

REGULATION

On end-of-module exams in School of Law, Vietnam National University, Hanoi

(Issued with Decision No. /QD-KL dated on ... 2015 by
the Dean of School of Law, Vietnam National University, Hanoi)

Chapter 1

GENERAL PROVISIONS

Article 1. Subject matter and scope

1. This Regulation lays down rules for end-of-module exam questions and the bank of end-of-module exam questions in VNU School of Law.
2. This Regulation applies to the modules under the curricula belonging to, managed or taught to VNU member units by School of Law.
3. This Regulation does not apply to subjects of university entrance and exit exams; modules exams in form of essays and assignments; modules taught by foreign lecturers.

Article 2. Objectives and requirement

1. To perform inspection and assessment activities in accordance with VNU's training regulations.
2. To ensure the seriousness, consistence, quickness and accuracy of the end-of-module examination in VNU School of Law.
3. To ensure the consistency in the process of teaching, learning, testing and evaluation; To ensure fairness, rigor and objectivity in assessing students' academic performance and avoid examination fraud; To contribute to improving the training quality of the School of Law.

Article 3. Responsibilities of units

1. Center for Educational Testing and Quality Assurance

Preside and coordinate with relevant units (Office of Academic Affairs, Subject Sections, and relevant divisions) in building or modifying current regulations on end-of-module exam questions and the bank of end-of-module exam questions in VNU School of Law on request.

- Advise and recommend to the School's Board of Management forms of end-of-module exams in accordance with the characteristics of the modules and the conditions of the School of Law.
- To act as the focal point on behalf of the School's Board of Management in building the bank of exam questions.
- Manage and use the bank of end-of-module exams in VNU School of Law as prescribed.

2. Departments, Office of Academic Affairs

Building end-of-module exam questions and answer keys for modules taught and undertaken by the Subject Sections, and Office of Academic Affairs, and handing them over to Center for Educational Testing and Quality Assurance for management as prescribed in this Regulation.

Chapter 2

END-OF-MODULE EXAM QUESTIONS

Article 4. Contents of end-of-module exam questions

End-of-module exam questions must be consistent with module syllabus and be within the scope of knowledge as mentioned in the set of module reviewing questions.

Article 5. Sets of module reviewing questions

1. Each module must have its own set of reviewing questions compiled by the Subject section (Unit) that is in charge of teaching that module, appraised by the School's Science and Training Council, and permitted by the Dean as end-of-module exam questions.

2. Sets of module reviewing questions must ensure a minimum of 50 questions for each credit unit of the module and must cover the entire module contents.

3. On annual basis, the sets of reviewing questions shall be added, updated and modified to fit the module contents at the request of the Subject Section (Unit) that is in charge of providing that module and must be appraised by the School's Science and Training Council.

Article 6. Forms of end-of-module exam questions

1. End-of-module exam questions can be built in the following forms:

- Objective multiple-choice test or constructed-response questions (with or without case studies) or a combination of objective multiple-choice test and constructed-response exam questions (semi multiple-choice test);

- A paper or oral exams;

- Exams in form of assignment, essay, practical result and thematic report, etc.

2. Forms of exams and formats of end-of-module exam questions must be in conformity to module syllabus.

Article 7. Time for end-of-module exams

1. As for constructed-response exams

+ Subjects of 3 credits or more: 120 minutes.

+ Subjects of 2 credits: 90 minutes.

2. As for objective multiple choice test exams: 60 minutes (no limitations to the quantity of credit units).

3. As for mixed exams of objective multiple-choice test and constructed-response questions (semi multiple-choice test):

+ Subjects of 2 - 3 credits: 90 minutes.

+ Subjects of 4 credits or more: 120 minutes.

4. As for oral exams: Examinees have a period of 15 - 20 minutes for preparation before answering questions.

Article 8. Number of exams

1. As for paper exams: Each module requires at least 30 exams and answers in the bank of exams managed by the Center for Educational Testing and Quality Assurance. Based on the number of remaining exams in the bank of exams and the demand for use, the Center for Educational Testing and Quality Assurance plans for supplementing exams.

2. As for oral exams: The number of exams and answers for a module must accord with the number of credits of the module. Each credit is equivalent to 20 exam sheets. The Subject Section is in charge of managing oral exam sheets but they must send a set of exam sheets and answers approved by the Section's Head to the Center for Educational Testing and Quality Assurance for storage.

Article 9. Other requirements for exam questions

1. Exam questions and answers are typed with numbered pages (page number/total pages of the exam) and all relevant information to the module (module name, module code, number of credits, exam time, examination form, exam number/exam code, answer number). The contents of the exam questions need specify the score for each question; at the end of the exam, it must be noted with the obligations of the examination staff (without explanations) and tasks of students (references are permitted/not permitted or just permitted partially during the exam).

2. In case the examinees are allowed to use references, the lecturers must specify in the exam questions and on the envelop of the exam questions (for paper exams).

3. As for paper exams exceeding 200 words, examiners must clearly specify on the envelop of the exam questions that the exam question needs to be copied before being handed to the examinees.

4. Exams are prepared in accordance with the prescribed form of the School of Law (the Exam Questions Format available at the website of the School of Law) except for foreign language exams which have different designs.

5. Exam questions and answers are sealed in separated envelopes; all information relating to the module is clearly stated in the exam questions and on the envelop of the exam questions; the examiners and the Head of the Subject Section are responsible for approving and signing on the envelop of the exam questions and answers.

Article 10. Creating exam questions and answers

1. Pursuant to the request of the number and time of handing over exam questions and answers to the Center for Educational Testing and Quality Assurance, Subject Section (Unit) that is in charge of teaching such module organizes the compilation of exam questions and answers as prescribed in this Regulation.

2. Upon compilation, exam questions and answers must be appraised and approved by an Exam Question and Answer Approval Council decided by the Dean.

Article 11. Handing of exam questions and answers

Upon compilation, exam questions and answers are handed to the Center for Educational Testing and Quality Assurance for being stored in the bank of exams by the Head of the Subject Section. The handing of exam questions and answers must be recorded in the exam questions and answers tracking notebook .

Chapter 3

IMPLEMENTING PROVISIONS

Article 12. Entry into force

This Regulation enters into force on the signing date of Decision on issuance. The Center for Educational Testing and Quality Assurance is responsible for guiding, implementation and inspection. Offices, Subject Sections, centers and units directly under School of Law are responsible for implementing this Regulation.

Article 13. Implementation

In the course of implementation, this Regulation can be reviewed and modified to suit the reality. The Center for Educational Testing and Quality Assurance acts as the focal point to collect recommendations and suggestions of units and individuals and submit them to the Dean for consideration and determination./.