

REGULATION ON CONDUCTION OF EXAMS AND MARKING END-OF-MODULE EXAM SCRIPTS FOR UNIVERSITY TRAINING SYSTEM

1. Sending module assessment scores

Based on the teaching schedule of Office of Academic Affairs, no later than one day after finishing a module, examiners shall send module assessment scores, exams papers, a list of candidates for the end-of-module examination and a list of disqualified students (specifying reasons) to Center for Educational Testing and Quality Assurance.

2. Setting up an exam schedule

Office of Academic Affairs is responsible for formulating a plan of end-of-module examination and sending it to Center for Educational Testing and Quality Assurance, candidates and relevant sections (at least one month prior to a main examination and one week prior to a secondary examination).

3. Drawing up a List of candidates

Upon receipt of module assessment scores, Center for Educational Testing and Quality Assurance shall make a copy of the module assessment scores and send to Office of Academic Affairs for drawing up the list of candidates.

4. Exam papers and printing of exam papers

Forms of exam papers and exam time are stipulated in Regulation for end-of-module exam papers in School of Law, Vietnam National University, Hanoi (Issued with Decision No. 658/QĐ-KL dated on October 16, 2015 by the Dean of School of Law, Vietnam National University, Hanoi on the issuance of Regulation for end-of-module exam papers in School of Law, Vietnam National University, Hanoi).

Exam papers are selected randomly from the bank of exam papers compiled by the School of Law in order to conduct examinations.

Officials in Center for Educational Testing and Quality Assurance are responsible for printing, inspecting, packing and sealing exam papers. During this process, they must comply with the rules of: keeping and sealing the original exam paper for retention; destroying redundant or damaged copies; not leaving the site while duplicating exam papers.

After duplicating exam papers, the officials shall deliver sealed envelopes of the exam papers to Chief Invigilator before the start of examination. Envelopes of exam papers must contain enough exam papers with adequate and precise information.

5. Formation of Board of end-of-module Invigilation

Based on the plan of end-of-module examination by Office of Academic Affairs, Center for Educational Testing and Quality Assurance submits the formation of Board of end-of-module Invigilation to the Management Board of the School for approval.

The Board of end-of-module Invigilation includes Chief Invigilator and Invigilators.

Chief Invigilator is the Head/Deputy Head of Office, Center or Department directly under the School of Law; in some necessary cases, the Management Board of the School shall appoint Chief Invigilator from other positions. When conducting examinations outside Hanoi, Chief Invigilator can also be an invigilator.

Invigilators are staffs and lecturers working in the School of Law. As for constructed-response examination, an exam room less than 50 candidates must have two invigilators; an exam room more than 50 candidates must have two or three invigilators. As for oral examination, each exam room has an invigilator.

5.1. Chief Invigilator is responsible for:

- Receiving materials for conducting examinations from Office of Academic Affairs.

Receiving exam papers and multiple-choice answer sheets (if available) from Center for Educational Testing and Quality Assurance (a day prior to the examination) and signing in the exam paper delivery notebook.

- Assigning invigilators to exam rooms and handling the cases that invigilators are late or absent (contacting heads of departments if necessary) or need to be replaced. Recording offences of regulations of examination (lateness or absence, etc.) in order to report to the Dean.

- Distributing exam papers, stationery bags and bags for exam scripts to invigilators.

- Contacting relevant sections to deal with queries of candidates (if available).

- Collecting unused exam papers in exam rooms (as for modules that have banks of exam papers and sample questions). After 20 minutes from the start of examination, Chief Invigilator shall ask invigilators to seal unused exam papers, write on the envelope “number of distributed exam papers, number of unused exam papers” and sign with names (if available).

- Tackling irregularities of exam papers (such as wrong data, lack of data, blurred copies, ect.)

- Collecting exam scripts from exam rooms, counting exam scripts and pages of exam scripts, checking the signature of invigilators, checking whether the lists of candidates and exam proceedings are filled with all information as stipulated.

- Taking the minutes in case that invigilators are late or absent, invigilators breach regulations or need to be replaced and other irregularities (if available).

- Preserving and delivering exam scripts to Center for Educational Testing and Quality Assurance right after each exam (as for modules examined on ordinary days in Hanoi), after the whole exams (as for modules examined outside Hanoi) and on Monday (as for modules examined on Saturday or Sunday in Hanoi).

5.2. Invigilators are responsible for:

- Strictly implementing the exam schedule. In case of absence for good reason (or force majeure), he/she shall immediately report to the Chief Invigilator to promptly resolve.

- Not using mobile phones, having private conversations or doing private work as well as drinking or smoking while on duty.

- To be on time to do the task; 15 minutes before the exam, invigilators should be at the room for the Board of Invigilation to receive exam documents (list of candidates, exam papers, scratch papers, exam scripts, etc.)

5.2.1. Conduct a written exam

- After receiving exam documents, Invigilator 1 shall write registration numbers and call candidates into the examination room; Invigilator 2 checks student cards, identity documents and items brought into the exam room by candidates. Invigilators shall not arbitrarily add names of candidates into the exam list.

- Invigilator 2 signs on exam scripts corresponding to the number of candidates in the exam room and distributes to them; guides candidates to write their registration numbers, full names and other information into the exam scripts before taking the exam.

- When distributing exam papers, Invigilator 1 raises the exam envelopes for candidates to see the seal, reads or distributes exam papers to candidates; Invigilator 2 watches all the candidates. If case of any questions about the exam papers, the invigilators shall report immediately to Chief Invigilator for resolution.

- Invigilators write on the table in the exam room the following contents: name of exam module, exam time, allowed or not allowed to use materials, total number of candidates.

- During the exam, Invigilator 1 checks and signs on exam scripts of candidates.

- Only permit candidates to leave the exam room as early as after 2/3 of all time after they have submitted exam scripts and exam papers. As for test subjects, only permit

candidates to leave the exam room after invigilators have collected all the exam scripts of that exam room. If candidates are ill or have unusual problems, the invigilators must immediately notify Chief Invigilator to resolve.

- In case candidates violate the exam regulations, invigilators must take minutes as prescribed.

- 15 minutes before the end of exam time, invigilators shall notify the remaining time to the candidate.

- When the exam time is over, invigilators ask all candidates to stop writing; Invigilator 1 collects exam scripts, including those of disciplined candidates; Invigilator 2 maintains the order and discipline in the exam room. Upon receipt of exam scripts, invigilators must check the amount of the exam scripts, ask candidates to write the amount and sign in the list of candidates (absolutely not permitting candidates to sign in the list of candidates while sitting the exam).

- After collection, invigilators shall check and arrange the exam scripts, fill all information as prescribed in the exam minutes; the disciplinary record (if any) must be attached to the candidate's exam script. Both invigilators shall carry the exam script bag and report forms as prescribed to deliver to Chief Invigilator.

- After the delivery of the exam scripts, Chief Invigilator shall seal in place each exam script bag; both invigilators must sign on the rim of the seal for confirmation.

5.2.2. Conduct an oral exam

- After receiving exam documents, the invigilator shall call candidates into the examination room, check student cards, identity documents and items brought into the examination room by candidates; let the candidates pick up exam papers, write the number of the exam papers into the list of candidates and ask the candidates to sign on the list. The invigilator shall not arbitrarily add names of candidates into the exam list.

- Each candidate has a minimum of 15 minutes for preparing the answer after receiving the exam paper.

- The invigilator calls on candidates to the examiner table corresponding to the order in the candidate list.

- The marking of oral exams shall be conducted by two examiners. The examiners mark in place and announce to candidates after the exam.

- The scoreboard of oral exam follows the standardized form of the School, signed by the two examiners.

- In case candidates violate the exam regulations, the invigilator must take minutes as prescribed.

- After the exam, the invigilator shall receive and check the scoreboards from the examiners (number of candidates, the score of each candidate in number and words, the signatures of the examiners, etc.), fill in the exam minutes with all information as prescribed and attach with the disciplinary record (if any). The invigilator shall carry the scoreboards and report forms as stipulated to deliver to Chief Invigilator.

6. Cutting off the detachable section of exam scripts, delivering and marking exam scripts

- Upon receiving the exam scripts from Chief Invigilator, Center for Educational Testing and Quality Assurance is responsible for preserving and cutting off the detachable section of exam scripts. The personnel in charge shall number, cut off, seal the detachable sections of exam scripts and deliver to the Director of Center for Educational Testing and Quality Assurance for retention.

- The personnel in charge shall classify exam scripts corresponding to each Department, deliver to the Head of the Department (via the Department Assistant) and ask for confirmation signature.

- Upon receipt of exam scripts, Heads of Departments are responsible for assigning examiners to mark the exam scripts. The marking must be performed in a strict, objective, accurate and fair way. The marking results shall be sent to Center for Educational Testing and Quality Assurance (within 7 working days after receiving the exam scripts).

7. Disclosure of marks and schedule of additional exam

- Center for Educational Testing and Quality Assurance is responsible for the disclosure of module marks no later than 8 working days (from the date of receiving the results of the end-of-module marks from the Department).

- Based on the results provided by Center for Educational Testing and Quality Assurance, Office of Academic Affairs lists students who must take supplement exams or courses (if any) and inform the students (a week after receiving the exam results).

- Center for Educational Testing and Quality Assurance acts as the standing unit of receiving and coordinating with other relevant units in resolving queries of candidates concerning the exam results.