

DECISION

**About: Issuance of Regulations on Organizing Undergraduate-level Exams
at International University - Vietnam National University, Ho Chi Minh City**

RECTOR OF INTERNATIONAL UNIVERSITY

Pursuant to Decision No. 260/2003/QĐ-TTg dated December 05, 2003 of the Prime Minister about establishing International University directly under Vietnam National University, Ho Chi Minh City (VNU-HCM);

Pursuant to the Law on Higher Education dated June 18, 2012; Law on amending and supplementing a number of articles of the Law on Higher Education dated November 19, 2018;

Pursuant to Decree No. 99/2019/NĐ-CP dated December 30, 2019 of the Government detailing and guiding the implementation of a number of articles of the Law on amending and supplementing a number of articles of the Law on Higher Education;

Pursuant to Decision No. 261/QĐ-ĐHQG-TCCB dated April 05, 2010 of the President of VNU-HCM about Issuance of Regulations on the Autonomy and Accountability Performance of Member Universities;

Pursuant to Decision No. 867/QĐ-ĐHQG dated August 17, 2016 of the President of VNU-HCM about Issuance of Regulations on the Organization and Operations of Member Universities and Schools of Vietnam National University, Ho Chi Minh City;

Pursuant to Decision No. 719/QĐ-ĐHQT dated December 06, 2021 of the Rector of International University about Issuance of Regulations on undergraduate education using the academic credit system at International University;

Pursuant to Resolution No. 18/NQ-HĐT dated May 16, 2022 of the University Council of International University about Issuance of Regulations on the Organization and Operations of International University;

At the proposal of the Head of the Office of Quality Assurance and Testing (O.QAT) made in Statement No. 95/TTr-BĐCLGD&KT dated July 12, 2022.

DECIDES:

Article 1. Issue together with this Decision the “Regulations on Organizing Undergraduate-level Exams at International University - Vietnam National University, Ho Chi Minh City”.

Article 2. This Decision takes effect on the date of its signing.

Article 3. The Head of the O.QAT, Heads of affiliated units, organizations, unions, lecturers, staff, and students of International University and related parties shall be responsible for the implementation of this Decision./.

Places of Receipt:

- As Article 3;
- Archived at: OGA, O.QAT;

RECTOR**Tran Tien Khoa**

REGULATIONS

On Organizing Undergraduate-level exams at International University - Vietnam National University Ho Chi Minh City *(Issued together with Decision No. 410/QĐ-ĐHQT dated July 22, 2022 of the Rector of International University)*

Chapter I GENERAL PROVISIONS

Article 1. Purpose and requirements

1. To ensure that the exam provisions are strictly implemented according to the regulations of the Ministry of Education and Training (MOET) and VNU-HCM; ensure consistency, promptness, precision for all concerned units and individuals;
2. To ensure fairness and rigor in evaluating students' academic performance, thus helping to improve the university's training quality;

Article 2. Scope of regulation and subjects of application

1. This Decision provides a set of detailed regulations on organizing the mid-term and final exams for academic modules, which shall be collectively referred to as "exams." The Decision consists of the following chapters: General provisions; Organizing exams; Marking process, announcement of results, management of results and exam sheets; Commendation and handling of violations; Organization of implementation;

2. This Decision applies to mid-module exams (mid-term exams) and end-of-module exams (final exams) for formal undergraduate education at IU-VNUHCM, which shall be collectively referred to as "exams;" this Decision does not apply to admission exams and graduation theses;

3. This Decision applies to the following subjects:

- a) Schools/Departments, lecturers, staff members and workers affiliated with Schools/Departments, Offices and Centers of IU;
- b) Undergraduate students who are pursuing IU programs and joint programs with degrees awarded by international partners;
- c) Individuals, units who participate in activities at the behest of the University;

Article 3. List of all abbreviations

1. International University: IU
2. Vietnam National University Ho Chi Minh City: VNU – HCM
3. Office of Undergraduate Academic Affairs: O.UAA
4. Center for Information Services: C.IS

Article 4. Managing and directing the organizational and marking operations

1. The Rector shall be responsible for giving consistent and comprehensive directions for operations pertaining to the organization and marking of exams;
2. Units responsible for the organization of exams:
 - a) The Office of Undergraduate Academic Affairs;
 - b) The Office of International Academic Collaboration;
 - c) Departments and Schools affiliated with IU, Departments within Schools.
3. The Office of Undergraduate Academic Affairs:
 - a) Bears primary responsibility for scheduling exams and making candidate lists;
 - b) Monitors and works with external academic units who are responsible for teaching the modules included in the exams;
 - c) Makes and compiles lists of lecturers, experts responsible for proctoring the exam area;
 - d) Prepares records, answer sheets, draft papers and fulfills other regulations pertaining to the exams;
 - dd) Plans and distributes remunerations to the organizational units;
 - e) Oversees the proctoring process;
 - g) Makes copies of the question papers, stores the answer sheets, oversees the marking process for common academic modules;
 - h) Manages the exam scores by using the training management software (hereby referred to as ‘software’);
 - i) Distributes the rights to data extraction and software usage to relevant units: monitors, reviews and works with Departments/Units to update and modify test scores before uploading to the software;
4. The Office of Finance and Planning shall be responsible for resolving problems pertaining to tuition in order to give exam approval to affected students before the stipulated time limit; announces the time limits for paying and collecting fees, tuitions;
5. The Office of International Academic Collaboration: responsible for organizing Intensive English exams.
6. Organizational units (other than the O.UAA):
 - a) Work with the O.UAA to make exam schedules;
 - b) Bear responsibility for organizing exams for responsible academic modules;
 - c) Bear primary responsibility for making question papers;
 - d) Bear major responsibility for printing question papers, storing answer sheets and marking test modules that are managed by the units in question;
 - dd) Provide human resources for the proctoring and marking processes;
 - e) Announce test scores, upload the test scores to the software, submit the score transcripts to the O.UAA;
 - g) Bear responsibility for roll-calling or monitoring students’ learning process to evaluate students’ class time (announce and send lists of students prohibited from taking exams through lecturers and send the lists to the O.UAA);
7. Departments/Schools in charge of the computer rooms shall be responsible for fully preparing physical premises and the rooms for computerized multiple-choice exams;

8. The Office of Facility Development, the Office of Procurement Services and the C.IS are responsible for fully preparing physical premises and completing tasks such as opening doors, cleaning exam rooms, allocating sufficient desks, tables, Internet connection, power systems, sound systems, security services etc.; work with and give support in facility problems;

9. The O.QAT: jointly monitors the organization of the exams;

10. Affiliated academic units shall bear responsibility for working with IU in enforcing regulations pertaining to exam eligibility as well as organizing exams and grading answer sheets;

In the cases where incidents not prescribed in this Decision arise during the organizational and grading processes, responsible units shall work together to resolve these incidents or ask the Rector for instructions so that the organizational and grading processes will be carried out efficiently;

Chapter II ORGANIZATION OF EXAMS

Article 5. Exam schedule

1. Exam schedule is developed by the O.UAA on the basis of academic plan, teaching schedule and the conditions of material facilities. The criteria for development are:

a) Even distribution of all exam modules during the exam period;

b) No more than 02 exams in any given exam session;

c) The transition period between any two exams is at least 15 minutes;

d) Academic modules of classes in the same cohort and in the same semester will have exams organized in one time slot, except for particular modules such as Speaking and those that involve the use of computer rooms.

2. The O.UAA shall develop and announce the exam schedule before the exam takes place, deadlines are as follows:

a) For mid-term exams: 07 days at the latest;

b) For final exams: 14 days at the latest;

3. The university shall organize:

a) For primary semesters: 01 mid-term and 01 final exam;

b) For summer semesters: 01 final exam; the mid-term exam will be organized in-class, by the lecturer in charge of the module;

Article 6. Exam format

The exam format is prescribed in the detailed outline of the academic module and has been publicized to students at the beginning of the semester. All formal changes made to the format shall come from the Department/School/organizational unit and be approved by the Rector before being publicized to students at the earliest possible time. The exam formats are as follows:

1. Written exams (essays, paper-based multiple choice, multiple choice combined with essays);

2. Oral exams;

3. Computer-based multiple-choice exams;
4. Projects, academic essays, etc.

For purely practical modules, the weighted average of all practical exercises shall be the score for that module (no exams will be organized).

Article 7. Exam content

1. General provisions on the exam content

a) The form of the exam shall strictly comply with the presets given by the University, in which the following details shall be made clear: the name of the academic module; test duration; open-book status; if the exam is open-book, a list of permitted resource materials shall be prescribed (if applicable); permitted items (calculator, mobile phone, laptop, etc.); the question paper shall be legible and numbered (for question papers that have more than 02 pages);

b) The content of the exam shall be within the academic workload and skill sets of the course; suitable for the detailed outline of the academic module, which is prescribed in the curriculum; able to differentiate between students' performance;

c) The questions in a question paper shall be independent and their contents shall cover all parts of the curriculum;

d) The question paper shall be signed by the lecturer and approved by the Head of the organizational unit (signature and full name are needed); the submitted question shall then be secured and protected;

dd) Lecturers are responsible for making question papers for the modules they teach, in the cases where a module is taught by many lecturers, the Head of the organizational unit may decide to pick one lecturer to develop the question paper or form an exam committee to develop one common test paper;

e) Lecturers shall bear primary responsibility for the quality of the test paper; the test paper must be printed (and not sent via email, USB or any other formats), approved for suitability and sealed before transferring to the printing committee of the organizational unit;

2. Deadline for question paper submission

a) Lecturers shall submit the question papers to the organizational unit at least 04 days before the exam session begins;

b) The Head of the organizational unit and the lecturer(s) developing the question paper shall bear equal responsibility for late submission;

Article 8. Printing and transferring question papers

1. Printing question papers

a) The printing process shall be managed by the organizational unit: the question papers shall be adequate, legible and distinct;

b) The head of the organizational unit shall assign staff to the task of printing question papers;

c) The assigned staff members shall not have close relatives (defined as spouses, children, siblings) that partake in the exam;

d) Before printing, a printing plan for each exam batch, shift, subject shall be developed so that sufficient copies can be made;

dd) If any abnormalities are detected upon opening the test envelope, a detailed written report about the confidentiality status and errors in the question papers (if any) should be made;

e) The printing, packaging and sealing of question papers shall be carried out on the principle of ensuring the question papers' confidentiality;

g) When the question papers have been printed, the assigned staff members shall pack the papers in different envelopes and write the following information on each envelope: name of the module, exam room number, shift, exam duration, number of question papers, open-book/closed-book, etc.; the envelope shall then be sealed and signed ;

h) After printing, immediately check the question papers and discard faulty and/or spare papers;

i) Once the question papers have been handed over to the proctor, the duty of confidentiality shall be binding upon the proctor.

2. Transferring the question papers

Before each exam session, the organizational staff shall hand over the test envelope to the proctor.

3. Solutions when errors are detected in the question papers

The test envelope is opened in accordance with the prescribed time. If the proctor detects any errors, he or she shall report to the supervisors and the organizational unit so that the situation may be resolved in the following manners:

a) Solution 01: continue the test and rectify the errors if the errors are minor and do not affect the content of the test;

b) Solution 02: Suspend the test. Contact the Chair of the respective Department and the responsible lecturer for rectification if the errors do not dramatically affect the content of the test. After rectifying the errors, resume the test.

c) Solution 03: suspense and cancel the test session if the detected errors dramatically affect the test content. Organize another test session in the following week and announce the date at the earliest possible time.

Article 9. Eligibility criteria for final exam

Students may participate in the final exam once they have fulfilled the following criteria:

1. Fully paid the tuition and other relevant fees (if applicable);

2. Abide by the announced exam schedule;

3. Meet the minimum requirements for class time:

a) The lecturer shall announce a list of all students prohibited from taking the exam and send the list to the relevant organizational unit;

b) After reviewing the prohibited lists, organizational units shall send them to the O.UAA at least one week before the first test shift;

c) Students reserve the right to appeal. Responsible units shall review the decisions to prohibit and respond to affected students. If the errors pertain to the roll-calling process, the O.UAA shall make amendments to the relevant candidate list.

Article 10. Proctors

1. Proctors can be: lecturers, experts from Schools/Departments, experts from Offices, Centers and other units affiliated with IU; lecturers and experts from affiliated institutions.

2. Lecturers and experts may participate in the proctoring process once they have fulfilled all of the following criteria:

a) Have a bachelor's degree or higher;

b) Currently work at IU, either on payroll or as contracted workers;

c) Do not assign experts who are currently studying at IU to proctor exams whose academic level is equivalent their current academic level (for example: a postgraduate student is not eligible to proctor a postgraduate-level exam);

d) Proctors sent by affiliated situation have to be either managerial or teaching staff at the affiliated institution with an academic level of bachelor's degree or higher;

dd) The proctors have to be responsible, objective, as well as have a firm grasp on the exam procedures;

e) While carrying out their duties, proctors shall dress politely;

3. Proctors shall strictly adhere to the regulations for proctors as prescribed in Article 14 of this Decision. Violations shall be handled according to Article 27 of this Decision.

Article 11. Mobilizing proctors

1. After receiving the exam schedule as announced by the O.UAA, the organizational units shall assign proctors to the test shifts they are responsible for. For common modules, the organizational units shall provide lists of all proctors to the managing units so that a comprehensive assignment can be made;

2. Lecturers and experts are obligated to proctor exams;

3. IU-affiliated units shall compile and provide the O.UAA with a list of all proctors within the prescribed time so that the O.UAA may develop an assignment plan for operations pertaining to exam organization.

Article 12. Principles of designating proctors

Ensure the following basic principles:

1. There is at least 01 proctor in any given exam room;

2. Depending on the number of candidates, more proctors may be assigned following the ratio of 30 students per proctor;

3. For oral exams: each session may be carried out by 01 or more lecturers;

4. For computerized multiple-choice exams: there shall be technical staff assigned to every shift;

5. For each exam session, organizational units shall dispatch 01 staff member to supervise the shift;

6. Lecturers shall monitor the respective question papers;

7. Special circumstances shall be approved by the Rector.

Article 13. Handling situations related to proctors

1. In the case where an assigned staff member has justifiable reasons for not proctoring, the assigned member shall report to the Head of the responsible unit. The Head of

the unit shall promptly make a replacement, and the change shall be reflected in the Proctoring report;

2. Proctors that are unable to take part in the proctoring process due to special circumstances prior to the exam but able to find a replacement shall report to the responsible unit(s). The shift supervisor shall give details on the replacement in the Proctoring report;

3. Staff members who are assigned to the task of supervising but unable to supervise bear responsibility for transferring the question papers, candidate list and other procedures to the new supervisor at least 02 days before the test date;

4. On the exam date, if the assigned proctor is absent without a valid reason and has not arranged a replacement OR the assigned proctor cannot carry out his/her duties for objective reasons, the supervisor shall report to the responsible unit and the O.UAA to resolve the situation as well as give details in the Proctoring report;

5. If an assigned expert/lecturer is dispatched to a different task by the unit/the University, the unit in question shall report to the managing unit at least 03 days before the exam date to make new arrangements or the responsible unit may appoint a new replacement. The change shall be reflected in the Proctoring report.

Article 14. Responsibilities of proctors and supervisors

1. Proctors:

a) Shall not proctor shifts where a close relative (spouses, children, siblings) take part in;

b) Shall not use data transceivers (laptops, mobile phones, smart watches etc.);

c) Shall not help candidates in any forms;

d) Shall not do their own work while proctoring;

dd) Shall not smoke, consume alcohol or any stimulants while carrying out their duties and in the exam room;

e) Shall arrive at the premise on time and be perpetually present in the exam room to carry out their duties;

g) If any candidates violate the exam regulations, the proctors shall make a written record of the violations according to regulations;

2. Supervisors:

a) Shall distribute test envelopes, candidate lists and stationery (if any) 30 minutes before the exam session;

b) Shall bear responsibility for organizing the exam session and making a general report of the exam session;

c) Consider exam eligibility for the cases in Article 9 and for cases lacking necessary procedures as prescribed in Clause 2 Article 19 of this Decision;

d) Assign tasks during a shift and decide on a method for numbering candidates;

dd) Remunerate proctors;

e) Store and hand over spare question papers (if any), collect the question papers and answer sheets; record the results of computerized multiple-choice exams and fulfill post-exam procedures as prescribed in Article 20 of this Decision;

Article 15. Responsibilities of candidates

1. Students shall be present at the test location according to the time prescribed in the exam schedule. Students who arrive later than 15 minutes after the unsealing of the test envelope shall not be eligible for exam;
2. Fulfill all exam procedures: produce a student card or other identification documents to verify the identity;
3. Only bring in resource materials that have been prescribed on the test envelope and question papers;
4. Do not bring in prohibited materials, weapons, explosives, inflammables, alcohol, data transceivers, sound recorders, image recorders, other data-containing devices that may be used for cheating and other equipment;
5. Do not smoke, consume alcohol, stimulants or any prohibited substances in the exam room. Remain civil and polite throughout the exam period;
6. Before doing the test, candidates shall fill out their full names, student ID and other required fields in the answer sheets and draft papers. The proctor shall sign and write his/her full name on the answer sheets and the draft papers;
7. The answer sheet shall be legible, clean and smooth, with no distinctive markings or symbols;
8. Candidates shall secure their own answer sheets and prevent exam mates from copying their submissions. Do not copy other candidates' submissions or exchange information, materials with other candidates;
9. Maintain order and keep silent in the exam room. Pose questions to the proctor publicly in the case of inquiry. In the event of abnormal sickness, report to the proctor for resolution;
10. After the end of the exam is announced, stop writing immediately and submit the answer sheet, question paper (if required in the question paper) to the proctor. Candidates who fail to do the test still have to hand in their answer sheets and question papers. When handing in the answer sheet, candidates shall write the number of pages on their answer sheets and sign their names in the acknowledgement of submission;

Article 16. Organization of written exams

1. Shift supervisors assign proctors to their respective exam rooms; hand over test envelopes, answer sheet envelopes, and stationery (if any); decide on the candidate numbering method;
2. Proctors shall be present at the test room at least 15 minutes before the beginning of the test;
3. Proctors read out the names of candidates and check the items the candidates bring in; guide candidates to their designated sitting place. Absolutely do not let candidates bring in disallowed materials and prohibited items. Students with no student card or any other identification documents shall not be permitted to partake in the exam;
4. Publicize test room regulations;
5. Distribute answer sheets and draft papers to students; give students instructions to fold the answer sheets and fill out the fields on the answer sheets. The answer sheets shall

contain the proctors' full names and signatures;

6. In the case of multiple-choice exams, proctors shall sign and write in their full names before distributing the answer sheets to students and giving them instructions to fill out the fields on their answer sheets;

7. Opening the test envelope: the proctor shall hold the envelope on high to show that the seal is intact on the front and back. There shall be at least 02 candidates verifying the intactness of the seal and signing, giving their full names on the opening record. Then, unseal the envelope and distribute the question papers to students (review before distributing the question papers: if the question papers are mismatched or insufficient, promptly report to the supervisor). When distributing the question papers, ensure that the time of distribution is not too mismatched;

8. In the case of multiple-choice exams, candidates shall keep the question papers facing down until the last candidate receives a question paper. After that, students may view the content of the question paper.

9. Once students begin doing their exams, proctors shall check the candidates' personal information (full name, student ID, date of birth) on their student cards. The signing of extra answer sheets and draft papers shall be done in the same manner as the signing of the first answer sheets and draft papers;

10. During an exam session, the proctor shall not stand close to students for a long time and have to answer all questions within the prescribed scope publicly;

11. Proctors are not permitted to discuss, copy, solve, or explain the test questions to candidates. Taking question papers out of the test area is strictly prohibited;

12. Candidates may only leave the test room after two-thirds of the exam duration has elapsed and the candidates have submitted both the answer sheets and question papers. If a candidate has fallen ill or has an urgent need to leave the test room, the supervisor may decide on a case-by-case basis;

13. In the case of violations, the proctor shall make a written record as prescribed by Clause 1 Article 26 of this Decision;

14. 15 minutes before the exam ends, announce the remaining time to candidates;

15. At the end of the time limit, students must be asked to stop doing the test and hand in their answer sheets. The proctor calls each student's name to submit the papers. When receiving the test papers, the proctor must count the number of papers submitted by students, ask students to write down the correct number of pages (of their answer sheets) and sign the list of students participating in the exam. Students are only allowed to leave the exam room after all the test papers are collected and dismissed by the proctor.

16. Answer sheets (including those subject to disciplinary reprimands or warnings), 01 question paper, and the list of students with confirmation signatures on submission of test papers are put in the test envelope, and on the cover of the test envelope must clearly state specific information about exam time, exam venue, exam subject name, number of answer sheets, number of test papers, etc.

17. The suspended answer sheet and accompanying exhibit(s) (if any), the disciplinary reprimand or warning report and accompanying exhibit(s) (if any) are put in separate

envelopes. Cases of violation of the exam regulations will be subject to disciplinary action as noted in the list of students participating in the exam with signatures on submission of their papers and on the cover of the test envelope.

18. Excess exam question papers (if any) are put in the questions envelope.

Article 17. Organization of oral exams

1. The oral exam procedure is as follows:

a) At the beginning of the exam session, the designated officials conduct the check-in procedure for a maximum of 15 students/session. The admission of students to the exam room to replace those who have completed the exam must ensure the principle that no more than 05 students are present in the exam room at the same time.

b) Students participating in the exam draw exam questions at random and must sign the list of participating students to confirm the exam questions, exam time,... When drawing exam questions, students are allowed to change exam questions 01 time.

2. Principles of oral exams:

a) A student may be asked by 01 or more lecturers;

b) Students are allowed to prepare for no more than 10 minutes before answering the questions. The total time to present and answer the examiner's questions should not exceed 15 minutes for each student.

c) The final score is the average of the examiners' scores. In the event that the examiners fail to reach a unanimous score, they shall report to the Head of School/Department for decision.

d) Oral exam scores are announced to students right after the end of the exam session.

Article 18. Organization of computer-based multiple-choice exams

1. Number of students: maximum according to the number of computers in the Labs;

2. Proctors conduct the check-in procedure for students, and disseminate exam regulations;

3. Technical staff guides students through basic computer-based test operations and ensures technical stability. After that, activate the exam questions for students;

4. After completing the test, students must sign the test submission list;

5. Proctors store and manage students' test data.

Article 19. Handling of situations during exam organization

1. Exam postponement due to incidents:

a) Force majeure in teaching work (the module cannot be completed prior to the exam date, ...) resulting in failure to organize the exam as planned, in which case the lecturer appointed to teach that module must send a document (certified by the Head of the School/Department in charge of teaching management) notifying the O.UAA of the situation in question;

b) The O.UAA is responsible for reporting to the Rector for a decision on postponement of the exam, and notifying relevant units and students.

2. Resolving incidents pertaining to the exam participation procedure: The official in charge of the exam session considers resolving cases concerning the exam participation procedure for students.

Students without student ID cards can use other official papers (with photographs) issued by competent authorities such as citizen identity cards, driver's license, etc.;

3. Resolving incidents pertaining to the exam questions:

a) When detecting errors in the exam questions, the official in charge of the exam session is responsible for informing the lecturer in charge of the exam questions on duty and clearly stating the situation in the Exam proctoring report;

b) In the event that there is a shortage of exam question papers for objective reasons, the official in charge of the exam session is responsible for making copies of the exam questions for students according to the required number (note: for multiple-choice exams, the addition of question papers must be reasonably in proportion to the exam codes), and clearly stating the situation in the Exam proctoring report.

The time to take the test will be counted from after the students are given additional exam question papers.

4. In the event that the organization of a computer-based multiple-choice exam encounters a technical problem to the point where students are unable to continue doing the test, the official in charge of the exam session is responsible for recording it in the Exam proctoring report, discontinuing the exam and notifying the O.UAA of the situation.

The O.UAA is responsible for scheduling make-up exams and notifying relevant units and students.

Article 20. Handover of test papers and test results (if any)

1. At the end of the exam time limit, the proctor collects the students' tests and hands them over to the official in charge of the exam session, including the test envelope or test data (for computer-based multiple-choice exams); question paper, transcript (for oral exams) and other formalities at the exam organization unit's office.

2. Within 2 days at the latest, the exam organization unit will hand over the tests to the examiners according to the assignment of the Head of the exam organization unit.

3. Lecturers are responsible for receiving the exam handover according to the notice from the exam organization unit.

Chapter III

PROCEDURES FOR TEST GRADING, PUBLICATION OF SCORES, MANAGEMENT OF SCORES AND TESTS

Article 21. Written exams grading

1. The appointed examiner must be a lecturer with professional competence in line with the requirements of the exam module. Lecturers who are in the probationary period are allowed to participate in grading exams under the guidance and supervision of instructors.

2. Each answer sheet is assigned to at least 01 examiner. Special cases or changes in examiners must be approved by the Head of unit.

3. Lecturers assigned to grade the exams are personally responsible for the correct grading of the tests according to the agreed answer keys and grading scheme, and for the number of answer sheets, test papers inside the test envelope after receiving the test; under no circumstances should the examiners lose the exam papers and the signed list of students.

4. No later than 2 weeks from the date of the exam, the lecturer must complete the process of announcing the scores on the academic software system as prescribed. The deadline is clearly stated on the cover of the test envelope.

5. In cases where students violate the exam regulations, the examiners shall directly deduct points from the test score based on the violation handling report.

6. Following the completion of test grading, lecturers must:

- a) Enter grades into the University's academic affairs management system;
- b) Return the test envelope and transcript (signed by the examiner) to the test organization unit.

7. The test organization units shall return the transcripts to the O.UAA on the next working day.

Article 22. Publication of test scores

Lecturers announce the test scores to students through the University's academic affairs management system, after the process of grading and double-checking to ensure the accuracy of the test results is completed.

Article 23. Administration of answer sheets and transcripts

1. After the students' answer sheets are scored, they are submitted by lecturers to the exam organization unit (module management unit) and stored at the units according to the stipulated time frame for preserving educational documents, i.e. until the end of the courses.

2. For each exam, the modules include 02 official transcripts (signed by the examiner) and stored for 10 years after graduation, in which:

- a) 01 transcript is stored at the O.UAA;
- b) 01 transcript is stored at the test organization unit.

3. Data on semesterly exams of all modes are digitized and centrally archived at the O.UAA.

Article 24. Regrade

The university does not handle requests from students to review their test papers. The regrade of modules is only applicable to the final (end-of-module) exams in the form of written exams.

1. Regrade period

a) Students can submit applications for regrade at the student administration offices under Schools/Departments or the O.UAA;

b) The time to submit applications for regrade is within 02 weeks from the publication date of the test scores and after this time, students have no right to request a regrade.

2. Organization of regrade

a) The personnel responsible for storing the test papers at the unit report to the Head of the unit to assign the examiner, withdraw the student's test and hand it over to the examiner as soon as the deadline for applications expires;

b) The examiner shall return the results of the regrade within 03 days after receiving the work.

3. Processing regrade results

a) If the regrade results are the same as the original results, the Head of the unit shall sign to confirm the official score;

b) If the regrade results differ from the original results, the School Dean or the Department Chair shall appoint another lecturer who has not previously graded this test and the final score shall be the score of the two grading times with the same results. If all three grading times have different results, the final score of the test is the average of the three grading times and the Head of the unit shall sign to confirm the official score.

c) If the test score is incorrect due to miscalculation or faulty recording, the Head of the unit will confirm the official test score for the student;

d) If the test or part of the test is lost (in the case of the test consisting of many test papers), and now found, the examiner will conduct supplemental grading and confirm the test score for the student;

dd) The official transcript of the regrade is sent to the O.UAA.

4. Announcement of regrade results

The results of the regrade will be announced within 1 week after the deadline for receiving regrade applications.

Chapter IV

COMMENDATION AND HANDLING OF VIOLATION

Article 25. Commendation

The Rector shall consider commending individuals who have made significant contributions and actively completed the assigned tasks in organization, proctoring, and grading of exams, depending on each specific achievement.

Article 26. Disciplinary action against students who violate regulations

1. Measures to handle students who violate exam regulations

a) Reprimand

Applicable to students who commit one of the following infractions:

- Peeking at the work(s) of any other student(s), communicating or attempting to communicate with each other;

- Continuing to work after the time limit has expired.

Students who are reprimanded will have 25% of the final scores of the exam module deducted.

b) Warning

Applicable to students who commit one of the following infractions:

- Having been reprimanded once, but continuing to violate regulations on exam organization during the exam time of that module;

- Exchanging work or draft paper with others;
- Copying or attempting to copy the work of another student, answer sheets that have been concluded by the proctor (or the examiner) to be similar will be subject to the same disciplinary action. If the person being handled has enough evidence to prove that he/she was copied from, the proctor (or the examiner) may consider reducing from a warning discipline to a reprimand or an exemption from prosecution.

Students who are warned will have 50% of the final scores of the exam module deducted.

- c) Suspension of exam participation
 - Carrying prohibited materials and aids, as prescribed in Clause 3, 4, 5 Article 15 of these Regulations;
 - Bringing the question paper out of the test area or receive answers from outside of the test room;
 - Having been warned once but still continuing to violate the regulations;
 - Scribbling and writing contents irrelevant to the exam;
 - Engaging in disruptive behavior, threatening language or actions directed at proctors or other examinees, disobeying instructions from proctors regarding the exam disciplinary procedure.
 - Students who are suspended from exam participation will receive a 0 (zero) on the exam and are required to leave the exam room after a written record is made; turn in their answer sheets and question papers to the proctor.

dd) Handling of proxy test takers, students who have someone else take the exam for them or submit someone else's work as their own:

- For first-time violation (during the entire course):
Students who use proxy test takers: receive a score of 0 (zero) for that module and be suspended from 01 semester to 01 year from the date of violation;
Proxy test takers: if they are students of IU, VNU-HCM, they will be suspended from 01 semester to 01 year from the date of violation. If the proxy test taker is not a student of IU, the University will notify that person's place of study/residence of the violation details.
- For the second time violation (during the entire course): both the student who has someone else take the exam for them and the proxy test taker (who is a student of International University, VNU - HCM) will be obliged to drop out of school. If the proxy test taker is not a student of IU, the University will notify that person's place of study/residence of the violation details.
- When detecting that a student takes the exam for someone else or has someone else take the exam for them, the proctor makes a report of seizure of his/her identity documents, student card and demands the student to meet with the Head of the O.UAA.

2. Procedure for handling students who violate exam regulations

- a) Disciplinary action for students during the exam shall be recorded in writing by the proctor, with exhibits (if any) confiscated;
- b) The making of reports is done at proctor's working desk. The report must clearly state: Full name of the person making the record, full name of the student, student ID, time

and place of violation, violation act, condition of the violation exhibit (if any), form of disciplinary action;

c) The report must be signed by at least 02 proctors. The violating student must sign the report, if refuses to sign, the proctor clearly states the reason and asks another examinee to sign as a witness to the incident.

d) Disciplinary action must be announced to students.

dd) Violations and forms of disciplinary action are noted on the list of students participating in the exam and on the test envelope.

3. In addition to having their exam results terminated, students who are suspended from exams depending on the seriousness of their violations may also be subject to other forms of disciplinary action according to the regulations on student management of the Ministry of Education and Training. Disciplinary decisions are signed for issuance by the Rector on the basis of the Disciplinary Council's advisories.

Article 27. Handling of proctors who violate regulations

1. Disciplinary action

a) Reprimand

Applicable to officials who commit one of the following infractions and have been warned in writing at least once but continue to violate:

- Failing to arrive on time;
- Failing to sign the students' exam papers or draft papers;
- Failing to concentrate when proctoring, intentionally abandoning the post to attend to personal matters during the exam time;
- Skipping 02 exam proctoring shifts in a single semester with no valid reasons, and without informing the exam organization unit;
- Allowing students to freely copy, carry and use cheat sheets or transceivers, communicating, recording, etc. electronic devices, within the exam room, detected and recorded in writing by the supervisors.
- Not handling students who have been detected to be in breach of the regulations, detected and recorded in writing by the supervisors.

b) Warning

Applicable to those who commit one of the following infractions:

- Skipping 03 or more proctoring shifts in a single semester without no valid reasons, and failing to report to the exam organization unit;
- Directly doing the test and assisting or prompting examinees with the production of answers during the exam time;
- Bringing the exam questions out of the exam room or bringing the solution from outside into the exam room during the exam time;
- Taking a student's work and passing it on to another student to copy.

c) Serious infractions such as: disclosing exam questions prior to exams, commercializing exam questions will be handled with more severe disciplinary measures in accordance with the Law on cadres, civil servants, public employees and the Rector's decision.

2. Procedure for disciplinary action

a) Making a violation report: officials in charge of inspection, supervision or assigned to inspect according to the decision of the Rector shall make a violation report of the proctor on the spot at the examination room.

b) The report must clearly state: full name of the person making the record, full name of the violator, time and place of violation, violation act.

c) The report must be signed by the report maker and the proctor, if the violator refuses to sign the report, the report maker clearly states the reason and invites the witness to sign the report.

d) Disciplinary measures will be decided by the Rector based on the University Disciplinary Council's advisories.

Article 28. Handling of examiners who violate regulations

1. Disciplinary measures for lecturers assigned to grade the module who violate regulations

a) Reprimand

Applicable to those who commit one of the following infractions and have been warned in writing:

- Failing to return the answer sheets, question papers on time affecting the organization of the exams up to 03 times in an academic year;

- Inaccuracy in grading or calculation of test scores up to 05 times in an academic year;

- Dishonesty in test grading and entering scores, admonished by the person in charge.

b) Warning

Applicable to those who commit one of the following infractions:

- Up to 02 strikes of inaccuracy in test grading: increasing or decreasing the test score compared to the answer key where there is no actual evidence to justify the score given;

- Arbitrarily changing scores on the test papers, in the scripts, ...

c) Cases of serious violations in test grading: losing students' test papers when collecting, transporting, preserving and grading; planting fabricated test papers in the test envelope... will be subject to more severe disciplinary measures according to the provisions of the Law on cadres, civil servants and public employees and decision of the Rector.

2. Procedure for handling lecturers who violate regulations on test grading

a) Violations must be recorded in writing. The unit in charge of test grading work or the inspector shall make a report of the incident.

b) The report must clearly state: full name of the person making the report, full name of the violator, violation act.

c) The report maker and the violating lecturer sign the report for confirmation. If the lecturer refuses to sign, the report maker clearly states the reasons and invites the witness to sign the report. The report is sent to the University Disciplinary Council to serve as a basis for disciplinary action.

Chapter V ORGANIZATION OF IMPLEMENTATION

Article 29. Organization of implementation

Relevant Offices/Centers and Schools/Departments shall thoroughly inform the contents of these Regulations to each faculty - staff member and specialist in the unit, and at the same time develop an implementation plan;

Any violations in the stages of exam questions creation and exam organization will be handled in accordance with the Law on Higher Education, the Law on Public Employees, the Labor Code, the University's Training Regulation and Policy;

During the implementation process, these Regulations may be amended and supplemented to suit reality; amendments and supplements shall be considered and decided by the Rector./ .

Appendix
EXAM PROCTORING REPORT FORM
*(Issued together with Decision No. 410/QĐ-ĐHQT dated July 22,2022
of the Rector of International University)*

INTERNATIONAL UNIVERSITY
UNIT:

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Ho Chi Minh City,..... , 20...

EXAM PROCTORING REPORT

EXAM: **SEMESTER:** **ACADEMIC YEAR:**-.....

I. GENERAL STATE OF AFFAIRS

- Duration: from to
- Number of exam modules:.....
- Number of exam sessions:
- Number of exam rooms:
- Number of officials participating in proctoring work:
- Total number of students according to the list:

II. DETAILED INFORMATION ABOUT THE EXAM:

1. About students participating in the exam:

2. About disciplinary measures for students:

Reprimand	Warning	Suspension of exam participation	Special handling measures	Note

(attach list and specific details of violations)

For example:

No.	Exam date, time	Student's Full Name	Student ID	Exam room	Module name	Violation details
1						
2						
3						

3. About disciplinary measures for proctors:

Reprimand	Warning	Suspension of proctoring	Note

(attach list and specific details of violations)

For example:

No.	Exam date, time	Proctor's Full Name	Exam room	Module code	Module name	Violation details
1						Quit proctoring (pregnant, sudden fatigue and unable to find a replacement in time)
2						10 minutes late
3						Quit proctoring
4						Lack of control over the exam room situation (due to use of mobile phone)
5						Work on a laptop in the exam room

4. About exam questions:

5. Other issues (if any):

III. GENERAL EVALUATION:

IV. SUGGESTIONS (IF ANY):

Head of Unit
(signature and full name)

Report Maker
(signature and full name)