

## REGULATIONS

### **On evaluation of academic performance of undergraduate students, graduate students of University of Science and Technology - The University of Danang**

*Issued together with Decision No. 1980/QĐ-ĐHKB July 18, 2019  
by Rector of University of Science and Technology*

#### Chapter I

#### GENERAL PROVISIONS

##### **Article 1. Scope of adjustment and applied objects**

1. This document provides for evaluation of academic performance of undergraduate students, graduate students of University of Science and Technology - The University of Danang (hereinafter referred to as the University) and the responsibilities of the collectives and individuals involved in the evaluation

2. This regulation applies to students and trainees of the University; units and officials of the University; visiting lecturers; Units and officials of The University of Danang member higher education institutions participating in teaching and testing for the University.

##### **Article 2. Purpose**

1. Ensuring consistency, reliability, fairness and objectivity in the Evaluation of academic performance of students and trainees.

2. As a basis for Rector to assign, arrange and use human resources reasonably; strengthen the effectiveness of management, inspection, supervision, commendation and handling of violations related to the evaluation organization.

3. As a basis for relevant units of The University of Danang member higher education institutions to coordinate with the University in training and testing; Units and individuals of the University well perform their functions and tasks in training and testing.

##### **Article 3. Support tools**

The supporting tool used in the evaluation is the University's management software system, including operational software, exam bank management software, and software for organizing multiple-choice tests on computers. The University's operational software (hereinafter referred to as the Software) has a module running

on the Internet environment, with the address <http://daotao.dut.udn.vn/cb> or <http://cb.dut.udn.vn>. Each lecturer of member higher education institutions of the University of Danang and each staff member of the University has an account and is authorized to function in the Software.

## **chapter II**

### **EVALUATION OF THE STUDYING PROCESS; EVALUATION OF PRACTICE, TESTING, INTERNAL REPORT**

#### **Article 4. Mid-term examination**

##### **1. Time and form of midterm examination**

a) Mid-term examination is arranged according to the timetable of the subject at the exam week according to the training plan approved by Rector. Mid-term exam week for classes with less than 2 credits, classes with visiting lecturers from abroad or from agencies far from Da Nang, graduate classes will be adjusted by the Department of Training affairs according to reality.

b) For a course with a large number of students, the Division/professional Faculty of the member higher education institutions of The University of Danang (hereinafter referred to as Professional Faculty ) may discuss with the Department of Training Affairs to arrange Schedule a joint test.

c) When it is necessary to change the midterm examination schedule, the lecturer makes a request (with confirmation of approval from the Chief of Division/Dean of professional Faculty) and sends it to the Department of Training Affairs

d) The teacher in charge of the part class announces the form of the midterm exam with the class in the first week of the class. Criteria and evaluation scales are approved by the Division/professional Faculty in the detailed course outline.

e) “Mid-term examination list” of the part class and “Mid-term examination list” for students, trainee taking the combination test:

- Department of Training Affairs to print and sign.

- Faculty teachers (or lecturers assigned by the Chief of Division/Dean of professional Faculty, for units outside the University) receive a list at the Department of Training Affairs to assign to the Department.

- Lecturers receive the list at the Division/professional Faculty.

f) The lecturer in charge of the class uses the “Mid-term Examination list” to check students and students taking the examination

##### **2. Enter midterm test scores, publish results, submit transcripts**

a) During the time specified to enter the scores in Clause 2, Article 22, the lecturer uses the Software to enter the scores and announce the test results. The lecturer is in charge of the class explaining the questions to students and students (if any).

b) If the score is entered incorrectly, the lecturer must correct the score according to the provisions of Article 19 and Clause 3, Article 22.

c) The lecturer prints “Mid-term exam scorecard” and signs it; combined with the "Mid-term Examination list" signed by the students to take the test and then submit it to the Department of Training Affairs within the time limit specified in Clause 4, Article 22.

**Article 5. The forms of evaluation of other process; evaluation of practical and testing reports; internship**

1. The forms of evaluation of other process (assignments, essays, group discussions, ...) for the subjects

a) Conducted by the instructor in charge of the course during the class, in the form specified in the detailed course outline. From the beginning of the semester, “Subject List” is provided in Excel file format, downloaded from the Software. Lecturers who want to print the list can print it at Division/professional Faculty. The closing time for the actual list of classes is the end of the 4th week of the main semester, the 2nd weekend of the summer semester.

b) The evaluation score must be entered into the Software as prescribed in Clause 2 Article 22.

c) The lecturer prints the score sheet of other forms of process evaluation integrated with the mid-term exam score sheet to submit to the Department of Training Affairs within the time limit specified in Clause 4, Article 22.

2. Evaluation of practice reports, experiments, internships:

a) Conducted after the course is over, by the instructor in charge of the course or by a teacher assigned by the Chief of Division. The Department of Training Affairs prints the list of students, students submit reports; The faculty teacher receives the list at the Department of Training Affairs and transfers it to the Division/professional Faculty to deliver to the faculty.

b) The evaluation score must be entered into the school's management system within the time specified in Clause 2, Article 22.

c) The lecturer prints the report, signs it and submits it to the Department of Training Affairs within the time limit specified in Clause 4, Article 22.

3. Review and appeal results of evaluation of practice reports, Testing, internships

Students and trainees who wish to review or complain about the results of the evaluation of practice reports, experiments or internships shall comply with the provisions of Article 15.

### **Chapter III**

## **COURSE ENDING EXAMINATION, EVALUATION FOR SUBJECT SUBJECT PROTECTION**

### **Article 6. Time and form of end-of-term exam**

1. The exam period is determined in the Academic Year Training Plan approved by Rector

2. The exam schedule is established by the Department of Testing and Quality Assurance based on the Academic Year Plan and announced at least 21 days before the exam.

#### 3. Exam forms

a) The Course project is marked and defended. The Division/professional Faculty assigns instructors to mark the defense according to a schedule arranged by the Department of Education and Quality Assurance.

b) Exam form and conditions for students and trainees to take the final exam are specified in the Training Regulations and detailed outline of each module. The form of the final exam may be multiple-choice or essay, question-and-answer, essay writing, thesis defense, or a combination of these.

### **Article 7 Exam planning, scheduling and exam room arrangement**

1. In the middle of the 3rd week of the semester (terms 1, 2 and summer), the Department of Testing and Quality Assurance reviews the status of the courses with the Training Plan to finalize the time frame for the final exam. At least 30 days before the exam, the Department of Testing and Quality Assurance determines the general exam modules, the courses with the marked test, other information related to the exam schedule arrangement, arranging students, invigilator, organizing exam marking.

2. The Department of Testing and Quality Assurance sends notices to the faculties in charge of teaching about the plan to build and supplement the exam bank; examination plans and plans; updated information on the records and forms used for the examination.

3. Based on the semester training plan, the number of modules, the number of students, the examination staff and the facilities, the Department of Testing and Quality Assurance arranges the exam schedule and the exam room. The exam

schedule must be sent to the relevant units and published on the University's website.

4. The exam schedule is built on the principle of reducing the number of exam cases, the number of exam questions used for all classes of the same course in the semester and ensuring a balance between physical facilities and professional human resources for examination work.

5. The arrangement of the exam room must be reasonable, there must be close coordination between the units to avoid the situation where the class or the exam class is affected with each other or other activities affect or make the exam unsafe.

6. For the written exam, each exam room will have about 40 students. In case of using a large room, students can be combined into one room, but the room must be divided into areas for each list. The exam room must ensure the conditions of light, ventilation and have enough tables and chairs.

7. For computer-based multiple-choice tests, the number of students taking each test must not exceed 90% of the number of computers in the examination room.

8. The Department of Training Affairs cooperates with the Department of Testing and Quality Assurance to ensure accurate and consistent data so that there are no errors in exam scheduling and candidate placement.

9. The Department of Training Affairs plans and schedules the final exam, arranges the exam room and publishes the exam schedule for graduate classes. Division/professional Faculty arranges for teachers to administer the exam.

#### **Article 8. Assign invigilators for the theoretical course**

1. The Department of Testing and Quality Assurance informs the Division/professional Faculty of the plan to assign lecturers to administer the exam, mark and defend the subject project. The assignment of lecturers to administer the exam and dispatch the invigilator must be completed and announced at least 14 days before the exam.

2. For the exam subject, it is allowed to use documents or technical means (for carrying information, transmitting information) to do the test, arrange 01 invigilator in each examination room. For the remaining cases of theoretical exams, 02 invigilators will be arranged in each exam room. For the computer-based multiple-choice test, an invigilator and a technician will be arranged for each exam room with about 40 candidates.

#### **3. Invigilator assignment**

a) Relevant individuals and units use the Software to assign lecturers to administer the exam; registration for examination; maneuver the invigilator.

b) The faculty registrar together with the Chief of Division/Dean of professional Faculty assign the unit's lecturers to examine the exams of the module taught by the unit.

c) Each lecturer must participate in the examination with at least 2 times the number of classes in his/her part in each semester, except for cases assigned by the University to perform other tasks.

d) In case all lecturers of the division and Faculty have been mobilized to administer the exam, but there are still not enough invigilators, the Department of Testing and Quality Assurance shall notify the University's units for the lecturers to register for the examination. If there is still a shortage of instructors to administer the exam, the Department of Testing and Quality Assurance will assign staff to administer the exam.

e) The Chief of Division/Dean of professional Faculty publishes the invigilator assignment sheet with the faculty of the unit.

f) The Department of Testing and Quality Assurance shall notify the plan of dispatching officials to perform examination duties to the relevant units.

#### **Article 9. Assign lecturers to mark exams, mark to defend subject projects**

1. The assignment of lecturers to mark the theory class, and to mark the defense of the subject project must be completed at least 14 days before the exam.

2. The Department of Testing and Quality Assurance and the Department of Training coordinate in ensuring the data of the exam schedule, exam room, and exam list. The Department of Testing and Quality Assurance informs the Departments of the plan to assign grading lecturers.

3. Each lecturer must participate in grading and defending the project of the modules guided by him or her, except for cases where the University is assigned to perform other tasks.

4. There is no assignment of grading and re-examination for lecturers who are in the probationary period. Do not assign the lecturers to mark and re-examine the subjects with relatives (wife, husband, children, brothers, sisters, siblings) participating in the exam.

5. The Chief of Division/professional Faculty uses the Software to assign lecturers to mark the end-of-term exams (except for the cases of multiple-choice tests on computers), to mark and defend the subject project; Assign teachers to enter scores. The Chief of Division/Dean of professional Faculty announces the results of the assignment to the implementing lecturers.

## **Article 10. List of students, trainee**

1. The list of students and trainees is made by course, exam, and exam room; printed directly from the Software at least 10 days before the test date. The Department of Testing and Quality Assurance prints the list of candidates for university-level courses. The Department of Training Affairs prints the list of candidates for the postgraduate course. Divisions/professional Faculties receive exam lists from the Department of Testing and Quality Assurance and the Department of Training Affairs.

2. Up to 30 days before the first day of the exam, students who do not pay tuition will not be able to take the exam and must receive a score of 0 for the class that owes the tuition fee.

3. In the last week of the course, the instructor in charge of the class compares the attendance status of students and students with the regulations of the course, and then uses the Software to mark the students and students. Students are not eligible to take the final exam.

4. On the basis of aggregate information from lecturers and training regulations, the Department of Training Affairs makes a list of students and students who are not allowed to take the exam, submits it to Rector for approval of their eligibility for the final exam and reports it to the Department of Testing and Quality Assurance and Faculties. Students and students who are not eligible to take the exam must receive a score of 0.

## **Article 11. Exam questions**

1. The construction, management and use of the final exam question bank is carried out in accordance with the Regulations promulgated together with the Decision No. 452/QĐ-ĐHKB dated November 24, 2015 of the Rector of the University of Science and Technology. .

2. Exam question preparation work must be completed at least 15 days before the exam date.

3. Take the quiz:

a) At least 30 days before the exam, the Chief of Division/Dean of professional Faculty must complete and approve the question bank on the exam bank management software and propose the exam structure for each module in terms of number of questions. questions, distribution of questions in chapters, sections, rate of question complexity, etc.

b) Choose a random exam question bank:

- For the multiple choice test on computer: The Chief of Division/Dean of professional Faculty sets the parameters of the multiple-choice exam structure in

the software so that when taking the exam, the computer will randomly combine from the question bank.

- For the paper-based multiple-choice test plan: The Chief of Division/Dean of professional Faculty uses software to select exam questions and mix exam codes. After selecting the exam question, the Chief of Division sealed the exam paper.

c) Multiply multiple choice questions on paper: Chief of Division/Dean of professional Faculty organizes exam questions. The work of test subjects must ensure confidentiality; exactly about the content of the exam, the number of exam cases, the exam room and the number of candidates. The Department of Testing and Quality Assurance provides technical support to the Division/professional Faculty in the work of exam preparation. The Division/professional Faculty maintains the exam bags until they are used for the exam.

4. Take the essay exam:

a) At least 30 days before the exam, the Division/professional Faculty must complete the construction of the exam questions according to the Regulations promulgated together with Decision No. 452/QĐ-ĐHKB dated November 24, 2015 of the Rector of University of Science and Technology. The exam questions are built according to the option of "each complete exam" or "a combination of questions", depending on the characteristics of the course and the size of the students.

b) Choose a random topic:

- For the question bank built according to the "combination of questions" plan, the Chief of Division decides on the structure of the exam questions for each module and uses the software to select random topics. After choosing the exam question, the Chief of Division/Dean of professional Faculty seals the exam question.

- For the question bank built according to the "each complete exam" plan, the Chief Division/Dean of professional Faculty selects random questions from the exam bank. After choosing the exam question, the Chief of Division/Dean of professional Faculty seals the exam question.

c) Multiply the exam question: Chief of Division/Dean of professional Faculty organizes exam questions. The work of multiply the exam question must ensure confidentiality; exact content of the exam, the number of exam cases, the exam room and the number of candidates. The Department of Testing and Quality Assurance provides technical support to the Division/professional Faculty in the work of exam preparation. The Division/professional Faculty maintains the exam bags until they are used for the exam.

5. General principles of security when multiplying exam questions



a) The Department of Testing and Quality Assurance prepares a room for copying exam questions; locker for exam papers with lock; organize for the Division/professional Faculty to register for the use of copy-printing equipment and exam storage cabinets; propose a computer to manage the exam and the officer in charge of the computer to manage the exam for Rector to decide.

b) The assigned officers and employees of the Division/professional Faculty are responsible for copying, checking, packing and sealing exam papers in the exam room. During the implementation process, the following rules must be followed: recovering and sealing the original exam questions for storage; handling the cancellation of duplicate or damaged exam papers; absolutely do not leave your position while copying the exam paper.

c) Do not bring media, video or audio recording into the exam room; Do not use these facilities when taking the exam.

d) Exam papers and exam bags are stored in a locked and sealed cabinet in the test room prepared by the Department of Testing and Quality Assurance or at the divisions

e) Exam questions used to organize computer-based exams comply with regulations on data security on computers.

f) The Chief of Division/Dean of professional Faculty manages the data of assigning officials and employees to take the exam, ensuring that it can be retrieved when necessary.

#### 6. Exam delivery:

a) The Chief of Division organizes the assignment of test papers to the invigilator on the day of the test.

b) The exam question bag must have a sufficient number of exam questions and the outside of the bag must have sufficient and accurate information about the exam subject, exam, exam room, and number of exam questions.

c) When delivering and receiving exam papers, the invigilator and assignment staff must check the confidentiality of the exam questions.

### **Article 12. Monitor the exam**

1. Responsibilities of the Dean: Managing the organization of examinations of units under the Faculty.

#### 2. Chief of Division/Dean of professional Faculty responsibilities:

a) Be responsible for the entire exam work of the unit, including: assigning invigilator, assigning exam questions, stipulating how to number the registration number, organizing the collection and handing of the test, handling problems that arise. in accordance with the regulations, the assigned scope of responsibility.

b) Immediately notify the leader of the Department of Testing and Quality Assurance to take measures to handle problems outside the scope of responsibility.

c) For the computer-based multiple-choice test, at the end of the exam, the Chief of Division coordinates with the leader of the Department of Testing and Quality Assurance or the technical staff as assigned by Rector to synchronize the exam data about the exam servers and backup storage media.

### 3. Responsibilities of Invigilators:

a) Firmly grasp the regulations on exam organization.

b) Failing to perform duties at the examination room with father, mother, wife, husband, children, brothers, sisters and younger siblings participating in the exam.

c) Do not accept gifts or money from students in any form.

d) During the examination, do not talk privately; do not read books; do not use mobile phones, personal computers; no smoking; do not drink alcoholic beverages or use stimulants; are not allowed to leave the examination room, except in the case of performing work related to the exam.

e) Not to help students, students do homework in any way.

f) Must be present at the test site on schedule to perform the task and not affect the performance of the exam:

- Get the list of contestants, stationery, exam questions;

- Working in the exam room:

- + Numbering the seating positions of students and students in the list of candidates (hereinafter referred to as candidates); call the candidate's name into the exam room; check the items candidates bring into the exam room; instructions to sit in the correct seats; identify candidates via student card or ID card (In case a candidate loses his/her identity document but has not yet renewed his/her student card or student card, a confirmation letter from the University is required); remind candidates of exam requirements; clearly state on the board the following contents: name of the course, time to do the test, whether or not to use the materials, the number of candidates in the list present, the candidate's seat numbering plan;

- + At the specified time, announce to the candidate the status of the exam bag with its seal intact; Remove the exam bag and distribute the exam questions to each candidate. Before distributing questions, it is necessary to check the number of questions, if there is an excess, a shortage or a mix of other test questions, it is necessary to immediately notify the Chief of Division or the officer in charge of the exam for handling;

- + Remind candidates to write enough information on the exam question paper, exam paper, scratch paper and write the test code on the test (for exam rooms with

two or more test codes); write each candidate's exam code in the exam list; then sign the candidate's test paper;

- + Cover the exam room and ensure the order of the exam room during exam time; only answer publicly within the prescribed scope if a candidate asks;

- + Make a record of handling according to regulations and note the cases of being disciplined in the contest list, when there is a violation by a candidate. In case of suspension of the test, the invigilator requires the candidate to sign the minutes, submit the test, and the test paper and then let the candidate leave the examination room. In case the violating candidate does not sign the minutes, the invigilator asks one candidate in the examination room to sign and witness. Exhibits of violation shall be enclosed with a written certification of the candidate's violation;

- + Notify the medical officer or the officer in charge of the exam to handle when a candidate is sick and needs to leave the examination room;

- + When there are candidates, they need to leave the exam room early, only let them out of the exam room after 2/3 of the exam time and after the candidates have submitted their work and exam questions;

- + Notify the remaining time to candidates, when there are 15 minutes left before the end of the test time;

- + At the end of the exam time, ask the candidate to stop working and collect the work of all candidates, including the disciplined candidate. When receiving the test, must count the number of papers and the number of papers submitted by the candidates, ask the candidates to write down the correct number of papers and sign on the list of candidates;

- Handing over the exam:

- + Absolutely not to mistake, lose the exam;

- + Each test bag must be publicly checked and compared with the number of papers, the number of sheets of each lesson, together with a list of candidates, records of violations and exhibits (if any);

- + Hand over the test bag to the Chief of Division/Dean of professional Faculty or the examiner; notify the exam status to the Chief of Division/Dean of professional Faculty;

- + For exams that will be beaten, when handing over the test, each test bag must be sealed in place; invigilator write your full name and sign the minutes of handing over the test with the Department of Testing and Quality Assurance

- g) For computer-based multiple-choice tests, the invigilator has the following tasks:

- 15 minutes before the exam time, the invigilators receive and hand over the computer room from the computer room management unit; Check equipment, machine room assets and operating conditions of computers. In case the number of broken computers does not meet the number of candidates, they must immediately notify the officer in charge of the multiple-choice exam to know and handle;

- Guide candidates to look up exam information (exam code, course, exam, registration number,...); guide candidates to manipulate and use multiple-choice software and disseminate the features of computer-based multiple-choice tests (according to manuals compiled by the University); support re-granting software login password when candidates forget their password;

- invigilator uses software to manage the login situation, the number of submissions of the candidates, the number of candidates taking the exam, the number in the list;

- invigilator reminds and guides candidates to sit at the correct computer according to the list of contestants; do not change the computer without the consent of the invigilator; do not arbitrarily restart the computer;

- In case the computer does not operate while the candidate is doing the test, the invigilator must notify the technical staff for consideration and handling. If you can fix it right away, then let the candidate continue doing the test on that computer. If the problem cannot be solved immediately, the technician copies the test data of the candidate and transfers it to another computer. New test calculator for candidates assigned by invigilator. invigilator for the contestant to re-login. If the error of the computer cannot be rectified and the test data cannot be recovered, it must be reported to the officer in charge of the test scores/multiple-choice exam, and at the same time make a record of the situation and let the candidate take the test. again;

- When there is a problem with the network or electrical system, the candidate's test results are saved on the computer in terms of the remaining time/total time, number of questions answered/total number of questions. exam. invigilator maintains order and stability in the exam room, waiting for the decision of the officer in charge of the exam;

- the invigilator must not leave the examination room until the machine room is handed over to the officer in charge of the machine room, even after the exam is over;

- Invigilator does not lose property, equipment belonging to the machine room while on duty of examination;

- At the end of the exam, write and sign for certification in the file to monitor the operation of the computer and the status of assets and equipment in the machine room;

- In the course of organizing the exam, if a computer error occurs abnormally in large numbers, the invigilator must coordinate with technical staff to solve it;

- Use software for invigilator to monitor the submission status of candidates and for those who have submitted their papers to sign the list. Do not allow candidates to pre-sign the list;

h) For computer-based multiple-choice exams, the officer in charge of the exam is responsible for receiving and handing over the list of candidates and at the same time checking the number in the signed list with the number of tests on the system.

#### 4. Responsibilities of computer-based multiple-choice test technicians:

a) Coordinating with relevant units before the exam to review computers in the machine rooms, ensuring stable operation of computers and networks; install enough fonts; update the new version of the test software if there is an old version with errors;

b) Numbering the list of candidates for multiple-choice exams (based on the chart to monitor the operation of the machine room), copy the list of candidates after numbering the list into 2 copies, the original is in charge of the test scores. keep, copy pasted in front of the exam room (01 day before);

c) Monitor and summarize the minutes of violation handling, the minutes of re-initialization of the test, and at the same time update it on the software;

d) Repair and fix computer errors in assigned exam rooms. In case there is an abnormal error of the computer or the multiple-choice software, it must be reported to the test score manager for timely handling;

e) On behalf of in charge of test scores, record all feedbacks and comments of candidates about multiple-choice test at the assigned exam room;

f) To advise and give suggestions on the operation process of multiple-choice activities to be considered for improvement in accordance with reality.

#### 5. Supervision Responsibilities:

Chief of Department of Testing and Quality Assurance and Chief of Department of Inspection - Legal assign officers and employees of the unit to perform the task of supervising the invigilator and candidates to implement the Exam Regulations, making a record of handling disciplinary actions. rules for invigilator and candidates who violate exam rules.

#### 6. Responsibilities of medical staff:

Medical staff were present regularly during the exam at the University's medical room to promptly handle situations requiring medical assistance.

### **Article 13. Scoring the exam, entering the score**

1. Exam scoring must be done seriously, objectively and accurately. The exam scorer must mark the test according to the approved scale and answers.

2. Mark and enter multiple-choice test scores

a) The computer-based multiple-choice test is scored on the computer by software.

b) Chief of Division/Dean of professional Faculty approves grading results. Technical staff update the score on the computer into the school's management information system, print it out for the Chief of Division/Dean of professional Faculty to organize and compare with the grading results from the computer. Correct comparison and test scores will be announced to students and trainees (in the school's information system).

3. Score the oral exam and enter the test score

a) Chief of Division arranges and arranges 2 lecturers at each exam table. The Chief of Division stipulates the time for candidates to prepare, the time for candidates to present and answer questions from the lecturer.

b) Contestants are allowed to draw lots of exam questions.

c) Scores of the oral exam are announced to candidates right after the end of the exam questions. If candidates have questions, the examiners will explain to the candidates. In case of complicated arising, the Chief of Division shall settle on the spot or reserve the results and must settle within 01 working day at the latest, after the end of the marking date.

d) When a student violates the exam regulations, the instructor will judge the exam based on the severity of the violation to deduct points directly from the list of candidates.

e) The lecturer assigned to enter the score is responsible for entering the score within the prescribed time limit.

4. Scoring the protection of the course project

a) Criteria and scale for evaluating the subject project must be announced to students at the beginning of the planned project time.

b) Course project scoring results must be announced at the exam room at the end of the day or the defense session. The project scorer must explain the grading results if students have questions. In case of complicated arising, the Chief of Division shall settle on the spot or reserve the results and must resolve it within 01 working day, after the end of the day of project protection.

## 5. Scoring the essay test

- a) The place of the examination is the Department or the area under the School.
- b) The Department of Testing and Quality Assurance decides the numbering of the exam paper
- c) Lecturers are responsible for marking exams as assigned by the Chief of Division; Mark the test according to the approved answers. In case there is a problem with the answer, it must be immediately discussed with the Chief of Division for consideration.
- d) Each exam paper must be numbered in two rounds by two lecturers independently and unanimously.
- e) Handling the abnormal exam paper when scoring
  - Cancel the results of writing and drawing exams that are not related to the exam;
  - Exams with abnormal signs will be marked collectively. If there are sufficient grounds for the examiner to conclude that there is an intentional mistake in marking the student's work, that assignment will be deducted 50% of the total score.
  - The same exam will be deducted 50% of the test score. Two examiners make records of the same exams. If the student is subsequently dealt with, there is sufficient evidence to prove that he or she was indeed plagiarized, the Chief of Division will review it in coordination with the Chief of Department of Testing and Quality Assurance.
  - Score 0 for writing, graffiti; or submit the exam paper on crumpled, smeared paper.
- f) In case the test has beats:
  - The Department of Testing and Quality Assurance hands over the cut-out exam paper bags to the Chief of Division and the unit's examination instructors;
  - After marking the exam, the lecturer is assigned to enter the scores, enter the software according to the course, bag, number all the test bags. After confirming the score, the lecturer prints the exam result. The Student-Score List and co-signs it with the Chief of Division and the Department of Testing and Quality Assurance
- g) In case the test does not numbered and cut out:
  - Chief of Division assigns test bags to assigned lecturers;
  - The teacher marks the exam; enter the scored test scores into the Software; check, print and sign the results of the List of students - Scores (by semester, course). Depending on the plan to organize the exam, whether students mix or not

(so the test in each bag can belong to one or more course classes), the lecturer enters the scores according to the exam room or by the course class.

6. The Department of Training Affairs makes a list and submits the Rector to decide on a score of 0 for students who are not allowed to take the exam; enter 0 points for students, students whose names are on the list are not allowed to take the exam.

#### **Article 14. Publication of exam results, handling of violations of exam regulations**

1. The final exam score and the final course score must be announced in the "Student Information System" for students and trainees according to the provisions of Clause 2, Article 22.

2. Test scores after being updated into the system and announced, if need to be corrected because of mistakes when grading or entering scores, they must have proofs attached, make a record with the co-signatures of the Chief of Department of Testing and Quality Assurance and Chief of Division; at the same time must save the information of the tester, the editor, the time of editing in the Software. Correct points as prescribed in Article 20 and Article 22.

3. Each semester, if there is an adjustment to the score entered into the Software, the Department of Training Affairs will make a summary table (only 01 version/semester) of all cases of adjustment and modification, sign for confirmation and send it to them. to the relevant units.

4. The Department of Testing and Quality Assurance transfers information on cases of students, trainees, and officials violating exam regulations to relevant units for disciplinary consideration according to regulations. Disciplinary decisions must be issued no later than 15 days from the last day of the exam and must be published on the school's website.

#### **Article 15. Reviews, complaints about evaluation of practice reports, experiments, internships, final exams**

1. Within 3 working days after the test scores are announced, students and trainees who want to re-evaluate their practice reports, experiments, internships, and end-of-course exams (essay, essays, multiple choice questions) experience) or make a complaint, do the following:

a) For re-examination, students and trainees make an application for re-examination from the "Student Information System", and then submit the application at the " Student one-stop administrative service " section;



b) For complaints, students and trainees make a complaint form and then submit it at the "Student one-stop administrative service" department or at the Department of Inspection and Legal.

2. At the end of the time of receiving the application for re-examination as prescribed in Clause 1 of this Article, the Department of Student affairs shall hand over the application for re-examination to the Department of Testing and Quality Assurance for organizing the re-examination.

3. The Chief of Department of Testing and Quality Assurance and the Chief of Division/Dean of professional Faculty collaborate to review the exam, the results of the first exam, and appoint a lecturer (different from the lecturer who scored the first time) to mark the re-examination if not in the case of wrong score addition or incorrect score entry. The results of the appeals must be aggregated, concluded and signed by the Chief of Department of Testing and Quality Assurance and the Chief of Division. The Department of Testing and Quality Assurance publishes the results of the review on the University's website.

4. For each exam, the time limit from the announcement of the first marking score to the announcement of the re-examination results must not exceed 30 days.

5. The Head of the Department of Legal-Inspection shall coordinate with relevant units and individuals to settle complaints according to the Law on Complaints.

#### **Chapter IV**

#### **EVALUATION OF LEARNING PROJECTS, GRADUATION THESIS**

##### **Article 16. Evaluation of learning projects, graduation thesis**

Evaluation of interdisciplinary projects in the training program oriented "Project Based Learning", graduation projects, graduation projects in the form of Capstone Project are carried out according to the University's own regulations.

#### **Chapter V**

#### **MANAGEMENT OF EXAM AND SUPPLEMENTARY EXAMINATION**

##### **Article 17. Management of postponing midterm exams, postponing final exams**

1. The Department of Training Affairs deals with student, trainee to make midterm examination, postponing the final exam according to the training regulations of the University; information management of postponing tests and exams.

2. At the end of each semester, the Department of Training Affairs:

a) Make a list of students and students who have postponed the examination or postponed the exam for more than 1 year without additional examination or

examination; submit the decision Rector to receive 0 points for the deferred point column;

b) Enter a score of 0 for students whose names are on the list attached to the Decision; update the recalculation of the whole course score for these students;

c) Send “List of students and students postponing tests and exams”, “List of students and students postponing tests and exams must receive 0 points” to the relevant Faculty and the Department of Testing and Quality Assurance These lists are made by semester.

### **Article 18. Administer additional tests, additional exams**

1. The Department of Training Affairs prepares a list of additional midterm and final supplementary exams for students and students who have been allowed to postpone within 01 academic year and submit an application to the University within the time limit specified in Clause 2. Article 26.

2. The lecturer in charge of the class receives the “Mid-term supplementary checklist” from the Department of Training Affairs; for students and trainees to take a mid-term test with the class they are in charge of; score the papers and submit the results to the Department of Training Affairs as prescribed in Article 22.

3. The Department of Testing and Quality Assurance receives the “List of additional final exams” from the Department of Education; arrange for students and students to take the final exam with suitable exam rooms and exam rooms.

4. Marking the final exam for students, students taking the final supplementary exam is done like other students and students. The examiner shall record the marks on the "List of additional exams at the end of the term".

5. The Department hands over the original "List of additional final exams" to the Department of Testing and Quality Assurance for handing over to the Department of Training Affairs.

6. The Department of Training Affairs enters additional test scores.

7. At the end of each semester, the Department of Training Affairs makes statistics (only 01 version/semester) of all additional tests and exams in the semester and sends it to the course management units with students and trainees. additional tests and exams.

## **Chapter VI**

### **ENTERING SCORE, CORRECT POINTS, DISCLOSURE SCORE**

#### **Article 19. Entering score**

1. General principles pf entering score

a) The decentralization in the Software must ensure that only the responsible person can enter and correct scores. The teacher is in charge of the class of the process evaluation section; final evaluation score of the section class if the class is taking a separate exam. For the general exam, only lecturers assigned by the Chief of Division/Dean of professional Faculty to enter their final scores can enter the final exam scores of the exam rooms as assigned.

b) Only enter scores for students and students whose names are on the exam list, including the additional list of the Department of Training affairs, Department of Testing and Quality Assurance Do not enter scores for students, students are inserted into the exam list.

c) Enter a score of 0 for students or students who are absent from the exam who have been crossed out by the lecturer or examination officer in the signature box and written "Absent" in the "Notes" column in the exam list.

d) Enter the remaining score (after deducting points) for students who violate the exam regulations with the form of on-the-spot handling and have been deducted exam scores by lecturers and officials and make notes in the column " Notes" in the exam list.

e) For each score column of a class or exam room, after entering enough and correct information for all students and students, it is necessary to perform the "Confirm" operation in the Software to complete the entry of the score column. .

f) When the deadline for entering score is overdue but the score entry has not been completed (not yet entered or entered but not confirmed), the lecturer must apply for an extension of the score entry.

2. Entering score and submit transcripts for classes that are in charge of individual instructors

a) Within the specified time limit for entering scores, the lecturer uses the Software to enter the scores and confirm the entered scores, for all the scores of the process evaluation (exercises, essays, midterms, ..) and scores. class final exam.

b) Print and submit the transcript

- The lecturer uses the Software to print the "General Transcript" of the class and sign it. The general transcript of the class must be signed by the Chief of Division/Dean of professional Faculty.

- The lecturer submits the "Summary Score Sheet", which is combined with the "List of Midterm Exams" and "List of End-of-Term Exams" to the Department of Training Affairs within the prescribed time limit for submitting the transcripts.

- Information confirming that the transcript has been submitted is stored in the Software and displayed to relevant individuals and units.

3. Entering score and submit transcripts for the part in charge of the faculty

a) One instructor in the group (assigned by the Chief of Division/Dean of professional Faculty or in a unified group) is responsible for entering scores. The entry of scores and printing of transcripts is done in accordance with Clause 2 of this Article. The faculty members in charge jointly sign on the transcripts, signed by the Chief of Division/Dean of professional Faculty.

b) One lecturer in the group (assigned by the Chief of Division/Dean of professional Faculty or in the unified group) is responsible for submitting the transcript and exam list.

c) Information confirming that the transcript has been submitted is stored in the Software and displayed to relevant individuals and units.

4. Enter the final exam score of the general exam, submit the score sheet

a) The assigned lecturer is responsible for entering the final exam scores within the time limit specified for entering the scores; print 02 transcripts for the examiners to sign and the Chief of Division to sign and approve.

b) The assigned lecturer is responsible for submitting 01 transcript and exam list to the Department of Training Affairs and 01 transcript to the Department of Testing and Quality Assurance

c) Information confirming that the transcript has been submitted is stored in the Software and displayed to relevant individuals and units.

5. Entering the review score, correction score

a) The Department of Training Affairs shall base on the re-examination score to enter the re-examination score.

b) The Department of Training affairs shall base on the applications of the lecturers to request the correction of scores certified by the Chief of Division/Dean of professional Faculty and the attached evidence to enter the corrected scores.

#### **Article 20. Correct the score**

1. Correction of score is that within the time limit for correcting scores, the lecturer in charge of entering scores discovers his own mistakes in entering the scores into the Software and asks the School for permission to correct them.

2. The lecturer only corrects the score for the part of the score entered into the Software. Steps to correct points:

a) The lecturer uses the Software to make a "Application for correction of score";

b) Obtain approval from the Chief of Division/Dean of professional Faculty;

c) Apply at the Department of Training Affairs. In case of mistake due to adding points or omission, proof must be attached to the application.

3. Only one correction is allowed for each column of component scores of a class or of an exam room.

4. When overdue correct the final score; The scoring points for project defense and internship reports must be submitted to students and trainees for re-examination within the time specified for review in Article 15.

#### **Article 21. Score announcement**

1. When the lecturer confirms the score entered into the Software, the score is taken to be used for the work of the University's units and displayed in the student's personal page, in the "Student Information System" (<http://sv.dut.udn.vn>).

2. For the courses selected by the School to survey students' opinions, if the student does not participate in the survey, the score will not be displayed in the student's personal page after the teacher confirms the entry score, but displayed after the deadline set by the School, which is 21 days after the last day of the test.

#### **Article 22. Time limit for entering and correcting scores; submit transcripts**

1. The deadline for entering score, correcting score, and submitting transcripts is determined according to the training plan framework approved by Rector.

2. Time limit for entering score into the Software

a) Midterm exam scores must be entered within 13 days from the date of midterm exam.

b) The scores of other components of the course must be entered before the first day of the final exam.

c) Final exam scores, course project defense scores, and final essay scores must be entered within 10 days from the date of the exam and not more than 7 days after the last day of the exam.

d) Additional test scores; Score 0 for students, students who postpone the exam but do not take additional exams must be entered within 10 days from the date of the test and not more than 7 days after the last day of the exam.

e) The review score must be entered within 30 days from the date of the first publication of the score.

3. Time limit for correcting score

a) The deadline for correcting the progress evaluation scores is before the first day of the final exam.

b) Deadline for correction of final exam scores; course defense points; final essay score; Points for practice, experiment, and practice are on the 10th day, after the last day of the exam.

4. The deadline for submitting transcripts and exam list is the 14th day, after the last day of the exam.

## **Chapter VII**

### **PRESERVATION AND STORAGE OF EVALUATION DOCUMENTS**

#### **Article 23. Regulations on storage period**

1. The products of students, students of the class for process evaluation (assignments, essays, presentations, midterm exams, ..) are kept by the instructor in charge of the course for an additional 30 days, since the end of the study period of the class class.

2. Other documents belonging to mid-term examination and final exam; final exam; Subject projects and graduation projects are archived according to current regulations of the Ministry of Education and Training and regulations of the University.

#### **Article 24. Preservation and storage of multiple-choice exam documents on the computer**

1. Exam results and list of candidates:

a) During the duration of the multiple-choice exam, the Technical Department managing exam data is responsible for backing up the data at the multiple-choice test server to an external storage device on a daily basis and must preserve the device. stored at the specified place according to the exam preservation regime.

b) At the end of the exam, the Department of Testing and Quality Assurance and the Division of Exam Data Management jointly check and seal the device that stores the exam data.

2. The Department of Testing and Quality Assurance manages, preserves and archives multiple-choice exam documents (list of candidates; exam papers; minutes of violation handling; record of initialization for re-examination and re-examination) all other relevant documents) in the archive.

#### **Article 25. Store evaluation results, evaluation documents**

1. Department of training management and storage:

a) Database of learning process and results of learners. Data must be backed up according to regulations on information safety and security on computers.

b) Original copies of printed documents: List of exams, types of explicit transcripts with Class-Student Name-Scores; graduation project evaluation dossier, thesis evaluation, thesis evaluation.

c) Application for postponement of examination, application for additional examination; Summary table of students who postpone exams each semester; Additional exam lists cum transcripts; Summary of learners taking additional exams each semester; Decision and list of learners who must receive 0 points due to the expiration of the postponement period without additional examination; Decision and list of learners who must receive 0 points due to ineligibility to take the exam.

d) Transcript files of all sections classes in each semester. File in PDF format, exported directly from the Software. Each transcript has information about the total score of each component score column for all students in the class.

e) Requests for correction of the lecturer's points and proofs; Summary table of corrections for each semester.

#### 5. Department of management and storage:

a) Database of departmental evaluation scores, final exam scores and course summaries of the modules taught by the unit. This score database is received from the Department of Training Affairs at the end of each semester; used to compare with the database managed by the Department of Training Affairs when necessary.

b) Copies of printed documents: Types of Explicit Transcripts with Class-Student Name-Scores; Records of graduation project evaluation, thesis evaluation, thesis evaluation; Summary table of students who postpone exams each semester; Additional exam lists cum transcripts; Summary of learners taking additional exams each semester; Decision and list of learners who must receive 0 points due to the expiration of the postponement period without additional exams.

c) Transcript files of all section classes in each semester. File in PDF format, exported directly from the Software by the Faculty. Each transcript has information about the total score of each component score column for all students in the class.

d) Exam documents (in digital form) for subject and interdisciplinary projects.

3. The Department of Testing and Quality Assurance manages, preserves and archives final exam documents for paper-based exams (Exam; list of students taking the exam; minutes of violation handling; list of scoring ; beat scoring lists and other relevant documents) in the archives.

4. The Center for Learning Resources and Communication manages, preserves and archives graduation projects and graduation theses of students and graduates.

## **Chapter VIII**

### **RESPONSIBILITIES AND RIGHTS OF STUDENTS AND TRAINEES**

#### **Article 26. Responsibilities of students, trainee**

1. You must pay the full tuition fee 30 days before the exam. If the tuition fee is still owed, they are not allowed to take the exam and must receive a score of 0, except for cases where there is a document showing a legitimate reason and the school considers delaying the payment of tuition fees.

2. If there is a need for additional exams (midterm, final) for a subject that has been allowed by the University to postpone the exam for 1 year, it is necessary to make an application for additional examination and submit it at the " Student one-stop administrative service" at least 1 week before the exam.

3. Do not enter the exam room if your name is not on the list of candidates (including additional lists).

4. You must ensure that your style and dress are serious when participating in the competition.

5. Must prepare scratch paper and exam paper for the test; be present at the examination room on time; present student card, students when listening to attendance to enter the exam room; sit in the right position; Listen to the public and strictly follow the exam regulations. If you arrive more than 15 minutes late after the assignment has been issued, you will not be allowed to take the exam. For multiple-choice exam, if you arrive more than 5 minutes late after activating the test, you will not be allowed to take the exam.

6. Only bring into the examination room materials authorized by the University, including: pens, pencils; compass; eraser; ruler; electronic computers do not have memory cards, cannot edit documents; other documents and tools according to the notice of separate regulations of the exam subject/exam.

7. Prohibited items are not allowed into the examination room: carbon paper; eraser; technical means of receiving, transmitting and transmitting information, audio and video recording; the device contains information that can be used to take the test; weapons ; toxic; explosives; luminous/inflammable substances; alcohol; cigarette; addictive substances; hazardous items.

8. Before taking the test, you must fill in all the required information on the test paper and it is imperative that the invigilator sign and write your name on the test paper. Must write clear, clean work; do not leave the test paper crumpled, do not mark or make a separate mark on the exam paper; do not do the test with red ink, or pencil (except circles drawn with pencils, or used to fill in multiple-choice answer sheets) or write in two types of ink; must use a diagonal ruler, not an eraser



for the wrong part of the work, must protect their work and prohibit all acts of cheating; not be allowed to see the work of other students and students; Do not exchange, discuss, exchange solutions or copy when doing the test. It is not allowed to change the exam questions or test questions for other people. If you need to ask the invigilator what to ask publicly. Must maintain order and silence in the exam room. Unusual illness must be reported to the invigilator for handling.

9. Before submitting the test, if the test paper does not have enough signatures of the invigilators, you must ask the invigilators to sign and write their names on the test paper. At the end of the exam time, you must immediately stop working and submit the work at the request of the invigilator. If you do not pass the test, you must also submit the test paper. When submitting the test, you must manually record the number of papers submitted and sign the list of candidates.

10. You are only allowed to leave the exam room after 2/3 of the time you have taken the test and have submitted your work and test papers to the invigilator. For multiple-choice exams, only leave the exam room after the invigilator has collected and checked all the exam papers in the exam room.

11. No compensation (with gifts, money) for officials doing exam work in any form.

#### **Article 27. Rights of students, trainee**

1. Students and trainees have the right to denounce acts of violation of regulations, negative examination.

2. Students and trainees have the right to complain when their interests are affected by units or individuals that do not comply with regulations on exam organization.

### **Chapter IX**

#### **RECOMMENDATION AND HANDLING OF VIOLATIONS**

##### **Article 28. Bonus**

Officials, students and trainees who make positive contributions to improving the quality of exams, depending on specific achievements, will be rewarded by Rector according to regulations.

##### **Article 29. Handling of officials and employees who violate exam regulations**

1. Persons participating in the organization of exams, administering, marking and issuing exam questions, if they are found violating regulations while on duty or after the exam has ended, depending on their behavior and severity, they will be

applied. Use disciplinary action: Reprimand; Warning; Lowering the salary score, extending the time limit for raising wages; Forced to quit.

2. Reprimand: Applies to the first offense of one of the following errors: being late to the specified time; not sign the exam paper, scratch paper of many candidates; During the exam time, he/she voluntarily quits his position as an examiner and does other work; submit exam questions, enter scores, submit transcripts one time late compared to regulations; smoke while on duty.

3. Warning: Applies to cases of committing one of the following errors:

a) Skipping the exam, failing to report to the responsible officer of the exam without a valid reason.

b) Allow candidates free to copy, bring and use unauthorized documents during the exam, be detected and recorded by supervisors or denounced.

c) Failure to make records for candidates who have been found to have violated regulations.

d) Loss of transcripts or exams; submit exam questions, enter scores, and submit transcripts two or more times late than prescribed.

e) Exam marking, adding points, entering scores with many errors.

f) Drinking alcohol, beer or using stimulants while on duty.

4. Lowering the salary level, extending the time limit for salary increase: applicable to cases of committing one of the following errors:

a) Issue exam questions with many errors, causing bad consequences for the organization of the exam;

b) Revealing the exam questions, revealing the number of test beats while marking the exam;

c) Take the test questions out, bring the solutions from outside into the exam room or help candidates take the test while taking the test;

d) Cheating while marking exams, entering scores; giving points improperly with the intention of increasing or lowering the score of the test compared to the answer;

e) Correcting, adding or subtracting to the candidate's work to increase or decrease the score;

f) Correcting falsification of score data, test scores or scoring lists;

g) Swapping the test, the number of beats or the candidate's score;

h) Receiving money, fostering gifts from candidates and classes of students participating in the exam.

5. Forced resignation: for the case of buying and selling exam papers; the second or later violation of the errors mentioned in Clause 4 of this Article; organize the implementation of falsifying the test results compared to the candidate's test for profit.

### **Article 30. Handling students and students who violate exam regulations**

1. Candidates who commit violations of academic integrity, depending on the severity, will be disciplined with the forms specified in Decision No. 1274/QĐ-ĐHBK dated May 8, 2019 Amending and supplementing some Article of "Regulation on academic integrity of University of Science and Technology - The University of Danang" issued together with Decision No. 29/QĐ-ĐHBK dated January 9, 2017 of Rector of University of Science and Technology.

2. Candidates who bring into the examination room weapons, explosives, incendiary substances, dangerous items will be disciplined with a 6-month suspension from study.

3. Contestants collect money from other contestants; giving money and gifts to officials doing exam work; Acts of aggression, threatens responsible officials or threatens other candidates will be disciplined with a 12-month suspension.

4. For other violations, depending on the nature and severity of violations, Rector considers and decides. In addition to the disciplinary forms of the School, violators are also handled according to current regulations of law.

## **Chapter X**

### **ORGANIZATION OF IMPLEMENTATION**

#### **Article 31. Responsibilities of Faculty, division**

1. The Faculty is responsible for the overall training and examination of the training program managed by the unit; about the activities of staff and students of the Faculty.

2. The Division/professional Faculty is responsible for the overall expertise in the Evaluation of academic performance of students and trainees.

3. Division/professional Faculty are responsible for: developing rubrics for evaluation; building exam questions; coordinate with the Department of Testing and Quality Assurance to plan and schedule the exam; assigning lecturers to mark exams; organize examination and score entry, organize re-examination; archiving exam results (additional copy); manage exam questions and exams in the computer during the exam (for the computer-based exam modules undertaken by the Department); reminding and urging lecturers and officials of the unit to strictly comply with regulations; coordinate with units to resolve arising in the process of

evaluating, settling complaints, denunciations, rewarding and disciplining violators.

### **Article 32. Responsibilities of the Department of Training Affairs**

1. Ensure the accuracy of training data related to course management, process evaluation organization and end-of-course evaluation.

2. Coordinate with the Department of Testing and Quality Assurance in exam planning, exam scheduling, score entry and score announcement. Schedule exams for master's degree courses.

3. Make a file to decide that students, students who are not eligible to take the exam must receive a score of 0; enter 0 points for students, students in the list; publish the list on the school's website.

4. Make a file to decide that students, students past the time limit for postponing the exam but have not taken the additional exam and must receive a score of 0; enter 0 points for students, students in the list; publish the list on the school's website.

5. Prepare, send to the units, manage and store the summary table of correction of scores each semester.

6. Extract data of evaluation results (per semester) into files and hand them over to Faculties.

7. Preserve and store data (digital data and the original printed transcript) of the Evaluation of academic performance results of students and trainees.

### **Article 33. Responsibilities of the Department of Testing and Quality Assurance**

1. Advisor Rector directs the Evaluation of academic performance of students and trainees.

2. Plan and schedule final exams for university level courses.

3. Technical support for the Division/professional Faculty in the work of exam questions.

4. Organize for lecturers to register for exams; dispatch invigilator, exam supervisor; decide to beat the test; organize concentrated examination for the subjects with many candidates;

5. Prepare payment dossiers for testing work; report on exam work at the end of each semester;

6. Management and archiving of exam materials; manage exam questions and tests in the computer (for computer-based test modules assigned by Rector).

### **Article 34. Responsibilities of other units of the University**

Other units perform the tasks related to the exam work specified in the Regulation on organization and operation of the University.

### **Article 35. Effectiveness**

1. This regulation takes effect from the date of signing.
2. Annuling the Regulation "Entering scores and managing academic results of regular students of University of Science and Technology - The University of Danang" issued together with Decision No. 156/QĐ-ĐHKB dated May 29, 2015 of Rector of University of Science and Technology.
3. Rector decides for cases other than this Regulation.
4. During the implementation process, if any problems, shortcomings or problems arise that need to be supplemented or amended, the relevant units and individuals shall promptly report them to the Department of Testing and Quality Assurance to synthesize comments and submit to Rector for consideration and decision.

**RECTOR**

**Assoc.Prof.Dr. Doan Quang Vinh**