

**EXAMINATION AND ASSESSMENT REGULATIONS
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, duties, powers, and responsibilities of involved in examination and assessment activities at VNU Vietnam Japan University. Examination activities in this document refer to all testing and assessment activities during learning process of learners.

2. Subjects of application: Faculties, Training programs (undergraduates, graduates and Japanese Language Education program), lecturers, undergraduate and graduate students (learners), the Educational Testing and Quality Assurance Office (QA Office), the Academic and Student Affairs Office (ASAO), Inspection - Legal Affairs Unit and other related functional offices.

Article 2. Objectives and principles in organization of examination activities

1. Objectives

a. To ensure that examination and assessment activities are conducted in strict compliance with the 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 and assessment activities, contributing to the enhancement of the VJU's training quality.

d. To promote proactivity in the organization and management of examination and assessment activities at VJU.

2. Principles for Organizing Examination and Assessment Activities

a. Examination and assessment activities are common responsibilities of the VJU under the leadership of the Rector Board, with the QA office serving as the focal point. All units and individuals within the VJU are responsible for fulfilling their assigned duties.

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

tasks. All related units in the University are responsible for creating favorable conditions for the individuals to complete their tasks.

c. QA Office is responsible for organizing, implementing, and supervising examination and assessment activities in accordance with regulations; ensuring systematic, accurate, and timely implementation; and firmly preventing, combating, and strictly handling all negative practices and violations of regulations in the VJU's examination and assessment activities.

Article 3. Terms

1. *Assessment* is understood as a process of value identification. Assessment of learning outcomes involves comparing and contrasting the actual knowledge, skills, and attitudes achieved by learners with the expected results defined in the learning objectives, in order to diagnose and evaluate performance before, during, or after the learning process. In higher education, assessment refers to a variety of tasks by which lecturers collect information regarding the performance and achievement of their learners.

2. *Testing and Evaluation* refers to the process of measuring and collecting information in order to make judgments about the extent to which each learner has achieved knowledge, skills, attitudes, or competencies after instruction, while also providing feedback to improve the teaching and learning process. Testing is a form of assessment in which lecturers apply methods to measure learners' performance at a specific point in time. Test results are usually expressed in the form of scores and provide the necessary data and information as a basis for evaluating learners.

3. *Outcome-based assessment* is a process to measure learner's achievement, provide learners 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 learners 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 learners 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 learner's achievement and occurs at the end of a course or phase of instruction to check the learner's achievement of prescribed ELOs. However, the timing of these practices makes it difficult to modify learner's learning. Therefore, summative assessment is used only to determine grades.

6. *Authentic assessment* is a method of evaluating learners' competencies through tasks, situations, and products that reflect real-life work or everyday contexts, rather than relying solely on theoretical tests. The purpose of authentic assessment is to measure learners' ability to apply knowledge and skills in practice, while fostering analytical, synthetic, and creative thinking in complex situations.

7. *Marking scheme* is a term used to refer to the methods of grading. It may also be expressed through different terms depending on the context, including marking guide, marking criteria (or rubrics), and marking matrices.

8. *Marking Guide (or Answer Key)* provides guidance for lecturers in grading learners' tests. The development of marking guides must ensure scientific accuracy in content, as well as clarity, specificity, conciseness, and ease of understanding in presentation. For tests with theoretical questions where precise answers exist, lecturers may design simple answer keys with specific responses. For authentic assessments, lecturers are required to develop rubrics (marking criteria tables).

9. Rubrics or marking criteria

These terms refer to a scoring tool that enumerates the criteria used for grading and the expectations for the tasks learners must complete. A rubric provides a set of criteria outlining the essential components of the activity being assessed. Each criterion should be described with distinct quality levels. These quality levels may be expressed as ratings (e.g., Excellent, Good, Needs Improvement), as numerical scores (e.g., 4, 3, 2, 1), or both.

Rubrics are typically structured as a matrix with two main components: criteria and descriptions of each criterion. When designing a rubric, it is important to first select the most critical evaluation criteria aligned with the expected learning outcomes of the course. The criteria listed in a rubric vary depending on the course learning outcomes. When used effectively, rubrics can: i) Provide learners with timely and detailed feedback; ii) Encourage critical thinking and self-assessment; iii) Communicate the expectations of the course to learners; iv) Illustrate the component skills of any task; v)

Promote fair and consistent grading. Examples of rubrics for different types of assignments are presented in Appendix 1.

10. *Example of graded assignments* is learners' assignments that have been graded by lecturers using marking guide. Such samples serve as evidence for both internal and external quality assurance activities.

11. *A course class* is a class organized for the delivery of a particular course. In a given semester, one course may be offered to multiple course classes.

12. *Examination 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.

13. *Final Examination (Summative Assessment)* is a compulsory assessment that learners must complete after the teaching and learning period of each course has concluded. Final examinations are organized in accordance with the academic year schedule and the final examination timetable issued by QA Office. The formats of final examinations may include, but are not limited to, written essays, multiple-choice tests, presentations, oral examinations, project, or a combination of these formats.

14. *Final examination period* refers to the whole time for all final exam of all courses. The final exam period is usually taken at about 2-3 weeks after the end of semester. Courses requiring oral examinations or presentations may schedule assessments earlier, as determined by the lecturer, immediately upon course completion

15. The course score consists of the component score (regular, midterm or formative assessment) and the final examination score (summative assessment). The component score is calculated as the average of regular assessments and mid-term examinations. The final examination grade is mandatory and carries a weighting of no less than 60% of the total course score.

16. *Lecturer participating in teaching the course (hereinafter referred to as lecturer)* means a lecturer assigned or invited to teach a course.

17. *Course coordinator* is lecturer who assigned by Dean of Faculty or Program Director to coordinate teaching, examination and assessment activities of that course.

Article 4. Storage

1. Examination list and students' transcripts are stored in ASAO and QA Office according to the long-term storage following regulations of Ministry of Education and Training and Vietnam National University, Hanoi.

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 following regulations of Ministry of Education and Training and Vietnam National University, Hanoi.

4. Rubrics, marking schemes, examples of graded assignments and student’s answer sheets and transcripts of final exam are stored at QA Office while component transcripts are saved at ASAO following current regulations of Ministry of Education and Training and Vietnam National University, Hanoi.

Article 5. Duties of involved individuals and units

1. Educational Testing and Quality Assurance Office

a. Collect information on the formats of final examinations from the training coordinating units.

b. Develop the schedule for final examinations.

c. Prepare the examination list and allocate examination rooms in accordance with the prescribed timelines.

d. Announce the examination schedule to all relevant stakeholders within the regulated timeframe.

e. Prepare the list of invigilators, circulate it to relevant stakeholders, and follow up with them to submit the invigilation assignment lists within the prescribed deadlines.

f. Receive and archive rubrics, graded samples of component assessments, final transcripts, and student’s answer sheets of final examination. The method and duration of storage shall comply with current guidelines and regulations of the Ministry of Education and Training and Vietnam National University, Hanoi.

g. Receive examination questions and answers, and manage the question bank in both hard copy (printed) and digital formats submitted by lecturers.

h. Implement the processes of randomization, selection, printing, and duplication of examination questions in accordance with the procedures, schedules, and regulations on examination activities of VJU, while ensuring confidentiality in compliance with legal provisions.

i. Prepare examination rooms (register examination rooms and waiting rooms, request security staff to arrange seating based on the number of candidates on the examination list).

j. Prepare grading rooms; hand over examination question papers, answer sheets, and multiple-choice response sheets to invigilators; collect completed examination papers; deliver examination papers, final transcripts, and all relevant guidelines/regulations on grading to the responsible units; and supervise grading, returning of examination papers, and final transcripts in accordance with regulations.

k. Announce to learners the timelines and procedures for submitting requests for re-marking (appeals); act as the focal point for organizing the re-marking when having student's formal requests.

2. Academic and Student Affairs Office

a. Monitor and follow up with lecturers to confirm the format of final examinations for courses coordinated by ASAO.

b. Monitor and remind Faculties, Training Programs, and lecturers to submit component grade sheets for each course in every semester.

c. Provide lecturers with accounts for the exam score entry software; handle issues arising from score entry accounts; and notify lecturers of the timelines for updating component grades and submitting transcripts via the University's official score system.

d. Receive and resolve issues related to grade data between learners and lecturers.

e. Receive final examination grade data from the QA Office; update course grade data into the Academic Management System and the Training Information Portal to ensure learners have access.

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 unpaid tuition fees (at least 10 working days before the final exam) and paying the cost of developing question banks, marking, and invigilation for staff.

b. Administrative Office: Inspecting and supervising the process of organizing the examination in accordance with the functions and powers of the inspection and legal affairs unit; 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 as the request of QA Office.

4. Dean of faculties

Please noted that this English translation is for reference purposes only

a. Thoroughly inform the examination and assessment regulations and the requirements of the final exam to all lecturers, staff and learners.

b. Appoint staff who are the lecturers, researchers or assistants of the faculty to participate in the invigilation activities.

c. Appoint lecturers for course coordinating, question making and marking for the courses directly managed by the faculties.

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

5. Program Directors/ Co-directors

a. Thoroughly inform the examination and assessment regulations and the requirements of the final exam to all lecturers, staff and learners.

b. Coordinate with the QA Office in urging lecturers to confirm the final exam format coordinated by the Faculty and Training Program.

6. Lecturers

a. Organize 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. Participate in the building of question banks and exam questions for final exams for the teaching courses.

c. Give feedback to the learners on the examination and assessment activities according to the regulated time.

7. Course coordinators

a. Submit rubrics or marking schemes, examples of the graded assignments/ midterm to the QA Office as proof of assessment of learning results.

b. Submit component transcripts and register the format of final exam to the faculty and ASAO.

c. Making the list of students who do not meet the requirement to participate in the final exams.

d. Submit question banks, question exams and the final test result to QA Office according to regulated time.

e. Enter the component scores and score of final exam to score entry software.

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CHAPTER 2

EXAMINATION AND ASSESSMENT ACTIVITIES

Article 6. Outcome-based assessment principles

1. Clearly define the ELOs 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 7. Methods of outcome-based assessment

1. Three assessment activities are used to assess students' achievement of ELOs: regular assessment, midterm (formative assessment) and final exam (summative assessment).
2. Regular assessments are assessment activities 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 regular assessment include checking attendance, short answer or discussion questions, assignments, practical exercises, group assignments, presentations, essay or project assignment.
3. Midterm assessment: Midterm exam is used to assess learners' achievement of ELOs in the middle of the semester to help learners and lecturers adjust their learning and teaching plans. Common methods used in midterm 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, 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 8. Grade

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

The course grade is the sum of the component assessment (regular and midterm exams) and final exam after having been calculated according to the proportions specified in the syllabus and rounded to one decimal place, then converted to letter scores.

a) Pass grades with distinctions:

- 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) Pass grades without distinctions: Applied to courses that only require a pass and are not included in the calculation of the GPA. A passing grade is denoted as *P* if the learner achieves 5.0 or above.

c) Fail grades: Below 4.0 corresponds to F (for undergraduate programs), below C (for postgraduate programs), or below 5.0 for courses that only require a pass.

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 9. Uploading and informing grades and assessment results

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

2. Lecturers must submit the component grades to ASAO, and the lists of learners eligible and ineligible to take the final examination (with reasons specified) to QA Office, no later than one working day after the course has ended.

3. The Program Director, the coordinating unit of the course, or the course coordinator is responsible for reminding and urging lecturers to submit the component grades to ASAO, and the lists of learners eligible and ineligible to take the final examination (with reasons specified) to QA Office, within the prescribed timeframe.

4. The final exam 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.

5. Testing officer checks the grade on the students' answer sheets 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 transcript of final exam to ASAO within 02 working days after receiving the result from the examiner.

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

7. In the case of error and the uploaded scores need to be edited, academic staff must make a minute, save the evidence and have a sign of the Head of ASAO. 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 VNU and VJU.

Article 10. Requirements for lectures in carrying out examination and assessment activities.

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

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

3. Choose appropriate evaluation criteria for each format of assessment

a. Rubrics must be created for each exercise or assignment in regular assessment to inform learners 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 questions for midterm and final exams. Plagiarism should be added in the rubrics for some courses which use reports as format of midterm or final exams (reference the regulation on plagiarism at Vietnam Japan University)

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

4. Feedback to students on examination and assessment results

- Scores and feedback from all assignments in regular assessment and midterm exams must be informed to learners not later than 7 working days after the submission and lecturers need to answer all questions of learners. All questions and problems of learners 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 Program Director to find solutions. If the score has changed or not, the lectures must clearly inform and explain to the learners. 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 final exam.

CHAPTER 3

ORGANIZATION OF THE FINAL EXAM

(Detail timeline is provided in appendix 2)

Article 11. 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 that course.

b. Course coordinator 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 compiling and editing the questions and answers must be responsible for the accuracy, relevance, and security 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). The question bank for each course is updated and supplemented every academic year.

b. Dean of Faculties 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. An evaluation committee is set up for approval of the question bank before 5th November and 5th April every year.

f. Based on comments and suggestions from the evaluation committee, lecturers edit and complete the exam question bank and send it to QA Office before 15th November and 15th April every year (digital and printed versions with signature of course coordinator and the Dean of the faculty)

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. Evaluation Committee

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

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

c. Evaluation Committee organizes to approve the question banks. The conclusion of the Evaluation Committee is the final results. They are responsible with the Rector for all approved contents.

d. All members of the Evaluation 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 are 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. Question bank management

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 course coordinator and the Dean of faculty/Program Director) 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 reasonability, accuracy, up-to-date, fairness, and security of the question banks.

Article 12. Organizing the compilation for the exam questions

1. The process of making final exam questions.

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

b. Not later than 25 working days before the end of the semester, course coordinator 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 via email. For other courses, course coordinator sends confirmations of the formats of the final exams to Faculties via email and Faculties send confirmations of all courses to the QA Office

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

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

2. Principles of making final exam questions.

a. The exam questions must ensure the assessment of CLOs achievement of learners.

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

c. Different classes of a course must use the same questions which were discussed by all related lecturers and Program director/ Dean of Faculty.

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 exam 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 QA Office. The course coordinator is responsible for collecting learner's reports, marking, sending the requirements for the final exam, rubrics and submit the transcript of the final exam to QA Office. The learners need to follow the guides of lecturers. The Internship report/Thesis need to follow the regulations on the Guidelines for implementing Thesis at VNU Vietnam Japan University.

f. For oral examinations: each examination sheet must include a clear scoring scheme for each question, ensuring completeness, accuracy, comprehensiveness, applicability, consistency in the level of difficulty across examination papers, and alignment with the number of credits and the duration of the final examination.

g. 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.

h. Each question 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).

i. 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.

j. 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.

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

3. Format of the final questions:

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 13. Photocopy of the final exam (See Appendix 5: The Procedure for Printing and Duplicating Examination Questions)

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 14. The final exam schedule

1. Examination Schedule: At the end of each semester, the University organizes one main examination period, and, where conditions permit, may organize an additional supplementary examination period as arranged by QA Office. For each course, learners are allowed to take the final examination only once during a given examination period. In cases where learners are unable to attend the final examination due to legitimate reasons, they must submit an application for examination postponement (Appendix 11A) to retain the results of the course, and may submit an application for a supplementary examination (Appendix 11B) if they wish to sit the examination at the earliest possible examination period arranged by QA Office. The Office is responsible for compiling and archiving the list of learners who did not attend the final examination in accordance with regulations. Other special cases shall be decided by the Rector.

2. No later than 22 working days before the final examination, QA Office must prepare the examination schedule, including the tentative time and venue for each course, and notify all relevant stakeholders. If there are any changes, the official schedule must be announced at least 5 working days before the final examination.

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, schedule for examinations are the legal basis for the relevant units to prepare questions, invigilators, inspectors and facilities for the final exams.

Article 15. Requirements for participating final exams

1. Requirements for participating final exams

a. Undergraduate programs

- Did not get 0 mark for the component grade.
- Paid full tuition fee on time according to the regulations of VJU.
- 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 VJU.
- Meet the requirements to participate in the final exam as specific regulations on the syllabus of the course.

c. 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 learners who do not meet the requirements to participate in final exams needs to be send to QA Office no later than 1 working days after the last lesson of the course.

d. At least 7 working days before the final exam, based on the list of learners who unpaid tuition fess provided by the Planning and Finance Office and the list of students who are not eligible to take the final exam provide by the lecturer, the QA Office makes the examination list with a note of learners who owe tuition fees.

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

2. Learners 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 confirmation letter from the hospital (with an appropriate seal) during the time of the exam about illness

b. Have a close relative (father, mother, siblings) 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 learner wishes to transfer to other shift for an acceptable reason, the learner must submit an application with the confirmation of the Dean of Faculty/ Program's Director to QA Office at least 3 working days before the date of the final exam.

Article 16. Arrangement of examination rooms

a. QA Office arranges the examination rooms for all according to the schedule of examinations. Each examination room used for the essay or multiple-choice 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 learners. In some special cases, the QA Office must report to the Rectorate Board for consideration and decision.

b. The Administrative Office, Planning and Finance Office cooperates with the ASAO to prepare facilities and open the examination rooms according to the schedule. 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 17. Invigilator assignment

a. The number of invigilators/ examination room:

- Arrange at least 2 invigilators/examination room (not exceed 15 candidates/ 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 candidates 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.

- 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

- QA office prepares requirement for dispatching invigilators to the faculties and functional offices no later than 18 working days before the final exam.

- Faculties and Functional Offices assign lecturer/staff to work as invigilators for the final exam no later than 10 working days before the final 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 final exam.

- At least 5 working days before of final 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 examination rooms shall be conducted by random selection (drawing lots). However, it must be ensured that lecturers do not invigilate the examination of course classes they have taught, in order to maintain transparency and fairness in the invigilation process.

Article 18. Handover of Exam questions, Invigilation, and Final Examination Scripts

1. Handover of Exam questions:

a. The handover of exam questions, answer sheets, and examination lists shall be conducted at QA Office or at the examination board room. Sealed envelopes of examination papers shall only be handed to invigilators no more than 30 minutes before the scheduled start time of the examination.

b. During the handover process, units and individuals must comply with the following principles: check the confidentiality of the exam question, the signature (or seal) on the seal, verify and cross-check the course name, room, and the number of examination papers indicated on the envelope against the examination list and the examination schedule, and sign the handover record/register for examination papers.

2. Invigilation:

a. At the scheduled examination time, invigilators shall call the names of learners into the examination room according to the examination list or candidate number. Invigilators (if applicable) must check student identification (student card, learner card, or national ID card), inspect items permitted in the examination room, and guide learners to sit in their assigned seats. Under no circumstances shall impersonation or substitution be allowed. In cases where learners do not possess a learner/student card or national ID card, they must write a written statement of commitment verified by another learner from the same course class present in the examination room. The verifying learner shall be held responsible for the accuracy of the information provided. The detailed duties and procedures for invigilators are specified in Appendix 6.

b. Invigilators shall not arbitrarily permit ineligible learners to sit the examination or add names to the examination list, except in cases with a written decision or direct

instruction from the Head of ASAO, after prior agreement with the Head of QA Office regarding the addition of candidates.

c. If any learner violates examination regulations, the invigilator must prepare a written record of the incident in accordance with Clause 2, Article 23 of these Regulations.

3. Handover of student's answer sheet:

a. Invigilators must verify the information and number of answer sheets against the examination list (see detailed procedure in Appendix 6).

b. Invigilators must submit the sealed envelopes of answer sheets and remaining question immediately after the examination session to QA Office and sign the handover register maintained by the QA Office (see detailed procedure in Appendix 6).

Article 19. Marking

1. QA Office sends a dispatch to the Dean of Faculty/ Program's Director regarding the assigning lecturers to mark the final exam no later than 15 working days before the final exam.

2. Assignment of Examiners:

The Dean of Faculty/ Program's Director is responsible for assigning lecturers to grade the final examination. Each course must be graded by at least two lecturers (see decision template in Appendix 7b). The grading process must be conducted seriously, objectively, accurately, and fairly.

3. Grading Procedures and Submission

a. Paper-based Grading (essay examinations, essay-multiple choice combined examinations, and multiple-choice examinations):

- QA Office shall prepare a grading room for lecturers and monitor grading progress.

- One day after the course examination has been held, assigned lecturers may collect the examination answer sheets at QA Office. Examiners must submit the transcript and graded exam sheets to the Office no later than two weeks (10 working days) after the examination.

- Grading must strictly follow the official answer and marking scheme submitted to the QA Office. Examiners must grade directly on the exam sheets using a 10-point scale with one decimal place. Each sheet must bear the signatures of two examiners. In case of any errors, the examiner must submit a written request for grade adjustment, clearly stating the reasons.

b. Computer-based Grading:

- For courses graded directly by computer: after the examination time ends, learners must stop working and remain seated while the invigilators check results and record the grades displayed on the computer screen into the grade sheet. Learners must verify the results in the grade sheet before signing the examination list. Invigilators are responsible for the accuracy of the recorded grades. The grade sheet must be prepared in three copies: the original sent to QA Office, one copy to the Faculty, and one retained by the ASAO.

- For courses that cannot be graded directly at the examination venue: invigilators are responsible for saving learners' examination files to a CD or USB immediately after each session. At the end of the examination session, invigilators must hand over the examination list together with the CD or USB to the QA Office. The Office shall then transfer the CD or USB to the assigned examiners in accordance with regulations.

- Grading must strictly follow the official answer and marking scheme submitted to QA Office. Examiners must record the grades on the grading sheet and submit the CD or USB with the learners' examination files, along with the grading sheets and transcript to the Office no later than two weeks (10 working days) after the examination.

c. Presentation and Report Grading:

Grading of presentation or essay examinations must follow the official rubrics and marking scheme submitted to QA Office. Examiners must record the grades on grading sheets and submit the grading sheets, presentation file/report, and transcript to the QA Office no later than two weeks (10 working days) after the examination.

d. Oral Examination Grading:

Grading of oral examinations must follow the official answer and marking scheme submitted to QA Office. For oral examinations without audio recordings of learners' responses, the grades must be announced to learners immediately after the examination session and submitted to the QA Office no later than one working day after the examination.

5. Processing of Final Examination Results

a. If the results of the two examiners are identical, both examiners must record the final score of each question and the overall score of the script in the designated section (in both numbers and words). If the overall scores are identical but the component scores differ, the two examiners must jointly review and reconcile the component scores in accordance with the official answer key.

b. If discrepancies arise between the scores given by the two examiners

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 write the final score and sign on the adjusted page on the students' answer sheet.
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 point.	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 answer sheet with different colored ink. The final score is the average score of the 3 lecturers. All lecturers must sign on the script.

6. Handling special cases in grading

a. In case of detecting abnormal signs in an answer sheet, QA Office invites at least 2 more lecturers to mark. If there is sufficient evidence for examiners to conclude that a learner intentionally marked their script for identification, the script shall be penalized with a 50% deduction of the total score.

b. When identical essay answer sheets are detected, the two examiners shall handle them in accordance with Point b, Clause 2, Article 23 of this regulation.

c. For scripts written on scrap paper or paper not in accordance with examination regulations; scripts written in two different ink colors; scripts lacking the required two invigilators' signatures; scripts written in pencil; scripts written in red ink (except for diagrams, which may be drawn in pencil, or other cases as required by the lecturer); scripts containing irrelevant drawings or text; crumpled scripts; and scripts without the learner's full name and student ID, the two invigilators must prepare a written record, and such scripts shall be awarded a score of zero (0).

d. In cases where changes to the marking scheme or answer are necessary: if an examiner considers that the marking scheme or answer key requires revision compared to the approved version, the examiner must report to the Program Director to prepare a written record specifying the reasons and the proposed changes. The Faculty Dean/Program Director and the collective of lecturers/professional group shall draft the revised marking scheme and answer, which must be approved and signed by the Faculty Dean/Program Director prior to grading. The minute, along with the revised answer and marking scheme, must be archived together with the original examination paper, and

one complete set (including the minute and revised documents) must be submitted to QA Office before grading for archival purposes.

7. Organization of Grading for Graduation/ Thesis Defense

a. Rector shall decide on the establishment of Graduation Thesis Evaluation Committees. These Committees, together with ASAO and QA Office, are responsible for organizing the defense sessions according to Guidelines for the Implementation of Graduation Projects/Theses/Dissertations.

b. The grading of internship reports and graduation theses/dissertations shall be conducted in accordance with the University's Guidelines for the Implementation of Graduation Projects/Theses/Dissertations.

Article 20. Appeals (See the Appendix 8a for information on the Appeals process).

1. QA Office inform learners on appeal process on the same day informing learners of the final exam result of all courses. The maximum duration of application for appeal process is 5 working days.

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

3. For the oral final exam, graduation project/thesis, learners 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 learners are not valid. When a learner has a question about the score, the 2 lecturers discuss the result and must answer clearly and openly to the learner know why there is a score adjustment or not.

4. Two days after the deadline for appeal form application, QA Office will take the script of the applied learner for review and marking. The Dean of Faculty/ Program Director assigns examiners to mark the script within a maximum of 05 working days. The appeal process of common course is followed as VNU's regulation.

5. Processing the appealed result

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

b) If the different between the score of a script in the appeal process and the original score is less than 1 point, the examiners adjust the core for the learners, 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 Affairs unit.

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

Article 21. 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, siblings 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 learners in taking the test in any way.

7. Examination room supervisors must supervise the implementation of regulations of invigilators and learners on organization of final exam; check and remind invigilators and learners 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 22. Responsibility of learners 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 learners arrive more than 15 minutes late after delivering the question, learners will not be allowed to take the exam. For oral exams, practical exam, computer-based multiple-choice, if a learner is absent when called by the invigilator, but later arrives during the examination session with a legitimate reason, the invigilator may consider and decide whether to allow the learner to sit the examination.

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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 learner must write a written commitment certified by the classmate (see Appendix 9). In special cases, learners need to come to ASAO for solving.

3. Sit in the correct position as prescribed by 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. Do not bring materials into the examination room (except in courses where open-book examinations are allowed, as announced in advance by lecturer). It is strictly prohibited to bring mobile phones; devices capable of receiving, transmitting, recording, or storing information that may be used to gain an unfair advantage in the examination; weapons; explosives; flammable substances; beer, alcohol; carbon paper; or correction pens. Smoking is not permitted in the examination room. For examinations where materials are allowed, learners may only bring materials within the permitted scope of the examination, and such materials must be in printed or handwritten form.

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 answer of other 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 invigilators. Unusual illness must be reported to the invigilators for solving.

9. Learners are only allowed to leave the examination room after passing 2/3 of the exam time.

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

11. Learners who are absent from an examination due to justifiable reasons such as illness or special circumstances must submit an Application for Examination Postponement (Appendix 11b), verified by the Faculty, and then submit it to QA Office. An absence shall be considered justifiable if supported by authentic evidence, accompanied by an approved application for postponement accepted by the Head/Deputy Head of QA Office, or if the learner has an official decision of study leave issued before the examination period. In such cases, the learner's component grades will be retained, and the learner may register to the next semester if submission of an Application for Supplementary Examination. At least three (03) days before the examination session, the learner must submit the previously approved postponement application together with the supplementary examination application to QA Office for the preparation of the examination list.

Article 23. Procedure for violation of the regulations

1. To invigilators 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 learner's exam papers or 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 learners violating the regulations;
- Do not make minute when learners 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.

- Reveal exam questions;

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- Bring the answer from the outside into the examination room or help learners take the test in the examination room.;

- Cheat while marking exams; do not following the submitted answers, intentionally change the score of the learner;

- Correct, add or subtract to students' scripts to increase or decrease the score;

- Swap learners' scripts or scores

2. To learners

Learners who violate one of the points specified in Article 22 of this Regulation must have a violation record prepared, and depending on the severity of the violation, will be subject to one of the following disciplinary measures. The invigilator must specify the proposed disciplinary measure in the violation record and in the "Notes" section of the "Examination List." The violation record must be attached to the examination script. At the conclusion of the examination period, the QA shall compile a list of learners who violated the regulations and forward it to ASAO for consideration in evaluating learners' conduct scores.

a. Reprimand: Applied to learners who commit one of the following violations for the first time. A reprimanded learner will have 25% of the total score of the examination deducted.

- Look at another learner's paper, or exchanging answers;

- Talk or disturb the order of the examination room, or not sit in the designated seat;

- Do not submit the examination script on time, or moving around the examination room without the invigilator's permission.

b. Warning: Applied to learners who commit one of the following violations. A warned learner will have 50% of the total score of the examination deducted.

- Have already received a reprimand but continue to violate the Regulations during the same examination;

- Exchange answer sheets or scrap paper with another learner;

- Copying another learner's script. Examination scripts concluded to be identical will be sanctioned equally. If the sanctioned learner can provide sufficient evidence proving that their work was copied, the Rector Board may consider reducing the sanction from a warning to a reprimand.

c. Examination Suspension: Applied to learners who commit one of the following violations. A suspended learner must leave the examination room immediately after the disciplinary measure is announced by the invigilator and will receive a score of zero (0) for that examination.

- Have already received a warning but continue to violate the Regulations during the same examination;

- Bring unauthorized materials into the examination room;

- Bringing mobile phones, devices capable of transmitting/ receiving/ recording/ storing information, or dangerous items (weapons, explosives, flammable substances, etc.) into the examination room;

- Take examination questions out of the venue or receive solutions from outside;

- Write or draw irrelevant content on the examination script, or tear the script;

- Engaging in quarrels or threatening examination officials or other learners.

d. Academic Suspension for One Year: Applied to learners who commit one of the following violations. The learner must leave the examination room immediately after the disciplinary measure is announced by the invigilator.

- Impersonate another learner in an examination, or arrange for another person to impersonate them (first offense);

- Deliberately disrupt the examination, or physically assault examination officials or other learners.

e. Expulsion: Applied to learners who commit a second violation of the offenses listed under Point d. This disciplinary measure is proposed by the Disciplinary Council and submitted to the Rector for decision.

4. Disciplinary measures must be announced to the learner concerned. If the learner refuses to sign the violation record, two invigilators and one learner present in the examination room must sign it. This record must then be submitted to QA Office (see record template in Appendix 10).

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

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APPENDIX 01: SOME EXAMPLES OF RUBRICS

Rubric 1: Regular assessment

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%

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Rubric 2: Exercise/assignment

Criteria					Weight
	Poor (<5)	Fair (5-6)	Good (7-8)	Excellent (9-10)	
Focus, Purpose	No awareness	Shows 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, well developed, 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; 	<ul style="list-style-type: none"> - Excellent grammar, spelling, syntax and punctuation. - Sentences are clear and varied in pattern, from simple to complex, with excellent use of punctuation - 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. 	10%

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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. + Sampling and analysis of environmental parameters: state the sampling standards, sample preservation, sample analysis, number of expected samples, expected sampling location... 	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	
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	

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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
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	

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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

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Rubric 4a: Presentation

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	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 - 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. + Sampling and analysis of environmental parameters: state the sampling standards, sample preservation, sample analysis, 	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	

Please noted that this English translation is for reference purposes only

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
			number of expected samples, expected sampling location...					
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 - Length of conclusions 	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	
6	Response to questions	25%		Answer all questions	1-2 questions are not answered properly	Patchy (< 70 %)	Very limited (<30%)	

Please noted that this English translation is for reference purposes only

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

Please noted that this English translation is for reference purposes only

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 11 of the Examination and Assessment Regulations.
2	25 working days from the beginning of a semester	The Faculty/Training program sends a list of course coordinator to the QA Office and the ASAO.
3	25 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. - For the courses in charge of Faculties: Faculties send confirmations of the format of the final exams to QA Office. - The Faculties/Training programs urge the lecturers to follow the prescribed time. - The ASAO Office urges lecturers of common courses to follow the prescribed time.
4	1 working day after the end of course	<ul style="list-style-type: none"> - The Course Coordinators enter the component grades into the score entry system, submit the list of learner ineligible to take the final examination to QA Office, and submit the grade sheets of regular assessments and mid-term examinations to ASAO. - ASAO reminds and follows up with lecturers to ensure compliance with the prescribed deadlines.
5	22 working days before the final exam	QA Office completes the expected final exam schedule and tentative examination list based on the timetable of the classes and the formats of the final exam were registered by the lecturers.
6	18 working days before the final exam	QA Office makes a list of dispatching invigilators to send to the faculties and functional offices.
7	10 working days before the final exam	<ul style="list-style-type: none"> - Planning and Finance Office makes a list of learners who do not pay tuition and sends the list to the QA Office. - Faculties and Training programs send the list of assigning the examiners to the QA Office. - QA Office urges the Faculties/Training programs to follow the prescribed time.
8	5 working days before the final exam	<ul style="list-style-type: none"> - QA Office completes the examination list for each examination room based on the list of learners who are not eligible to take the exam, format of the final exam sent by the lecturers and the list of learners who owes tuition fees directed by the Planning and Finance Office. - QA Office completes the final exam schedule based on the official examination list

9	5 working days before the final exam	<ul style="list-style-type: none"> - QA Office sends announcement about the final exam schedule to stakeholders including: students (undergraduate, graduate), ASAO, The Planning and Finance Office, Faculties and Training programs. - QA Office sends the official invigilator list to 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 exam questions and answers for the courses which they are teaching to the QA Office (For paper-based test: essay, multiple choice, multiple choice combined with essay) - QA urges lecturers to follow the prescribed time. - QA Office carries out the process of the photocopy the final exam question
11	1 working days before the final exam date	Administrative Office prepares facilities and equipment for each examination room according to the official timetables of examinations.
12	Examination Day	<ul style="list-style-type: none"> - For the paper-based tests: essay, multiple choice, multiple choice combined with essay: to follow the appendix 5. - For other formats of testing: essay, assignment, report, ... to follow the section e, clause 2, article 12 of the Examination Regulations. - For the computer-based tests: to follow the clause 3, article 19 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 1 working day from the date of the final exam, according to clause 3, articles 9 of the Examination Regulations. - For paper-based tests (essay, essay combined with multiple choice, multiple choice) + QA Office prepares a room for assigned lecturers to marking and has responsibility for supervision of the progress of the marking. + The assigned lecturers must be conducted the examination according to article 19 of the Examination Regulations.
14	10 working days after the examination day	<ul style="list-style-type: none"> + The assigned lecturers must enter the score in the score entry software and submit the transcripts and students' scripts 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	15 working days after the end of the final exam	<ul style="list-style-type: none"> - ASAO uploads the scores on the academic portal and inform learners. - QA Office informs learners of the appeal application - Course coordinators submit rubrics, marking scheme, examples of the graded assignments to save for quality assurance work.
16	20 working days after the end of the final exam	QA Office: receive the application forms (See Appendix 8b: Appeal procedure for final exams)
17	2 working days after receiving	- QA Office takes the learners' scripts on the envelopes and informs to the Faculties/Training programs.

	application for appealing	- Dean of Faculty/Program's Director assigns the examiners to remark the learners' scripts and marking within a maximum of 7 working days.
18	7 working days after receiving application for appealing	The examiners submit the results to the QA Office.
19	7 working days after receiving appealing result	QA Office inform the appealed mark to the learners.

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

VNU VIETNAM JAPAN UNIVERSITY

FINAL EXAM PAPER

(Insert the course code)

Faculty/Program:.....

Semester: Academic year:

Question code:

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

(Insert the course code)

Faculty/Program:.....

Semester: Academic year:

Question code:

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;
- Students **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**

VNU VIETNAM JAPAN UNIVERSITY
FACULTY/PROGRAM

FINAL EXAM
SEMESTER..., ACADEMIC YEAR 20...-20...

MULTIPLE CHOICE ANSWER SHEET

<p style="text-align: center;"><u>Invigilator 1</u></p> <p style="text-align: center;">.....</p> <p style="text-align: center;"><u>Invigilator 2</u></p> <p style="text-align: center;">.....</p>	<p>Full name:</p> <p>Date of birth:</p> <p>Student ID:</p> <p>Course:</p> <p>Exam date:</p> <p>Question code:</p> <p>Candidate number:</p>	<p style="text-align: center;"><u>Examiner 1</u></p> <p style="text-align: center;">.....</p> <p style="text-align: center;"><u>Examiner 2</u></p> <p style="text-align: center;">.....</p>
---	--	---

Score of Examiner 1/100	Score of Examiner 1...../100	Final score :/100
-------------------------------	------------------------------	-------------------------

No. of question	Answer	Score	No. of question	Answer	Score	No. of question	Answer	Score
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			38		
12			26			39		
13			27			40		
14								

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Question 41:

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Please noted that this English translation is for reference purposes only

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

**VNU VIETNAM JAPAN
UNIVERSITY**

Faculty/Program:.....

FINAL EXAM KEYS & MARKING SCHEME

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	

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			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	
4	4		Criterion 1:	0,5	
			Criterion 2:	0,5	
			Criterion 3:	0,5	
			Criterion 4:	0,5	
Total	4 questions			10 points	

Hanoi,202...

LECTURER

(Sign and write full name)

APPENDIX 4b: SAMPLES FOR FORMAT OF ANSWERS AND RUBRICS FOR MULTIPLE-CHOICE TEST

VNU VIETNAM JAPAN
UNIVERSITY
Faculty/Program:.....

FINAL EXAM KEYS & MARKING SCHEME
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

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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,202...

LECTURER

(Sign and write full name)

APPENDIX 5: THE PROCEDURE FOR PRINTING AND DUPLICATING EXAMINATION QUESTIONS

No.	Time	Task
1	3 working days before final exam	<p>Course Coordinator shall submit the final examination questions together with the official answer and marking scheme (for paper-based examinations: essay, multiple-choice, or combined essay–multiple-choice formats) to QA Office. The testing officer, in coordination with the lecturer, shall perform the following tasks:</p> <ul style="list-style-type: none"> - Verification of the original examination questions: The testing officer shall check the information on the original examination question (course title, course code). If the information is unclear or not in accordance with the prescribed template, the officer must immediately consult with the lecturer who prepared the questions. If the information is complete and accurate, both the lecturer and the testing officer shall sign the examination paper handover logbook. - Printing and duplication of examination papers: <ul style="list-style-type: none"> + Based on the original questions and the official examination list, the testing officer shall duplicate the examination question. The number of duplicated questions must exactly match the number of candidates; no surplus or shortage is permitted compared with the official examination list. In cases where extra copies, errors, or damaged papers are generated during duplication, they must be immediately destroyed during the printing process. + During the printing and duplication process, the testing officer must remain at the duplication site at all times, and unauthorized individuals are strictly prohibited from accessing the duplication area. The officer is not permitted to use high-tech electronic devices (such as mobile phones, video cameras, or recording devices) during the duplication process. - Packaging and sealing of examination paper envelopes: <ul style="list-style-type: none"> + Upon completion of the duplication process, the testing officer shall verify the number of examination questions against the official examination list, then place them into question envelopes. For examinations with two or more question codes, the officer must ensure equal distribution of the codes in each envelope. + The testing officer shall complete all required information on the envelope (course title, course code, examination date, time, number of papers, etc.). + The examination officer shall seal and secure the examination paper envelopes. - Confidentiality of examination paper envelopes: <ul style="list-style-type: none"> The testing officer is responsible for safeguarding, storing, and ensuring the confidentiality of the sealed examination paper envelopes. Examination papers must be kept in a locked cabinet or safe.
2	Exam date	<p>Before each examination session, the testing officer shall hand over the sealed examination question envelope to the invigilators:</p> <ul style="list-style-type: none"> + Both parties must verify the information recorded on the examination paper envelope. If any inaccuracies are found, they must be reported immediately. Once the information is confirmed to be complete and accurate, both parties shall sign the examination paper handover logbook. + Examination questions shall be handed over to the invigilators no later than 30 minutes before the scheduled start time of the examination.

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- 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

		<p>appendix 9) in accordance with the provision of Clause 2, Article 24 by the Examination Regulation.</p> <ul style="list-style-type: none"> - 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 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' scripts, 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' scripts and exam papers and the information recorded in the attendance list or lack of invigilator's signature, testing officer and invigilator fix the problems - In the case lack of student's signature, testing officer and Invigilator 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' scripts.

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APPENDIX 7: ASSIGNING THE INVIGILATORS

VNU VIETNAM JAPAN UNIVERSITY
FACULTY:

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

LIST OF INVIGILATORS

No.	Course	Exam format	Exam date	Time	Room	No. of invigilators	Name of invigilators
1							
2							
3							
4							
...							

Hanoi,20...

Dean of Faculty

(Sign and write full name)

Please noted that this English translation is for reference purposes only

APPENDIX 7: ASSIGNING THE EXAMINERS

VNU VIETNAM JAPAN UNIVERSITY
FACULTY:

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

LIST OF EXAMINERS

No.	Course	Exam format	Name of examiner
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	15 working days after the end of exam	QA Office inform learners of appeal application
2	5 working days after the announcement	<ul style="list-style-type: none">- Learners submit the application forms at QA Office.- Testing Officer check information of learner on the application form (Appendix 8b)
3	2 working days after receiving application form	<ul style="list-style-type: none">- The Testing Officer make a list of learners 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	7 working days after receiving application form	<ul style="list-style-type: none">- The assigned examiners mark the scripts- The examiners submit the result to QA Office
5	3 working days after receiving appeal results	<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.- QA Office transfer the results to ASAO Office.- ASAO Office inform the score to the students

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APPENDIX 8b: APPEAL APPLICATION

**VIETNAM NATIONAL UNIVERSITY
VIETNAM JAPAN UNIVERSITY**

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

APPLICATION FOR APPEAL

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

Full name:

ID student card: ID class:

Application for appealing the final exam marks

Name of course:

Course code:

Examination room: Examination date:

Semester: Academic year:

The final exam mark (now): mark

The reasons for appealing:

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

(The student needs to fill in the all information)

**The Educational Testing and
Quality Assurance Office**

Testing Officer:

Ha Noi, 20...

Student

(Sign and write full name)

APPENDIX 9: COMMITMENT

VIETNAM NATIONAL UNIVERSITY
VIETNAM JAPAN UNIVERSITY

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

COMMITMENT

(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 DISIPLINE

**VIETNAM NATIONAL UNIVERSITY
VIETNAM JAPAN UNIVERSITY**

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

EXAM VIOLATION RECORD

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 invigilators and violated student.

Invigilator 1

Invigilator 2

Student

(Sign and write full name)

(Sign and write full name)

(Sign and write full name)

APPENDIX 11A: APPLICATION FOR EXAMINATION POSTPONEMENT

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

APPLICATION FOR EXAMINATION POSTPONEMENT

SEMESTER.... ACADEMIC YEAR 20...-20...

To: Faculty/Program.....

Educational Testing And Quality Assurance Office

Full name:Gender:

Date of birth:Place of birth:.....

Program:

Cohort:

Class: Student ID:.....

Mobile phone:

Course postponement:

No	Course	Couse class	Number of credits	Time	Exam date
1					
2					
3					

Reasons:.....

(Attached evidences)

I hereby undertake to comply with all general regulations of the University regarding examination postponement, and I shall take the initiative to follow the examination schedule and register for a supplementary examination when eligible.

Best regards.

....., date..... month..... year

QA Office

Faculty/Program

Student

Please noted that this English translation is for reference purposes only

APPENDIX 11B: APPLICATION FOR A SUPPLEMENTARY EXAMINATION

SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

APPLICATION FOR A SUPPLEMENTARY EXAMINATION

SEMESTER.... ACADEMIC YEAR 20...-20...

To: Faculty/Program.....

Educational Testing And Quality Assurance Office

Full name:Gender:

Date of birth:Place of birth:.....

Program:

Cohort:

Class: Student ID:.....

Mobile phone:

List of courses for requesting supplementary examination:

No	Course	Course class	Number of credits
1			
2			
3			

Reasons:.....

(Attached evidences)

I hereby undertake to comply with all general regulations of the University and will take the initiative to follow the supplementary examination schedule.

Tôi xin chân thành cảm ơn.

Best regards.

....., date..... month..... year

QA Office

Faculty/Program

Student