

**DECISION**

**On the promulgation of Regulation on exam organization by the online method of Hanoi University of Science and Technology**

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**THE PRESIDENT OF HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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

*Pursuant to the Regulation on organization and operation of Hanoi University of Science and Technology issued by the University Council in Document No. 16/QC-ĐHBK dated September 07, 2020;*

*Pursuant to the Regulations on organization and management of training of Hanoi University of Science and Technology promulgated under Decision No. 22/QĐ-ĐHBK-DT dated October 19, 2018 by the President of Hanoi University of Science and Technology;*

*Pursuant to the Regulation on formal training promulgated under Decision No. 66/QĐ-ĐHBK-DT dated December 04, 2018 by the President of Hanoi University of Science and Technology;*

*Pursuant to the Regulation on the application of information technology in management and organization of online training promulgated under Circular No. 12/2016/TT-BGDĐT dated April 22, 2016 by the Minister of Education and Training;*

*Pursuant to the Regulation on training at the university level promulgated under Circular No. 08/2021/TT-BGDĐT dated March 18, 2021 by the Minister of Education and Training;*

*At the request of the Head of Academic Affairs Office.*

**DECIDES:**

**Article 1.** To promulgate together with this Decision the Regulation on exam organization by the online method of Hanoi University of Science and Technology.

**Article 2.** This Decision takes effect from the date of signing.

The Heads of the Academic Affairs Office, Heads of Faculties/Institutes, Center for Languages and Academic Exchange Support, relevant units, students, graduate students and Ph.D. students of the University are responsible for the implementation of this Decision.

**Recipients:**

- As Article 2,
- Filing: DT

**PP PRESIDENT**  
**VICE PRESIDENT**  
*(Signed and Sealed)*

**Assoc. Prof. Dr. Nguyen Phong Dien**

## REGULATION

### **On exam organization by the online method**

*(Issued together with Decision No. 1791/QĐ-DHBK-DT dated August 06, 2021  
by the President of Hanoi University of Science and Technology)*

#### **Article 1. Scope of regulation**

This document stipulates the organization of online examination and evaluation for the final exam in the training program; foreign language exams/tests to classify levels and classes; exams to assess foreign language ability according to accumulated credits and output foreign language standards for students and postgraduate students (hereinafter referred to as students) at Hanoi University of Science and Technology (hereinafter referred to as the University).

#### **Article 2. Online exam system**

The online exam is conducted on Microsoft Teams application (MS Teams), Learning Management System (LMS) combined with Safe Exam Browser (SEB) software and other exam organization software decided by the President (hereinafter referred to as the online exam system).

#### **Article 3. Forms of online exams**

1. Forms of online exams applied at the University include: essays with open-ended exam questions, objective tests, online oral exams, or a combination of the above forms.

a) Essay exam with open-ended exam questions is a form of assigning open-ended questions, assessing students' ability to apply knowledge, thinking and viewpoints to solve problems. Students take the paper-based essay test and submit it by taking a photo of the test and sending it as a JPG, PNG or PDF file through the online exam system.

b) Exam with question and answer content is a form of assigning questions to students right at the exam session or students preparing large course works/ essays and submitting them in advance on the system. The student assessment has a question and answer section; students answer questions directly from the lecturer through the online exam system.

c) Objective test is a form of asking questions, students choose the correct options from the available answer options, allowing a number of essay-type questions in the exam question.

2. Online exams must be ensured in terms of fairness, objectivity and consistency in the method of assessing students' learning outcomes. The entire process of receiving exam questions, doing tests, submitting tests, and asking and answering questions is supported and monitored through an online support tool.

3. Based on the detailed course outline, the office or specialized group in charge of teaching, determine the form of online exam and register for the form of online exam of the course on the

University's training management system. Only one form of online exam is selected for each course in a semester.

a) Priority is given to organizing the exam in the form of objective multiple-choice for courses with many classes and a large number of students.

b) Priority is given to organizing the exam in the form of a question and answer or a combination of essay and question and answer for courses with small class sizes.

4. Foreign language exam/ test to classify classes by level, foreign language proficiency test based on accumulated credits and output foreign language standards is conducted in the form of an objective test, or it can be a combination of multiple-choice, essay and question and answer.

#### **Article 4. Requirements for contestants**

1. To meet the requirements of deploying online exams, students must have computers connected to the Internet with stable signal and bandwidth; surveillance camera equipment during the entire exam process; speaker/headphone and microphone for communication and answering questions during the oral exam. For the output foreign language standard assessment exam, students must have a second camera device for exam monitoring.

2. Students must arrange a quiet area, ensuring enough light, no people around, and serious costumes to take the exam.

3. Students log in to the exam software/ online exam room with the account issued by the University and present student cards and/or identity cards, citizen ID cards.

4. Students must ensure continuous communication, video connection (camera image, audio) with the online exam room during the exam; use the microphone only when required; must not leave the test position and the camera's surveillance frame during the exam. When it's necessary to contact, students raise their hands as a signal or raise their hands in front of the camera and follow the instructions of the invigilator.

5. Mobile phones or any other means are not allowed to use to record, photograph, store or distribute information related to exam questions, tests and/or actions to interfere with the software or system to change data and test results.

6. In the form of an essay exam, students do the test on paper, fill out full personal information and test code. Students submit tests by taking clear photos and uploading them to the system. The maximum time allowed to take photos and submit tests is 10 minutes after the end of the exam time. Past this time, the test will not be recognized.

7. Students who commit exam cheating will be disciplined according to current regulations of the Ministry of Education and Training.

#### **Article 5. Exam questions**

1. Head of the office/ professional group is responsible for compiling exam questions, building question banks, and structure of exam questions suitable for the courses assigned for teaching.

2. The exam questions must be scientific, rigorous and accurate, classifying students' academic abilities and suitable for the exam time for each course. The content of the exam questions is guaranteed to be assessed according to the output standards and the teaching outline of the course. The exam questions must have an answer key and a score scale for each question.

3. For courses with 30 or more students, the number of exam questions for each test form is as follows:

a) Essay exam with open-ended exam questions: at least 05 exam questions per shift.

b) Objective test: at least 05 original exam questions or with a bank of exam questions; Each student's exam questions are mixed in a different order from the original exam questions or randomly generated from the question bank.

c) Oral exam: at least 30 exam questions/course

d) Coursework/ essay: maximum 5 students/exam question.

4. For courses with a number of students below 30, the number of exam questions is decided by the head of the office/ professional group.

5. The foreign language test is created from the exam question bank/ question bank, meeting the requirements in Clause 2, Article 3 of this Regulation.

#### **Article 6. Exam organization plan**

1. The Academic Affairs Office develops an online exam plan for the semester, including the time frame for organizing the exam and entering the scores.

2. The Academic Affairs Office sets up a detailed exam schedule for the course that is organized in the form of essays (open-ended exam questions), objective tests; and foreign language exams.

3. Based on the online exam plan, the office or the lecturer makes a schedule for the course exam in the form of questions and answers.

4. The exam schedule must be promptly notified to students to have a plan to review and participate in the exam, to faculties/ institutes, lecturers and related units to prepare, provide technical support, ensure infrastructure and inspect and supervise the exam process.

#### **Article 7. Exam time**

1. The time for the essay exam with the open-ended exam question is about 60 to 120 minutes;

2. Multiple-choice exam time: from 40 to 70 minutes based on the requirements of the course;

3. Minimum oral exam time is from 7 to 10 minutes/student (question and answer);

4. Deadline for submission of course works/ essays for assessment in combination with the oral exam: no later than 3 days before the course exam schedule;

5. For specific courses, the President decides on the form and time of the exam based on the proposal of the Academic Affairs Office.

**Article 8. Procedures for organizing and marking exam questions and storing data and evidence**

1. The exam organization procedure for forms of online exams is specified in the Appendix attached to this Regulation.

2. After finishing the exam in the form of an essay, the lecturer (who is assigned the task by the head of the department/ professional group) prints the entire test on the online exam system and puts it in the test bag, fills out all the information so that the department/ professional group can organize paper marking.

3. Lecturers who mark the oral exam announce the exam results to students right after completing the exam shift of the course.

4. After finishing the exam shift in the form of an objective test, the lecturer (who is assigned the task by the head of the department/ professional group) accesses the online exam system to perform the marking and output the test results to the score data file.

5. The entry of test scores into the training management system must comply with the University's current regulations.

6. Students' essays, coursework, and essays are stored as data files in the department. The multiple-choice papers are stored on the University's server system. The time limit for data storage is equal to the time limit for storing paper-based exams according to the University's regulations.

7. Audio and video recordings are stored on the University's server system. The minimum storage period is 1 year from the date of publication of exam results.

**Article 9. Implementation provision**

1. The application of the online exam method to replace the face-to-face exam method in the exam room shall be decided by the President based on the actual situation.

2. This Regulation takes effect from the date of signing and promulgation.

**PP PRESIDENT**  
**VICE PRESIDENT**  
*(Signed and Sealed)*

**Assoc. Prof. Dr. Nguyen Phong Dien**

## APPENDIX

### Process of organizing the online exam

#### A. Essay exam process with open-ended exam questions

##### 1. Requirements:

- a) Invigilators and students must be present in the online exam room at least 15 minutes before the start of the exam to check technical conditions.
- b) Within 05 minutes before the test time, the invigilators remind students to read the question, check for errors in the exam question and notify the invigilators if there are any errors for handling.
- c) Ensure that at least 01 invigilator supervises 01 online exam room.
- d) The students turn on the camera during the entire time they are present in the exam room.
- e) The invigilators must monitor and supervise students throughout the exam.
- f) The invigilators must make video and audio recordings during the time from the time the students are present in the online exam room until the end of the exam.

##### 2. Invigilation process:

- a) Step 1: Invigilators and students are present in the online exam room.
- b) Step 2: The invigilators check the technical conditions of the students taking the exam.
- c) Step 3: The invigilators turn on the recording function of MS Teams, take attendance, check cards and personal information, and disseminate exam rules and time.
- d) Step 4: The invigilators hand over the exam questions to the students 05 minutes before the exam time and remind the students to check the exam questions and immediately notify the invigilators if there are errors in the exam questions due to editing. The invigilators do not explain the content of the exam questions.
- e) Step 5: The invigilators remind students when the exam time is about to end (05 minutes in advance).
- f) Step 6: At the end of the exam time, students take a photo of the handwritten paper and submit it to the online exam system. The invigilators check, save the data of the papers received and report to the head of the department any cases of not submitting the papers.
- g) Step 7: After noting that students have submitted their papers, the invigilators ask all students to leave the exam room, stop the recording function and end the exam.

#### B. Exam process with question and answer content

##### 1. Requirements:

- a) Ensure at least 02 lecturers when conducting oral exams to perform their duties as invigilators and questioners.
- b) Invigilators and students must be present in the online exam room at least 15 minutes before the start of the exam to check technical conditions.

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\*Invigilators are officials of the University who are in charge of administering and marking exams or lecturers invited to participate by the faculty/institute in charge of the course. Invigilators must be trained in invigilation and software use.

- c) Students turn on the camera during the entire time they are present in the exam room.
- d) The invigilators must monitor and supervise students throughout the exam.
- e) The invigilators must make video and audio recordings during the time from the time the students are present in the online exam room until the end of the exam.

## 2. Invigilation process:

- a) Step 1: Invigilators and students are present in the online exam room.
- b) Step 3: The invigilators turn on the recording function of MS Teams, and invite all students to the exam room to disseminate the exam method and time to students.

c) Step 3: All students are required to exit the room and remind students to be ready to take the exam when their name is called.

d) Step 4: The invigilators call in turn according to the order in the list of students entering the exam room (implementing the function of inviting to the online exam room), check cards and personal information.

e) Step 5: The invigilators transfer the exam questions to students. Students prepare for 10-15 minutes, hand-write the main ideas to answer the questions, take photos and submit the preparation for the invigilators on the system. After receiving the students' preparation, the invigilators ask questions for clarification, assessment, and grading. The invigilators can create an exam room to assign exam questions to students for preparation, and another room to conduct questions and answers. All exam rooms are arranged with invigilators and all video and audio recordings are performed.

After concluding an oral exam with one student, the invigilator will ask the student to leave the exam room and call the next student.

f) Step 6: The invigilators do this until the exam is completed. The invigilators check and save the data of the preparation submitted by the students on the software system; record and report to the head of the department the cases of not submitting papers or not taking the exam.

g) Step 7: The invigilators stop the recording function and end the exam.

## **C. Multiple-choice exam process**

### 1. Requirements:

a) The Academic Affairs Office initiates and uploads information about the exam shift, class codes, exam subjects, and lecturers in charge to the online exam system.

b) The lecturer is assigned to create an exam room on MS Teams with a maximum size of 49 students/ room, and send the list of contestants to MS Teams so that the contestants know information about the exam room.

c) Invigilators and students must be present in the online exam room at least 30 minutes before the start of the exam to check technical conditions.

d) Ensure that at least 01 invigilator supervises 01 online exam room.

e) Students turn on the camera during the entire time they are present in the exam room.

f) Students must install the multiple-choice exam software before taking the exam.

g) The invigilators must monitor and supervise students throughout the exam.

h) The invigilators must make video and audio recordings during the time from the time the students are present in the online exam room until the end of the exam.

## 2. Invigilation process:

a) Step 1: Invigilators and students are present in the online exam room.

b) Step 2: The invigilators check the technical conditions of the contestants. The invigilators choose the Large gallery mode on MS Teams to observe all 7x7 image boxes on one screen.

c) Step 3: The invigilators turn on the recording function of MS Teams, remind students of the code and name of the course, exam time, take attendance, check cards and student information, disseminate exam regulations, note that students must not leave the exam position during the exam or voluntarily exit the exam software, turn off all software that is not related to the multiple-choice exam process, only MS Teams is operated during the exam.

d) Step 4: The invigilators provide the password of the paper to the students.

e) Step 5: Students log in with their Office 365 Account (email and email password), wait for the official exam time, open the paper themselves and do it.

f) Step 6: The invigilators remind students when the exam time is about to end (05 minutes in advance).

g) Step 7: After the exam time, students submit their papers and close/exit the exam software. The invigilators ask all students to leave the exam room on MS Teams, stop the recording function and end the exam. The invigilators report to the Head of the department/ specialized group any absences.

### **D. Process of foreign language exam in the form of multiple-choice**

#### 1. Requirements:

a) CLA Center prepares the list of contestants (maximum 40 contestants/ exam room); announces the exam time, exam shift of contestants and the exam instructions on the website of the unit; initializes the respective online exam rooms (MS Teams) before the exam.

b) Each exam room must have at least 02 invigilators; 1 more technician can be arranged to support (if needed).

c) Invigilators and candidates must be present in the online exam room at least 30 minutes before the exam time to check the technical conditions and complete the examination procedures.

d) Invigilators must monitor and supervise the candidates and the activities of the exam room during the exam; make video and audio recordings of the exam room's activities during the exam; and promptly report incidents and violations of regulations (if any).

e) Contestants must prepare themselves, meet the technical conditions (hardware, software) according to the exam notice and turn on the camera so that the invigilators can supervise during the exam.

#### 2. Invigilation process:

a) Step 1: Invigilators and students are present in the online exam room.

b) Step 2: Invigilators check the candidates' technical conditions and turn on the recording function of the online exam room.

c) Step 3: Invigilators carry out the examination procedures for the candidates: take attendance, check cards and compare it with the exam list, disseminate the exam rules and instructions for taking the exam question.



d) Step 4: Students log in with their Office 365 Account (email and email password), wait for the official exam time, open the paper themselves and do it.

e) Step 5: The invigilators remind students when the exam time is about to end (05 minutes in advance).

e) Step 6: After the exam time, students submit their papers and exit the exam software.

g) Step 7: The invigilators ask all candidates to leave the online exam room; stop recording function; report to the Examination Council on cases of absence, technical problems, violations of exam regulations, submission of examination minutes and termination of the exam shift.