitted to ASAO Office (Form of Minutes attached to Appendix 10).

5. For cases where the learners violate the Regulations and the inviligators do not make the minutes, the supervisors and inspectors will make the minutes in accordance with the regulations on organization and inspection activities of the examinations of Ministry of Education and Training and Vietnam National University.

APPENDIX 01: SOME EXAMPLES OF RUBRICS

Rubric 1: Check for attendance

Criteria						Weight
	Very poor (<4)	Poor (5-6)	Fair (7)	Good (8-9)	Excellent (10)	
Attendance	Student was absent for more than 5 classes and/or did not provide instructor with reasonable excuses.	Student was absent for more than 3-5 classes and/or did not provide instructor with reasonable excuses.	Student was absent for 2 classes but provided instructor with reasonable excuses.	Student was absent for 1 class but provided instructor with a reasonable excuse.	Student was present for every class.	25%
Punctuality	Student was rarely on time or early (was tardy to class more than 6 times).	Student was sometimes on time (was tardy to class 4-6 times), but rarely arrived early.	Student was sometimes on time (was tardy to class 3 times), but rarely arrived early.	Student was usually on time or early for class (was tardy to class only 1 or 2 times).	Student was always on time for class and often arrived early	25%
Level of engagement and behavior	Student never participated in class discussions or asked questions. Interaction with peers was minimal.	Student rarely participated in class discussions or asked questions. Interaction with peers was minimal.	Student sometimes participated in class without being prompted but was reluctant to join in discussions/work with peers.	Student often participated freely in class, asked questions, and participated in discussions/work with peers cooperatively.	Student brought original thought and perspective to class discussions. Student was fully engaged and actively involved during every class. They also worked cooperatively and well with all of their peers.	25%
Preparation	Student is almost always unprepared for class. Assignments/quizzes are not fully completed and/or they do not have other required materials.	Student is almost always unprepared for class. Assignments/quizzes are not fully completed and/or they do not have other required materials.	Student is sometimes prepared with most of the assignment completed and with the required materials. May have needed extra time to complete homework/quizzes before turning them in.	Student is usually prepared for class with completed assignments and necessary materials. May have had a few quiz/homework questions left to answer at the beginning of class.	Student is always prepared for class with completed assignments and necessary materials. Student has also sought additional help between classes if necessary.	25%

Rubric 2: Excercise/assignment

Criteria					Weight
	Poor (<5)	Fair (5-6)	Good (7-8)	Excellent (9-10)	
Focus, Purpose	No awareness	hows limited awareness of purpose	Shows awareness of purpose	Purpose is clear	5%
Main idea	No main idea	Vague sense of a main idea, weakly supported throughout the paper.	There is a main idea supported throughout most of the paper.	Clearly presents a main idea and supports it throughout the paper.	10%
Organization	No sense of organization; lack clear ideas in all paragraphs	There is a sense of organization, although some of the organizational tools are used weakly or missing. Some paragraphs have clear ideas, support from examples may be missing and transitions are weak.	Good overall organization, includes the main organizational tools. Most paragraphs have clear ideas, are supported with some examples and have transitions	Well-planned and well-thought out. Includes title, introduction, statement of main idea, transitions and conclusion. All paragraphs have clear ideas, are supported with examples and have smooth transitions	15%
Content	Content is not sound	<ul style="list-style-type: none"> - Content is sound and solid; - ideas are present but not particularly developed or supported; - some evidence, but usually of a generalized nature. 	<ul style="list-style-type: none"> - Well-presented and argued; - ideas are detailed, developed and supported with evidence and details, mostly specific. 	<ul style="list-style-type: none"> - Exceptionally well presented and argued; - ideas are detailed, welldeveloped, supported with specific evidence & facts, as well as examples and specific details 	60%
Grammar & Mechanics	<ul style="list-style-type: none"> - Continuous errors - Sentences aren't clear - No attempt at style 	<ul style="list-style-type: none"> - Shows a pattern of errors in spelling, grammar, syntax and/or punctuation. - Sentences are generally clear but may have awkward structure or unclear content; there may be patterns of punctuation errors - There is little attempt at style; reads as flat and perhaps uninteresting in content, which is usually generalized and clichéd 	<ul style="list-style-type: none"> - A few errors in grammar, spelling, syntax and punctuation, but not many - Sentences are clear but may lack variation; a few may be awkward and there may be a few punctuation errors. - There is an attempt at a personal style but style of writing may be awkward or unsuited to audience and purpose; 	<p>Excellent grammar, spelling, syntax and punctuation.</p> <p>Sentences are clear and varied in pattern, from simple to complex, with excellent use of punctuation</p> <p>There is clear use of a personal and unique style of writing, suited to audience and purpose; the paper holds the reader's interest with ease.</p>	10%

Rubrics 3a: Report

No	Contents	Weight	Criteria	Excellent (0.9-1.0 point)	Good (0.7-0.8 point)	Acceptable (0.5-0.6 point)	Unacceptable (0-0.4 point)	Point
1	Introduction	1.0	<ul style="list-style-type: none"> - Present necessary to conduct research - Present research objectives and tasks - Research objectives and tasks should be consistent with the report title 	Presenting urgent need with strong evidences, clear objective and tasks, highly consistent	Presenting need with evidences, clear objective and tasks, consistent	Presenting need without evidence, objectives and tasks can be modified, deleted or added, medium consistent	Unclear need and/or no evidence, objectives or tasks need to change, low consistent	
2	Literature review	1.0	<ul style="list-style-type: none"> - Overview and discussion of the research topic worldwide, Vietnam, and case study site(s) - Relevance of the cited references to the research topic - Proper citation of references 	Comprehensive overview and discussion, high relevance, good citation	Overview with discussion, relevance, good citation	Overview without discussion, few English references, not good citation	Bad overview, no English references, little relevance, no citation	
3	Materials and methods	2.5	<ul style="list-style-type: none"> - Outline method, explanation of choosing methods - Relevance of methods with research objectives and contents - Additional requirements: <ul style="list-style-type: none"> + Field investigation: Specify the time and location of the survey (if any). + Social survey: Specify interviewee, interview method (e.g., in-depth interview, questionnaire interview), number of expected questionnaires, confidence level and margin of error. 	Satisfying all criteria	Meeting all criteria	No explanation, acceptable description of implementing methods, methods can be added or deleted	No explanation, little relevance, bad description of additional requirements	

No	Contents	Weight	Criteria	Excellent (0.9-1.0 point)	Good (0.7-0.8 point)	Acceptable (0.5-0.6 point)	Unacceptable (0-0.4 point)	Point
			+ Sampling and analysis of environmental parameters: state the sampling standards, sample preservation, sample analysis, number of expected samples, expected sampling location...					
4	Results and discussion	4.0	<ul style="list-style-type: none"> - Present the research results clearly and logically - Results are accurate and highly reliable - Discussion is logical and convincing - The extent to which the research results can be commented on and compared with other research results - Use clear tables and illustrations 	Satisfy all criteria	Meeting all criteria, results or discussion or solutions should be improved, minor errors of tables and illustrations	Meeting basic requirements, poor discussion	Inaccurate or poor description of results, no or illogical discussion, no solution	
5	Conclusions	0.5	<ul style="list-style-type: none"> - Present the main results of research - Conclusions should be compatible with the research objectives - Length of conclusions 	Well presenting, highly compatible, < 1 A4 page	Presenting, compatible, < 1 A4 page	Medium presenting, medium compatible, 1-2 A4 page(s)	Poor presenting, low compatible, > 2 A4 pages	
6	References	1.0	Match of references in this section with citation in the text	Well matching and following guidelines	Error (matching, following guidelines): < 20% of references	Error (matching, following guidelines): 20 – 50% of references	Error (matching, following guidelines): > 50% of references	

Rubric 3b: Individual grading for group report

No	Criteria	Weight			
		1.1-1.2	1.0-1.1	0.8-1.0	≤ 0.8
1	Participate in group report' activities (research design, field survey, sample collection and preservation (<i>if any</i>), sample treatment and analysis (<i>if any</i>), data analysis, and report writing) (P)	All activities	Not participating in 1 activity	Not participating in 2 activities	Not participating in ≥ 3 activities
2	Contribution in group research and group report* (100% divided by number of students in group = average) (C)	≥ 3% higher than the average	± 3% the average	< 3 - < 6% than the average	≤ 6% than the average
3	Answering lecturers' questions related to research and group report (A)	Answer 90-100% questions correctly	Answer 70-80% questions correctly	Answer 50-60% questions correctly	Answer <50% questions correctly

* Decided by all students in each group.

Individual point = Group report's point * P * C * A (max:10)

P: weight of participating in group report's activities; C: weight of contributing in group research and group report; A: weight of answering lecturers' questions

Rubric 4a: Presentation

No	Contents	Weight	Criteria	Excellent <i>(0.9-1.0 point)</i>	Good <i>(0.7-0.8 point)</i>	Acceptable <i>(0.5-0.6 point)</i>	Unacceptable <i>(0-0.4 point)</i>	Point
1	Presentation skill	15%	<ul style="list-style-type: none"> - Right length - Professional and confident - Engage with audience - Clear voice with good pace - Informative text - Nice and suitable illustrated photos 	<ul style="list-style-type: none"> - Right length - Professional and confident - Engage with audience - Clear voice with good pace - Informative text - Nice and suitable illustrated photos 	1 weakness or mostly good with one particularly bad weakness (eg: lots of 'ers')	2-3 weaknesses	4-5 weaknesses	
2	Introduction	5%	<ul style="list-style-type: none"> - Present necessary to conduct research - Present research objectives and tasks - Research objectives and tasks should be consistent with the report title 	Presenting urgent need with strong evidences, clear objective and tasks, highly consistent	Presenting need with evidences, clear objective and tasks, consistent	Presenting need without evidence, objectives and tasks can be modified, deleted or added, medium consistent	Unclear need and/or no evidence, objectives or tasks need to change, low consistent	
3	Materials and methods	20%	<ul style="list-style-type: none"> - Outline method, explanation of choosing methods 	Satisfying all criteria	Meeting all criteria	No explanation, acceptable description of implementing methods, methods can be added or deleted	No explanation, little relevance, bad description of additional requirements	

No	Contents	Weight	Criteria	Excellent <i>(0.9-1.0 point)</i>	Good <i>(0.7-0.8 point)</i>	Acceptable <i>(0.5-0.6 point)</i>	Unacceptable <i>(0-0.4 point)</i>	Point
			<ul style="list-style-type: none"> - Relevance of methods with research objectives and contents - Additional requirements: + Field investigation: Specify the time and location of the survey (if any). + Social survey: Specify interviewee, interview method (e.g., in-depth interview, questionnaire interview), number of expected questionnaires, confidence level and margin of error. + Sampling and analysis of environmental parameters: state the sampling standards, sample preservation, sample analysis, number of expected samples, expected sampling location... 					

No	Contents	Weight	Criteria	Excellent <i>(0.9-1.0 point)</i>	Good <i>(0.7-0.8 point)</i>	Acceptable <i>(0.5-0.6 point)</i>	Unacceptable <i>(0-0.4 point)</i>	Point
4	Results and discussion	30%	<ul style="list-style-type: none"> - Research results must be consistent with the research objectives - Present the research results clearly and logically - Results are accurate and highly reliable - Discussion is logical and convincing - The extent to which the research results can be commented on and compared with other research results - The proposed management solutions are reasonable - Use clear tables and illustrations 	Satisfy all criteria	Meeting all criteria, results or discussion or solutions should be improved, minor errors of tables and illustrations	Meeting basic requirements, poor discussion	Inaccurate or poor description of results, no or illogical discussion, no solution	
5	Conclusions	5%	<ul style="list-style-type: none"> - Present the main results of research - Conclusions should be compatible with the research objectives 	Well presenting, the stated problem was well solved	Presenting, compatible, the stated problem was solved	Medium presenting, not very related to the stated problem or Poor presenting, the stated problem was solved	Poor presenting, Not very related to the stated problem	

No	Contents	Weight	Criteria	Excellent (0.9-1.0 point)	Good (0.7-0.8 point)	Acceptable (0.5-0.6 point)	Unacceptable (0-0.4 point)	Point
			- Length of conclusions					
6	Response to questions	25%		Answer all questions	1-2 questions are not answered properly	Patchy (< 70 %)	Very limited (<30%)	

Rubric 4b: Individual grading for group presentation:

No	Criteria	Weight			
		1.1-1.2	1.0-1.1	0.8-1.0	≤ 0.8
1	Participate in group report' activities (research design, field survey, sample collection and preservation <i>(if any)</i> , sample treatment and analysis <i>(if any)</i> , data analysis, and report writing) (P)	All activities	Not participating in 1 activity	Not participating in 2 activities	Not participating in ≥ 3 activities
2	Contribution in group research and group report* (100% divided by number of students in group = average) (C)	≥ 3% higher than the average	± 3% the average	< 3 - < 6% than the average	≤ 6% than the average
3	Answering lecturers' questions related to research and group report (A)	Answer 90-100% questions correctly	Answer 70-80% questions correctly	Answer 50-60% questions correctly	Answer <50% questions correctly

* Decided by all students in each group.

Individual point = Group report's point * P * C * A (max:10)

P: weight of participating in group report's activities; C: weight of contributing in group research and group report; A: weight of answering lecturers' questions

Rubric 5: lab report

Criteria					Weight
	Poor (<5)	Satisfactory (5-6)	Good (7-8)	Outstanding (9-10)	
Title	Title missing	Title is written and name is included but lab partner(s) and lab section are both missing	Title is written and name is included but lab partner(s) or lab section is missing	Title is written including name, lab partner(s) and lab section	
Purpose	Purpose is missing		Purpose is stated, but not in a clear, concise manner	Purpose is clearly stated	
Lab materials	Lab materials section is missing	Lab materials are partially listed	Almost all lab materials are listed	All lab materials are listed	
Procedure	Procedure section is missing	Parts of procedure are missing	Procedure is accurate; with a few omissions	Procedure is clearly stated	
Result	Many parts of the result section are missing or not correct	Results are not correct or positive or negative controls are not stated	Results are conveyed; however, not in a clear manner. Results are correct. Positive and negative controls are clearly stated	Results are clearly conveyed (e.g. graph). Also, results are correct. Positive and negative controls are clearly stated with results	
Conclusion	Conclusion missing	Conclusions drawn from results are incorrect	Conclusion is not conveyed in a clear manner but is correct	Conclusion is clearly stated and is correct	

APPENDIX 2: TIMELINE FOR ORGANIZATION OF THE FINAL EXAM

No.	Time	Main duties
1	Before 5 th October on the first semester; Before 5 th March on the second semester	Deans of faculties make lists of courses that register to compile exam question banks and send the lists to the QA Office. The process of compiling the exam question banks according to the article 12 of the Examination Regulations.
2	25 working days from the beginning of a semester	The Faculty/Training program sends a list of coordinating lecturers to the QA Office and the ASAO Office.
3	22 working days before the end of the semester	<ul style="list-style-type: none">- For the common courses in charge of the Faculty or VNU units: the lecturers send confirmations of the formats of the final exams to the ASAO Office.- For the courses in charge of the Training program: the assistant of the training program sends confirmations of the formats of the final exams to the ASAO Office.- The Faculties/Training programs urge the lecturers to follow the prescribed time.- The ASAO Office urges the assistants and lecturers to follow the prescribed time.
4	22 working days before the End-course exam	The ASAO Office completes the expected final exam schedule and expected list of attendance students based on the timetable of the classes and the formats of the final exam were registered by the lecturers.
5	18 working days before the End-course exam	The QA Office makes a list of dispatching invigilators to send to the faculties and functional offices.
6	10 working days before the End-course exam	<ul style="list-style-type: none">- The Planning and Finance Office makes a list of students who do not pay tuition and sends the list to the ASAO Office.- Faculties and Training programs send the list of assigning the examiners to the QA Office.- The QA Office urges the Faculties/Training programs to follow the prescribed time.

7	3 working days from the end of the last lesson of the course	<ul style="list-style-type: none"> - The lecturer in charge of the course submits the list of students who are not eligible to the exam, together with the transcripts of the attendance and midterm scores to the ASAO Office. - The ASAO Office urges the lecturers to follow the prescribed time.
8	6 working days before the End-course exam	<ul style="list-style-type: none"> - The ASAO Office completes the attendance list of students for each examination room based on the list of students who are not eligible to take the exam, format of the final exam sent by the lecturers and the list of students who owes tuition fees directed by the Planning and Finance Office. - The ASAO Office completes the final exam schedule based on the official list of students.
9	5 working days before the End-course exam	<ul style="list-style-type: none"> - The ASAO Office sends notices about the final exam schedule to individual, functional offices including: students (undergraduate, graduate), the QA Office, The Planning and Finance Office, Faculties and Training programs. - The ASAO Office sends the attendance list of students of all examination rooms to the QA Office. - The QA Office sends the official invigilator list to the Faculties and other functional offices.
10	3 working days before the final exam date of each course	<ul style="list-style-type: none"> - Lectures/coordinators must be submitted the question papers and answer papers for the courses which they are teaching to the QA Office (For paper-based test: essay, multiple choice, multiple choice combined with essay) - The QA urges lecturers to follow the prescribed time. - The QA Office carries out the process of the photocopy the final exam
11	1 working days before the final exam date	The Administrative Office prepares facilities and equipment for each examination room according to the official timetables of examinations.
12	Examination Day	- For the paper-based tests: essay, multiple choice, multiple choice combined with essay: to follow the appendix 5.

		<ul style="list-style-type: none"> - For other formats of testing: essay, assignment, report, ... to follow the section e, clause 2, article 13 of the Examination Regulations. - For the computer-based tests: to follow the clause 3, article 20 of the Examination Regulations.
13	1 working day after the examination day	<ul style="list-style-type: none"> - For the oral examination, experiments, ... the results must be announced to the students at the end of the exam and submitted to the QA Office within 3 working days from the date of the final exam, according to clause 2, articles 10 of the Examination Regulations. - For paper-based tests (essay, essay combined with multiple choice, multiple choice) + The QA Office prepares a room for assigned lecturers to come to mark the students' script and has responsibility for supervision of the progress of the marking. + The assigned lecturers to mark the scripts must be conducted the examination according to article 20 of the Examination Regulations.
14	10 working days after the examination day	<ul style="list-style-type: none"> + The assigned lecturers must submit the transcripts and students' scripts which they were marked to the QA Office. + The Testing Officer compares the results on the transcripts with the results on the students' scripts, if any errors are found, the Testing Officer must be reported to the examiner to correct them immediately.
15	12 working days after the examination day	<ul style="list-style-type: none"> - The QA Office sends the results of the final exam to the ASAO Office.
16	15 working days after the end of the End-course exam	<ul style="list-style-type: none"> - The ASAO Office: Uploading the marks on the academic portal and inform students. - Coordinating lecturers submit rubrics, marking scheme, examples of the graded assignments, the transcript of mid-term and attendance scores to the Faculty/Training program to save for quality assurance work.
17	20 working days after the end of the final exam	<ul style="list-style-type: none"> - The ASAO Office: inform students of the appeal application - The QA Office: receive the application forms (See Appendix 7: Appeal procedure for final exams)

18	27 working days after the end of the final exam	<ul style="list-style-type: none"> - The QA Office takes the students' scripts on the envelopes and informs to the Training programs. - The Director of the Training programs assigns the examiners to remark the students' scripts and marking within a maximum of 5 working days.
19	32 working days after the end of the final exam	<ul style="list-style-type: none"> - The examiners submit the results to the QA Office.
20	35 working days after the end of the final exam	<ul style="list-style-type: none"> - The QA Office transfer the results to ASAO Office. - The ASAO Office inform the marks to the students.

APPENDIX 3a: SAMPLE FOR FORMAT OF QUESTION PAPER FOR ESSAY FINAL EXAM

VNU VIETNAM JAPAN UNIVERSITY

FINAL EXAM PAPER

Faculty/Program:.....

(Insert the course code)

Paper No.:

Semester: Academic year:

Date: Time:.....

Duration: minutes *(not include paper distribution time)*

Question No. 1: *(CLO1: 2 Points)*

Question No. 2: *(CLO3: 3 Points)*

Question No. 3: *(CLO3: 3 Points)*

Question No. 4: *(CLO3: 2 Points)*

-----End of test-----

Note : - Students are **not allowed** to use any material during the examination ;
- Invigilators will not provide further explanation

APPENDIX 3b: SAMPLE FOR FORMAT OF QUESTION PAPER FOR MULTIPLE-CHOICE FINAL EXAM

VNU VIETNAM JAPAN UNIVERSITY

FINAL EXAM PAPER

Faculty/Program:.....

(Insert the course code)

Paper No.:

Semester: Academic year:

Date: Time:.....

Duration: minutes (*not include paper distribution time*)

Part 1: Please choose a correct answer (60 points):

Question No. 1.

A. B. C. D.

Question No. 2.

A. B. C. D.

.....

Question No. 30

A. B. C. D.

Part 2: Please fill in the blank (30 points)

Question No. 31.

Question No. 32.

.....

Question No. 40.

Part 3: Answer the question (10 points)

Question No. 41.

-----End of test-----

Note : - Students are **not allowed** to use any material during the examination ; **need** to return the exam paper.

- Invigilators will not provide further explanation

APPENDIX 3c: SAMPLE FOR FORMAT OF MULTIPLE CHOICE ANSWER SHEET

**MULTIPLE CHOICE ANSWER SHEET
XXH101E**

<p><u>Invigilator 1's signature</u></p> <p>.....</p> <p><u>Invigilator 2's signature</u></p> <p>.....</p>	<p>Full name:</p> <p>Date of birth:</p> <p>Student ID:</p> <p>Class code:</p> <p>Module:</p> <p>Examination date:</p> <p>Examination time:</p>	<p>PAPER NO.</p> <p>.....</p> <hr/> <p>SEAT NO.</p> <p>.....</p>
---	--	--

ANSWER SHEET

Question	Answer	Mark	Question	Answer	Mark	Question	Answer	Mark
1			15			28		
2			16			29		
3			17			30		
4			18			31		
5			19			32		
6			20			33		
7			21			34		
8			22			35		
9			23			36		
10			24			37		
11			25			28		
12			26			39		
13			27			40		
14								

Question 41 :

.....

.....

.....

.....

.....
.....
.....
.....
.....
.....
.....
.....

Final mark: _____

APPENDIX 4a: SAMPLES FOR FORMAT OF ANSWERS AND RUBRICS FOR ESSAY FINAL EXAM

VNU VIETNAM JAPAN UNIVERSITY

FINAL EXAM KEYS & MARKING SCHEME

Faculty/Program:.....

Course:

Course code:

Number of credits:

Part I: General information

I.1. Aims of evaluation and assessment:

Assess students' achievement on the following CLOs

- CLO1:

- CLO3:

I.2. Subject of assessment:

I.3. Content:

TT	CLOs	Content	Lessons
1	CLO1		
2	CLO3		

Part II. Structure of the assessment

No.	Question	Number of question components	Duration (minutes)	CLOs	Marking scheme (point)	Note
1	1	2	15	CLO1	2	1 point / component
2	2	1	30	CLO3	3	
3	3	2	30	CLO3	3	1 point / component
4	4	1	15	CLO3	2	
Total	4 questions	6 components	90 min	2 CLOs	10 points	

Part III: Rubrics/Marking guide

No.	Question	Component	Content	Mark	Note
1	1	1	- Criterion 1:	0.5	
			- Criterion 2:	0.5	
		2	- Criterion 1:	0.5	
			- Criterion 2:	0.5	
2	2		Criterion 1:	0,5	
			Criterion 2:	1	
			Criterion 3:	1	
			Criterion 4:	0,5	
3	3	1	Criterion 1:	0,5	
			Criterion 2:	1	
		2	Criterion 1:	0,5	
			Criterion 2:	0,5	
			Criterion 3:	0,5	
			Criterion 4:	0,5	
4	4		Criterion 1:	0,5	
			Criterion 2:	0,5	
			Criterion 3:	0,5	
			Criterion 4:	0,5	
Total	4 questions			10 points	

Hanoi,2022

LECTURER

(Sign and write full name)

APPENDIX 4b:

SAMPLES FOR FORMAT OF ANSWERS AND RUBRICS FOR MULTIPLE-CHOICE TEST

VNU VIETNAM JAPAN UNIVERSITY

FINAL EXAM KEYS & MARKING SCHEME

Faculty/Program:.....

Course:

Course code:

Number of credits:

Part I: General information

I.1. Aims of evaluation and assessment:

Assess students' achievement on the following CLOs

- CLO1:

- CLO2:

I.2. Subject of assessment:

Part II. Structure of the assessment

No.	Question	Duration (minutes)	CLOs	Marking scheme (point)	Note
1	1-30	30	CLO1	60	2 points / 1 question
2	31-40	15	CLO2	30	3 points/ 1 question
3	41	15	CLO2	10	
Total	41 questions	60 min	2 CLOs	100 points	

Part III: Rubrics/Marking guide

Question	Answer	Mark	Question	Answer	Mark	Question	Answer	Mark
1		2	14		2	27		2
2		2	15		2	28		2
3		2	16		2	29		2
4		2	17		2	30		2
5		2	18		2	31		3
6		2	19		2	32		3
7		2	20		2	33		3

8		2	21		2	34		3
9		2	22		2	35		3
10		2	23		2	36		3
11		2	24		2	37		3
12		2	25		2	38		3
13		2	26		2	39		3
41	- Criterion 1:				5	40		3
	- Criterion 2:				5			
Total						41 questions		100 points

Hanoi,2022

LECTURER

(Sign and write full name)

APPENDIX 6: SUPERVISION PROCEDURE FOR FINAL EXAMS

The invigilators were assigned the tasks must be present at the University at least 30 minutes before the exam starts to conduct the following tasks:

No.	Time/place	Main duties
1	30 minutes before the exam/ in the QA office	<ul style="list-style-type: none">- Conducting a lottery to select an examination room and a numbering plan.- Invigilator number 1 receive the attendance list and other document related to the examination room.- Invigilator number 2 and 3 (if there is) delivers the question papers, exam papers and scratch papers. He/she checks the confidentiality of the question papers, signed & sealed envelopes, and checks information on the exam envelope including the name of the course, ID class, the number of question papers written with the attendance list in the examination room.
2	20 minutes before the exam/in the examination room	<ul style="list-style-type: none">- Invigilator number 1 writes the information of the course on the board.- Numbering students' positions according to selected numbering plan.- Invigilator number 2 (and 3) signs and writes her/his full name on the exam paper and scratch paper.- Invigilator number 1 invites students into the examination room.- Invigilator number 2 (and 3) check the student card (undergraduate card, post graduate card or identity card), materials (pens, pencils, compasses, ...) brought into the examination room and guide the students to sit on the right seats. In the cases, the student loses all her/his identity cards, the students are required to write a Commitment Paper.- The invigilators keep silence in the examination room and remind the students to write required information on the exam paper and scratch paper.
3	5 minutes before the time exam	<ul style="list-style-type: none">- Invigilator number 1 invites a student to check the seal on the exam envelopes- Cutting the exam envelopes, counting the number of question papers and distribute them to students

		<ul style="list-style-type: none"> - After distribution, the invigilators check information the students wrote on the exam paper and scratch papers.
4	During the exam	<ul style="list-style-type: none"> - When it is time for the exam, Invigilator number 1 compares the student's photo on the student card, student card or citizen ID with the student to identify the student. - Invigilator number 2 (and 3) supervises the examination room. - Invigilator 1 supervises from the top to bottom of the examination room. - Invigilators do not assist students in taking the exam in any way. - In the case, there is any misconduct in the examination, the invigilators must make a minute of student discipline (see appendix 9) in accordance with the provision of Clause 2, Article 24 by the Examination Regulation. - Inform students about the time at 15 minutes and 5 minutes before the end of the exam.
5	2/3 time for the exam is passed (for an essay exam)	<ul style="list-style-type: none"> - Invigilator 1 inform students about the time and that students are allowed to submit their scripts if they complete them. - Invigilators collect students' scripts, checks the information of students including full name, number of papers on the exam papers and requires students to sign on the attendance list. - Invigilator 2 (and 3) keep silence in the examination room - Allow students to leave the examination room when all the information is carefully checked.
7	Right after the end of exam/in the examination room	<ul style="list-style-type: none"> - Invigilator 1 arranges the student's scripts in the same order of registration number as in the attendance list. Invigilator 1 sort the student's scripts by ordering number of students in the attendance list from smallest to biggest and from top to bottom; - Invigilator 1 handle the errors (if there is); - Invigilator 2 fill in all required information in the attendance list, student's script envelope and make a record in case of errors - All invigilators sign and write their full name on the attendance list; - Invigilator 1 put the sorted student's scripts, the minutes of student discipline (if there is), the attendance list into the student's script envelope - Invigilator 2 put the reserved question papers, minutes of arising problems (if there is) into the question paper envelopes;

		- Invigilator 1 preserve the students' script envelopes, question paper envelopes until submitting to the QA Office.
8	Right after the end of exam/in the QA Office	<ul style="list-style-type: none"> - The invigilators go together to the QA Office. - Invigilator 1 submits the student's script envelopes, question paper envelopes to the QA Office. - Testing officer checks all information on the used question paper envelopes and student's script envelopes; Testing officer counts the number of the students' scrips, the number of exam papers; compare the information written on the students' scrips, the number of the students' scrips, the number of exam papers with the information and the numbers on the attendance list and on the script envelopes. - In case there is a difference between the counting number of students' scrips and exam papers and the information recorded in the attendance list or lack of invigilator's signature, testing officer and invigilations fix the problems - In the case lack of student's signature, testing officer and invigilations make a record of the problem - Testing officer record the information on the notebook - Invigilator 1 sign on the notebook of QA office for collecting students' scrips.

APPENDIX 7: ASSIGNING THE EXAMINERS

VNU VIETNAM JAPAN UNIVERSITY

SOCIALIST REPUBLIC OF VIETNAM

FACULTY:

Independence - Freedom - Happiness

LIST OF ASSIGNING THE EXAMINERS

No.	Name of examiner	Courses
1		
2		
3		
4		
...		

Hanoi,20...

Dean of Faculty

(Sign and write full name)

APPENDIX 8a: APPEAL PROCEDURE FOR FINAL EXAMS

No.	Time	Main duties
1	At most 3 weeks after the end of the End-Course exam	ASAO Office inform students of appeal application
2	5 working days after the announcement	<ul style="list-style-type: none">- Students submit the application forms at QA Office.- Testing Officer check information of student on the application form. Each application can register for 1 subject and 1 student can apply for many applications.
3	6-8 th working das after the announcement	<ul style="list-style-type: none">- The Testing Officer make a list of students who want to apply for appealing- The Testing Officer take the student's scripts on the envelopes- The testing officer transfers the scripts to the assigned examiners
4	9-10 th working days after the announcement	<ul style="list-style-type: none">- The assigned examiners mark the scripts- The examiners submit the result to QA Office
5	11 th working das after the announcement	<ul style="list-style-type: none">- The testing officer check and compare score of the scripts before and after the appeal process and make a new transcript.
6	12-14 th working das after the announcement	QA Office transfer the results to ASAO Office.
7	15 th working das after the announcement	ASAO Office inform the score to the students

APPENDIX 8b: APPLICATION FOR APPEARING

VIETNAM NATIONAL UNIVERSITY

SOCIALIST REPUBLIC OF VIETNAM

VIETNAM JAPAN UNIVERSITY

Independence - Freedom - Happiness

APPLICATION FOR APPEARING IN EXAMINATION

**Dear: - The Rector Board of Vietnam Japan University
- The Educational Testing and Quality Assurance Office**

Full nam:

ID student card: ID class:

Application for appearing the final exam marks

Name of course:

Course code:

Exammination room: Examination date:

Semester: Academic year:

The final exam mark (now): mark

The reasons for appearing:

.....
.....
.....

(The student needs to fill in the all information)

**The Educational Testing and
Quality Assurance Office**

Testing Officer:

Ha Noi, 2022

Student

(Sign and write full name)

APPENDIX 9: COMMITMENT PAPER

**VIETNAM NATIONAL UNIVERSITY
VNU VIETNAM JAPAN UNIVERSITY**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

COMMITMENT PAPER

(In case the student loses all her/his identity cards)

Full name: ID student:

Date of Birth:Place :

Phone number:

Name of course:

Examination date: Examination room:

The reasons for writing the commitment:

.....
.....
.....

I undertake that the above statements are true and complete and that I take full responsibility before the law for them.

Ha Noi, 20....

Certified by the

Student

(Sign and write full name)

(Sign and write the full name)

APPENDIX 10: MINUTES OF STUDENT DISCIPLINE

**VIETNAM NATIONAL UNIVERSITY
VIETNAM JAPAN UNIVERSITY**

**SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

MINUTES OF STUDENT DISCIPLINE

Today,o'clock minute, date.... month year 20....

Examination room: Course:

We are including:

Invigilator number 1:Invigilator number 2:

Recorded violation of examination regulation:

Student:

ID Student: ID Class:Phone number:.....

Content violation:

Attached proofs of violation (if there is):

According to the University's examination regulation, it is recommended to handle student (named above) in the form of:

The Minutes was written at.....o'clock minute of the same date and approved by the invigilations and violated student.

Invigilation number 1	Invigilator number 2	Student
(Sign and write full name)	(Write and sign full name)	(Sign and write full name)