

No: /QT-SIU

Hochiminh city, date month year

**PROCEDURE**  
**ON MANAGING ACADEMIC RESULTS OF LEARNERS**

**I. OBJECTIVES**

The Procedure on managing academic results of learners is designed to regulate the management of learners' academic results and the archive of relevant documents.

**II. CONTENT**

**1. Scope and objects of application**

This Procedure applies to the Office of Academic Affairs, Schools, functional departments, lecturers and learners.

**2. Abbreviations**

Course lecturer: CL

Office of Academic Affairs: Academic Affairs

Office of Testing and Quality Assurance: Testing and Quality Assurance

**3. Procedure**

**3.1. General procedure**

<b>Step</b>	<b>General procedure</b>	<b>Unit in charge</b>
1	Announce the component scores	Courses lecturers, Schools, Academic Affairs
3	Check the eligibility to take the end-course examinations of learners	Academic Affairs
4	Upload the examination scores	Academic Affairs, Testing and Quality Assurance
5	Check final score sheets	Academic Affairs
6	Issue the score sheets to learners	Academic Affairs

**3.2. Description of procedure**

Step	Description	Unit in charge	Form/document	Time
1	<ul style="list-style-type: none"> <li>- Course lecturers announce the scores to students and submit the component score sheets to the schools.</li> <li>- Schools check, sign and send the component score sheets to the Office of Academic Affairs.</li> <li>- The Office of Academic Affairs scans the score sheets and inputs data from the score sheet into the training management software.</li> <li>- The Office of Academic Affairs publishes the component score sheets on the training information portal.</li> </ul>	Courses lecturers, Schools, Academic Affairs	<ul style="list-style-type: none"> <li>- Teaching schedules.</li> <li>- Follow-up sheets.</li> <li>- Attendance records.</li> <li>- Mid-term/Process assessment score sheets, signed by course lecturers, students and schools.</li> </ul>	At the end of the course
2	<ul style="list-style-type: none"> <li>- The Office of Academic Affairs reviews the eligibility to take the end-course examinations of students on the training management software.</li> <li>- The Office of Testing and Quality Assurance issues lists of students eligible to take the end-course examinations.</li> </ul>	Academic Affairs, Testing and Quality Assurance	Lists of students eligible to take the end-course examinations	1 week before the exam
3	<ul style="list-style-type: none"> <li>- The Office of Testing and Quality Assurance sends the end-course examination score sheets to the Office of Academic Affairs.</li> <li>- The Office of Academic Affairs scans the end-course examination</li> </ul>	Academic Affairs, Testing and Quality Assurance	End-course examination score sheets (with stamp, signatures of students, signature of exam invigilators, examiners)	1 week after the exam

	score sheets into the training management software.			
4	<ul style="list-style-type: none"> <li>- The Office of Academic Affairs checks the final score sheets and publishes the scores on the training information portal.</li> <li>- The Office of Academic Affairs prints and archives the hard copies of final score sheets</li> </ul>	Academic Affairs	Final score sheets	2 weeks after the exam
5	Score look-up and transcripts issuances for students (if requested)	Academic Affairs	<ul style="list-style-type: none"> <li>- Application form for score sheet issuance.</li> <li>- Final score sheet</li> <li>- Logbook of score sheet issuance</li> </ul>	

### 3.3. Archive

No	Form/document	Location	Time
1	Teaching schedules, follow-up sheets	Schools, Academic Affairs	5 years
2	Attendance records	Academic Affairs	5 years
3	Lists of students eligible to take the end-course examinations	Testing and Quality Assurance	5 years
4	Mid-term assessment score sheets and component score sheets, signed by course lecturers, students, and school.	Academic Affairs	Permanent
5	End-course examination score sheets (with stamp, signatures of students, exam invigilators, examiners)	Testing and Quality Assurance	Permanent
6	Final score sheets according to semesters/courses	Academic Affairs	Permanent

7	Application forms for score sheet issuance	Academic Affairs	1 year
8	Logbook of score sheet issuance	Academic Affairs	5 years

### III. IMPLEMENTATION PROVISIONS

#### 1. Implementation

The procedure on managing learners academic result is the legal basis for the implementation of training activities;

The Office of Academic Affairs is responsible for guiding the schools to develop the procedure on managing learners' academic results; organize the acceptance of learners' academic results and submit it to the Chancellor for approval.

The Schools develop plans and implement works on reviewing and managing the academic results of its managed students.

#### 2. Validity

This Procedure takes effect from the date of signing. All previous procedures contrary to this Procedure are hereby annulled. During the implementation process, depending on the actual situation arising, appropriate adjustments and supplements shall be implemented.

#### ***Recipients:***

**CHANCELLOR**

- *Units;*
- *Board of Trustees (reporting);*
- *Archive: Academic Affairs; Schools/Institutes.*