

GUIDELINE

for

Policy and Mechanism

of National Entrance Examination

For 1st Year Admission

at Health Training Institution

Re-Audited and Modified on

November 2010

Introduction

Human Resource Strengthening is one of the government triangles political strategies, which the development of health and education sector is a high priority toward poverty reduction in Cambodia. The rapid human resource development in both public and private sectors require the mechanism to ensure the good management and quality. In responding to the needs, the government had promulgated Sub Decree 21 អនក្រឹត្យលេខ ២១ អនក្រឹត្យ ចាត់តាំងថ្ងៃទី ១៣ ខែ សីហា ឆ្នាំ ២០០៧ នៅសាលារដ្ឋបាលជាតិ។ In Sub-Decree 21, MoH and MoEYS main responsibility is to set the Condition, Policies, Mechanism and other regulations related to Health. In order to ensure the quality of education, admission, and graduate examination, all level and skill of health shall have National Examination that contain one National Exam Committee responsible for preparation and management of the National Examination to ensure the accuracy, justice, equality and transparency.

The Guideline for Policies and Mechanism of National Entrance Examination for 1st year student in Health Training Institution were prepared to set the Examination Policies and Mechanism, Role-Duty and Responsibilities of Committee, Committee, Sub-Committees also Rule and Provisions. This Guideline had it first audition and modification based on the National Examination experienced in the past years to make this book with more effectiveness.

The National Examination Committee would like to thanks to, the Secretariat, the representative from both Ministries that help to prepare and modify the **Guideline on the Policy and Mechanism for National Entrance Examination** successfully and promulgated from now on. We will have our following audition and modification base on the changes of human resource development.

The National Exam Committee hope, this Guideline will be helpful for the National Entrance Examination process with successful and effectiveness.

Phnom Penh 16 November 2010

The National Exam Committee

Guideline
on
Policy and Mechanisms of National Entrance Examination
at Health Training Institution
for the Student with high school diploma

According to:

- Sub-degree 21 dated on 13 March 2007 on Health Education
- Sub-degree 43 dated on 25 February 2009, the modification on Article 6 in the Sub-Degree 21 dated on 13 March 2007 on Health Education.
- The decision number 21 ស្តីពី ចេញនៅ 15 April 2007 on the National Exam Committee Nomination for Health Education.
- According to the Government decision.

A. Objective

The Policy and Mechanism of National Examination preparation aims to ensure the accuracy and transparency of the examination for choosing 1st year entrance student at public and private health training institution.

B. Examination Center

National Entrance Examination shall have the same questionnaires and one examination place as indicated by the National Examination Committee and according to:

- Number of examination candidates
- Safety of the examination place, examination room (25 candidates/room only with 1.5 m space between candidate).

C. Exam Management

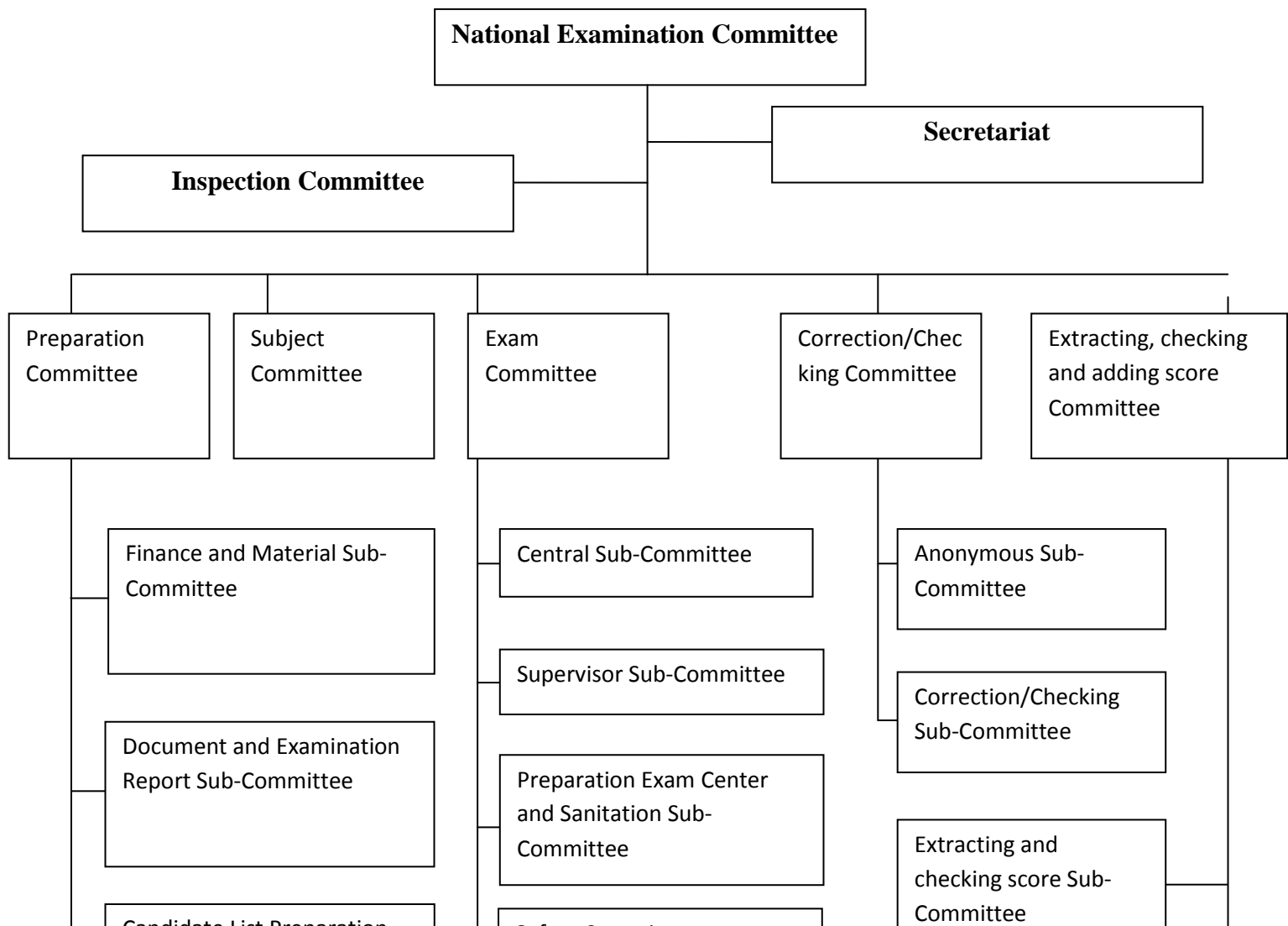
The National Exam Committee responsible to manage and monitor the National Entrance Examination and shall have one Secretary as assistant from HRD-MoH and Department of Higher Education of MoEYS.

D. National Examination Structure

The National Exam Committee has overall responsibility in manage the operation of National Examination with the assistant of Committee and Sub-Committee as follow:

- **Preparation Committee**
 - Finance and Material Sub-Committee

- Document Sub-Committee
- Receiving Application and Candidate List Preparation Sub-Committee
- **Inspection Committee**
 - Subject Center
 - Exam Center
 - Correction/Checking Center
- **Subject Committee**
 - Subject Committee
 - Packaging Committee
 - Computer Typing Committee
- **Exam Center Committee**
 - Central Sub-Committee
 - Supervisor Sub-Committee
 - Prepare Examination Center and Sanitation Sub-Committee
 - Safety Sub-Committee
- **Correction/Checking Committee**
 - Anonymous Sub-Committee
 - Correction/Checking Sub-Committee
- **Checking and Adding Score Committee**
 - Extracting Score and Checking Score Sub-Committee
 - Adding Score Sub-Committee



E. The Nominated Committee and Sub-Committee

Committee Name	Nominee	Duty/Responsibilities
1.Managing Exam Committee	- 8 nominates	
1.1 Preparation and facilitate Sub-Committee	- គ.ប.ជ - Secretariat	- 3 person - 7 person
2.Inspection Committee	- Representative from the Committee of Recognize Quality Education of Cambodia - Representative of MoEYS - Representative of MoH	- 1 Vice Chair - 1 Chair - 1 permanent member
2.1 Examination Center	- Representative of MoEYS - Representative of MoH	- 1 Chair - 1 Vice Chair - 1 per/4 rooms
2.2 Correction Center	- Representative of MoEYS - Representative of MoH	- 1 Chair - 1 Vice Chair - 1 member/subject
3.Subject Committee	- Representative of Minister Councils - Representative of MoEYS - Representative of MoH - Professor of each subject (1person/1subject/for each related institution) - Secretariat from both Ministry	- 1 Chair - 2 Vice Chair - Member (1 person/1 subject/ institution)
4.Prepare Exam Committee	- Representative Secretariat of National Examination Committee - Representative of MoEYS - Representative of MoH	- 1 Vice Chair - 1 Chair - 1 permanent member
3.1 Finance and Material Sub-Committee	- Representative of MoEYS - Representative of MoH	- 3 person - 3 person
3.2 Document and to report Sub-Committee	- Representative of MoEYS - Representative of MoH	- 1 person/ 8 rooms
3.3 Candidate list Sub-Committee	- Representative of MoEYS - Representative of MoH - Representative of related training Institution	- 2 person - 2 person - 2 person/Institution
5. Examination Center Committee	- Representative of MoEYS - Representative of MoH - Representative of Training Institution of Examination Center	- 1 person - 1 person - 1 person/ institution
5.1 Examination Center Preparation	- Representative of Training Institution of Examination Center	- 1 person/9 rooms

and Sanitation Sub-Committee		
5.2 Central Sub-Committee	- Representative of MoEYS - Representative of MoH	- 0.4 person multiple by room number
5.3 Supervisor Sub-Committee	- Representative of MoEYS - Representative of MoH - Representative of related Training Institution	- 2.5 person multiply by room number
5.4 Safety Sub-Committee	- Local Authority	- 1 person/8 rooms
6. Correction Center Committee	- Representative of MoEYS - Representative of MoH - Representative of related Training Institution	- 1 person - 1 person - 1 person/ Institution
6.1 Anonymous Sub-Committee	- Representative of MoEYS - Representative of MoH - Representative of related Training Institution - Anonymous	- 1 Chair - 1 Vice Chair - 1 person/ Institution
6.2 Correction Sub-Committee	- Representative of MoEYS - Representative of MoH - Correct person for each subject	- 1 person/1 subject - 1 person/1 subject - 4 person/1 subject
7. Extracting, Checking Score and Report Committee	- Representative of គ.ជ.ប - Represent Secretariat of គ.ជ.ប - Representative of MoEYS - Representative of MoH - Representative of related training institution - Chair and Vice Chair of Correction Center Committee	- 1 Chair - 2 Vice Chair
7.1 Extracting and Checking Score Sub-Committee	- Representative of MoEYS - Representative of MoH - Adding and Extracting Score and Result - Representative of related training institution	- 1 Chair - 1 Vice Chair - 8 person multiply by 2 groups - 1 person/institution
7.2 the Examination Result Sub-Committee	- គ.ជ.ប - Inspection Committee - Adding, Extracting the score and the result - Representative of related training institution - Secretariat	- 8 person - 3 person - 8 person - 3 person - 7 person (21 person)
7.3 Safety Sub-Committee	ស.វ.ស	3 person

Note:

All Committees and Sub-Committees, shall be nominated by National Examination Committee atleast 3 days before the examination except the Subject and Anonymous Committee,shall bereceived the nominated letter 1 day before start the duty.

4. Choosing Number

MoH and MoEYS have responsibility to set the number of entrance studentas plan base on the staff needed by MoH. Base on the examination result, the number of candidates would be selectedfrom the top to the lower scoreas indicated by MoH. Each Training institution shall receive the student base on the examination result and the candidate decision as selected in the application for school entry.

5. Condition for National Entrance Exam application

The candidate shall:

1. Have high school diploma or equivalent certificate recognized by MoH and MoEYS
2. Choosing the Training Institution through National Entrance Examination Application

6. Date of Examination

The date for National Examination shall be announced in National Entrance Examination Prakas for foundation year by the National Examination Committee.

7. Mechanism of the Examination

7.1 Examination System

a. Examination Subject

- Biology
- Chemistry
- Mathematic

b. Type of Examination and Duration

- According to National Exam Committee decision

Note:

- The National Examination Committee has right to change or add the examination subject as necessary by announcing in advance.
- The National Examination Committee has right to decidefor what subject will be tested first and the subject for the next test as necessary.

Role and Duty

of

The Committee

Committee and Sub-Committee

of

National Examination

Role and Duty of National Examination Committee

A. Nominee and Qualification

- Secretariat of Minister Councils
- Secretariat of MoH
- Secretariat of MoEYS
- Director of Secretariat of Recognize Education Quality of Cambodia
- Representative of related Professional Council
- Director Board Committee of Higher Educational Institution Association of Cambodia
- Rector of related university

B. Duty

- Nominates Committee, Sub-Committee for Examination process
- Lead and manage the examination process from the start until the announcement of the result.
- Monitor, follow up and evaluate on the examination process
- Organize and keep the candidate worksheet package and all document related to the examination in a safe place after the announcement of the result for at least 3 years.
- Solve the problem or/and raise the problem to the government for decision

C. Duty

C.1 Duty of the Chair

- Assign the duty and responsibilities to Vice-Chair and the members of National Exam Committee
- Examine and make final decision on the measure related to examination process as proposed by the Vice-Chair of National Exam Committee.
- Nominates the committee and Sub-Committees
- Assign the duty and responsibilities to the Committee and Sub-Committee
- Make decision in changing the Committee and Sub-Committee or stop from participation in the examination or penalize when violate the guideline-provision of examination
- Ensure to keep the candidate worksheet and all document related to examination in a safe place
- Solve the problem on time and raises the issue to the government to be examined and make decision if necessary
- Accountable before the government

C.2 Duty of the Vice-Chair

- Request or propose the idea on the measure for examination process to the Chair for final decision.
- Fulfill the duty as given by the Chair of National Examination Committee
- Give instruction and guidance to the Committee, Sub-Committee to follow the Examination policies.
- Monitor on all the examination activities and report all the issue happened to the Chair for decision making

- Accountable before the Chair of National Examination Committee

D. Provision

- Shall wear ID during duty hour
- The presence of the Chair is a must
- In case the Chair is absent shall formulate Responsible Committee to take over responsibilities from the Chair

E. Contact

- Related Ministry and Institution
- All Committee, Sub-Committee as listed in the structure above

Role and Duty of Secretariat

A. Nominee and Quality

- Director of Human Resource Department, MoH
- Deputy Director of Higher Education Department, MoEYS
- Deputy Director of Human Resource Department, MoH
- Chief Bureau of Human Resource Department, MoH
- Chief Bureau of Higher Education Department, MoEYS
- MoEYS officer

B. Task

Assist the National Exam Committee to:

- Monitor and Manage all activities of examination process
- Prepare the regulation related to National Examination and submit to the National Examination Committee to be examined and make decision
- Coordinate with the Committee and Sub-Committee
- Propose the budget and material for examination process
- Prepare necessary document related to the issue occurred and report to the Chair of National Examination Committee
- Make overall report related to examination process to the National Examination Committee

C. Duty

C.1 Duty of the Chair

- Assign the duty to the Chair and the Members
- Examine and make final decision on the request of the Vice-Chair of Secretariat- National Exam Committee
- Assist the National Exam Committee in the examination process management
- Accountable before the Chair-National Exam Committee

C.2 Duty of the Vice-Chair

- Propose or give an idea on the measures for examination process to the Chair of Secretariat
- Fulfill the task above and as given by the Chair of Secretariat
- Accountable before the Chair of Secretariat-National Exam Committee

C.3 Duty of the member

Fulfill the duty as assigned by the Chair of Secretariat in:

- Document preparation for National Examination Process
- Monitor all activities of Examination process
- Collect report of the examination process or the issue encountered by each Exam Committee in order to make overall report
- Report to the Chair of Secretariat all the issue occurred
- Accountable before the Chair of Secretariat of National Exam Committee

D. Provision

- Wear ID during duty hour

- Implement the role and duty effectively according to the National Exam Guideline.
- In case the Chair absent, shall delegate the responsibility to the Vice-Chair

E. Contact

- National Exam Committee
- All Committee and Sub-Committee as listed in the Examination Structure

Role and Duty of Inspection Committee

A. Nominee

A.1 Joint Responsibility

- Representative of Recognize Quality of Education of Cambodia Committee
- Representative of MoH
- Representative of MoEYS

A.2 Subject Center (place where the questionnaires were set)

- Representative of MoH
- Representative of MoEYS

A.3 Examination Center (the place where the student take exam)

- Representative of MoH
- Representative of MoEYS
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B. Task

B.1 Subject Center (The place where the questionnaires being formulated)

- Check the ID of the Subject Committee members and have the measure to those have no ID
- Check the method and policies in choosing questionnaires and the questionnaires formulation
- Monitor on copying and packaging the questionnaires paper at each room.
- Monitor on the secret keeping at the Subject Center
- Have the measure with the Subject Committee and the National Exam Committee in case abnormality noticed during questionnaires formulation such as method and policies for questionnaires selection, copy, packaging...etc.
- Collaborate with the Subject Committee in making general record and issue happened

B.2 Examination Center

- Check the ID of Committee and Sub-Committee Member of Examination Center and take measure in case have no ID
- Monitor the environment and the examination process to make sure that the examination will goes smoothly, and there is no anyone did not have ID enter the Examination Center.
- Monitor the process of lots picking for choosing indoor and outdoor supervisor and their implementation.
- Monitor the questionnaire transportation from Subject Center to the Examination Center Committee and distribution the questionnaires to each room.
- Monitor on the time keeping for the written exam
- Monitor on the receiving of the candidates worksheet at Central Sub-Committee place

- Monitor on the process of packaging, closing the package and submission to the Chair of Examination and Correction Center
- Collaborate with Examination Center and other Sub-Committee to solve the problem occur during examination such as, choosing supervisor through lots, time keeping, distribution and packaging the questionnaires and worksheet of the candidates, changing the candidates name, sit number and cheating document...etc.
- participate in recording on the abnormality occur at examination center with the Chair of Exam Center Committee
- participate in transporting the candidates worksheet to the Chair of Correction/Checking Center

B.3 Correction/Checking Center

- Inspect ID of the Committee and Sub-Committee member of Correction Center and have the measure in case of no ID
- Have the measure to solve the problem with the Correction Center and National Exam Committee in case noticed abnormality during anonymous (cutting the head of paper and coding the number), correcting and making the result of examination.

B.3.1 Anonymous Center

- Monitor the candidate worksheet checking with candidate attendance list.
- Monitor the method and policy in anonymous
- Monitor the method in keeping the head of candidate worksheet which already coded the number and packing the candidate worksheet
- Monitor secrecy keeping at the anonymous section
- Participate with Chair of Anonymous Committee in making recording.

B.3.2 Correction/Checking Center

- Monitor on the method and policy in making answer format
- Monitor on the method of correction (checking), transparency in scoring and score adding.
- Monitor and follow up the automatically felt in case the candidate absent in one subject, have zero score or cheating.
- Monitor receiving and submitting the candidate worksheet the condition of candidate worksheet package and enclose signing.
- Monitor secrecy keeping at Correction Center
- Participate with the Chair of Correction/Checking Committee

B.4 Score Adding Center

- Monitor the submission and receiving the candidate worksheet which already had corrected/checked, assess the condition of the package and enclose signing.
- Monitor the method and the policies in extracting, checking, adding the score and the result.
- Monitor the transparency, in score extracting, score adding and the result.
- Monitor secrecy keeping in extracting, adding and result section.
- Inspect the packaging and enclose signing of the candidate worksheet after extracting the score and submit to the National Examination Committee

C. Duty

C.1 Duty of the Chair

- Assign the duty to the Vice-Chair and Inspection Committee members as the task above
- Monitor the process of Examination from the start until the end. collaborate with the Chair of Committee and Sub-Committee in solving the problem happened such as, instruction, propose to suspend, change or penalize to the members in case violate the policies and guideline of the exam
- Enclose sign on the candidate worksheet package at each examination center with related Committee Chair
- Sign the record on the issue happened with the Chair of Committee
- Sign the report of each center with the related Committee Chair
- Participate with the Chair of Examination Center in transporting the Candidate worksheet to the Chair of Correction Committee.
- Accountable before the National Examination Committee

C.2 Duty of Vice-Chair

- Request or give idea on the inspection measure to the Chair for decision from the start of examination to the announcement of the result.
- Fulfill the duty above and as given by the Chair
- Accountable before the Chair of Inspection Committee

C.3 Duty of permanent member

- Fulfill the duty as given by the chair from the start of examination till the announcement of the result
- Inform the Committee Chair the problem happen at responsible place
- Monitor the implementation of Committee and Sub-Committee member base on the task above
- Make report on the condition happen from the start of examination until the announcement of the result with collaboration from personel from related Committee
- Accountable before the Chair of Inspection Committee

D. Provision

- Shall wear ID during duty hour
- Shall organize the Committee meeting 1 day before the start of examination to explain and assign the duty clearly
- Shall arrive the examination Center for at least 2 hours before examination start to monitor and receive the task.
- Chair, Vice-Chair and the member of Inspection Committee shall understand the task and duty of Committee and Sub-Committee under their responsibility
- Shall fulfill the role and duty carefully monitor the member of Committee and Sub-Committee to follow the policies and guideline of examination.
- The Inspection Committee can propose the National Exam Committee to have the measure for abnormality matter.
- In case propose to change, suspend or penalize the member that violates the policies or guideline shall collaborate with the Chair of other Committees to raise the case to the National Examination Committee final decision

- Any Committee has right to report to the National Exam Committee in case the Inspection Committee had violate the policies and guideline of examination.
- In case the Chair absent, shall delegate the duty to Vice-Chair

E. Contact

- National Exam Committee
- Committee and Sub-Committee

Role and Duty of Subject Committee

A. Nominee

- Representative of Board Association of Higher Training Institution of Cambodia.
- Representative of MoH
- Representative of MoEYS
- Representative of related professional council
- Representative of each subject professor

B. Task

- Select appropriate questionnaires according to the policies and guideline
- Set a clear questionnaire to facilitate candidate visualization and understanding
- Keep and questionnaires of each subject and submit to National Exam Committee
- Copy and prepare for each room b packing and enclose sign on the package of questionnaires sheet and for submitting to Exam Center Committee
- Report on the process of questionnaires selection and on the condition happen in collaboration with the Inspection Committee

C. Duty

C.1 Duty of the Chair

- Assign and clearly explain the duty to the Vice-Chair and the member
- Give instruction in choosing questionnaires for each subject to the member to prepare the questionnaires for 3 time on the questionnaire for the exam and clearly checks
- Choosing the questionnaires with the Vice-Chair through lots and shall sign for agreement before submit for copy
- Keep the questionnaires and other related document appropriately for submission to National Exam Committee
- Collaborate with the Chair of inspection Committee in solving the problem such as, give advice, propose for suspension, change or stop the member in case violate the policies and guideline of questionnaire issue
- Enclose sign on the questionnaire package with the Chair of Inspection Committee for submission to the Exam Center Committee
- Collaborate with Inspection Committee to sign on the report of questionnaire issuance and the condition happen
- Accountable before the National Exam Committee

C.2 Duty of the Vice-Chair

- Fulfill the task above and as given by the chair.
- Accountable before the Chair of Subject Committee

C.3 Duty of the Member

C.3.1 Duty of Responsible Member for Producing Questionnaire

- Organize and set the questionnaire of each subject for 3 time according to the instruction of the Chair
- Check the questionnaire sheet for the lacking condition such as, clarity or missing words, sentences, or missing page then organize as order
- Produce enough copy according to each subject after the Committee Chair had checked.

C.3.2 Duty Responsible Member for Packaging

- Check the questionnaire of each subject after copied.
- Count and insert the question in the package compare to the candidates number and clearly label the subject, number of questionnaires and room number
- Accountable before the Chair of Subject Committee

D. Provision

- Shall wear ID during duty hour
- shall organize the Committee meeting 1 day before the start of examination to explain and assign the duty clearly
- Shall keep secret and accountable for questions leakage
- In case an incorrect questions or not clear shall propose to the Chair of National Exam Committee to make decision
- Shall remain at the questionnaires section until all the candidates finished their worksheet.
- Prohibit using and communication system
- The Committee Chair have right to report to the National Exam Committee in case the Inspection Committee had violate the policies and guideline of examination.

E. Contact

- National Exam Committee
- Inspection Committee
- Correction Committee

Role and Duty of Exam Center Committee

A. Nominee and Quality

- Representative of MoH
- Representative of MoEYS
- Representative of Training Institution of Exam Center

B. Task

- Manage and monitor all activities of examination process from the start of examination center preparation until the examination finished
- Received the questionnaires package from the Subject Committee and distribute the questionnaire to each room with collaboration of Inspection Committee
- Solve and report the issue/problem occurred during examination
- Collaborate with Inspection Committee to make the report on the examination process and the issue happen during the examination
- Transport the candidate worksheet with the Chair of Inspection Committee to the Chair of Correction Center Committee
- Accountable before National Exam Committee on the process of examination

C. Duty

C.1 Duty of the Chair

- responsible for over all management of examination process and participate in problem solving on time
- Meeting with the Vice-Chair and the Chair and Vice-Chair of other Committee to assign the duty and responsibility
- Instructino on the role and duty and provision of examination to the member of other Vice-Committee
- Responsible to number the table and table maping and sign keep and submit to the Chair of Central Committee on each subject
- Set the startingtime and collecting timefor the candidate worksheet of each subject by assign the timekeeper for belt ringing.
 - 1st Belt: a signal for the candidate enter the room
 - 2nd Belt: a signal to open the questionnaire
 - 3rd Belt: a reminding signal that for 15 minutes later the candidate worksheet will be collected.
 - 4th Belt: a signal for supervisor to collect the worksheet
- Collaborate with Inspection Committee to advice or change or suspend or propose for penalize any committee member that violate the policies and guideline of examination
- Enclose sign on the candidate worksheet package with collaboration from Inspection Committee for submission to Exam Center Committee
- Report all issue happened during examination to the Chair of National Exam Committee

- Nominates Safety Sub-Committee to do inspecting at the exam center entrance for cheating document and prohibit any person did not wear ID to come in the exam center
- Nominates Central Sub-Committee to make report on the examination process and the issue happened and sign for approval in collaboration with Inspection Committee.
- Transport the candidate worksheet with the Chair of Inspection Committee to the Chair of Correction Center Committee
- Accountable before the Chair of National Exam Committee

C.2 Duty of the Vice-Chair

- Fulfill the task above and as given by the Chair
- Accountable before the Chair of Exam Center Committee

C.3 Duty of the member

- Fulfill the duty as assign by the Chair
- advice or give idea to Sub-Committee to appropriately follow the policies of examination
- Report all the issue to the Chair of Exam Center Committee
- Accountable before the Chair of Exam Center Committee

D. Provision

- Wear ID during duty hours
- Meeting with other Sub-Committee 1 day before the examination start in order to clearly explain and assign the work
- Arrive at exam center for at least 2 hours in advance to inspect and receives the task
- In case the Chair absent, shall delegate the duty to the Vice-Chair
- Implement the role and duty effective according to the policies and guideline of examination
- The Committee Chair has the right to report to the Chair of National Exam Committee in case the Inspection Committee violates the policies and guideline of examination.

E. Contact

- National Exam Committee
- Inspection Committee
- All Sub-Committee as listed in the National Exam Structure

Role and Duty of Exam Center Preparation and Sanitation Sub-Committee

A. Nominee

- Representative of Training Institution where the exam is conducted

B. Task:

- Organize appropriate space between the chair and have enough chair fit to the candidate number
- Prepare the room with enough material such as, board, chock, marker
- Prepare the electric or non electricl belt and responsible to signal for time setting.
- Sanitary in the room and examination compound

C. Duty:

C.1 Duty of the Chair

- Clearly assign and explain the duty to the member
- Responsible to make sign through the belt for examination time as set by the Chair of Exam Center Committee
- Solve or raise the issue that obstruct the preparation to the Exam Center Committee
- Accountable before the Exam Center Committee

C.2 Duty of the Vice-Chair

- Fulfill the task above and as given by the Chair
- Accountable before the Chair of Preparation Committee

C.3 Duty of the Member

- Fulfill the duty as given by the Chair
- Report any problem during preparation for further action
- Accountable before the Chair of Preparation Sub-Committee

D. Provision

- Wear ID during duty hour
- Shall attend the meeting to listen the instruction of the Chair of Exam Center Committee a day before the exam
- Shall signal the belt for examination time as set by the Chair Exam Center Committee
- Shall respect the instruction of the Chair of Exam Center committee

E. Contact

- With Exam Center Committee

Role and Duty of Safety Sub-Committee

A. Nominee

- Institution Representative where the Exam being conducted

B. Task:

- Inspect the candidate at the entrance of examination Center for cheating document and prohibit any body did not wear the ID to enter the examination Center
- Ensure the safety of out and in the compound of examination center, prevent the distraction to the examination and throwing any document to the candidate or any issues threaten to the safety of the Committee or the candidate.

C. Duty

C.1 Duty of the Chair

- Clearly and thoroughly explain and assign the duty to the member
- Solve or report all the problem or issue to the Exam Center Committee
- Accountable before the Exam Center Committee

C.2 Duty of the Vice-Chair

- Fulfill the task above or given by the Chair
- Accountable before the Chair of Exam Center Committee

C.2 Duty of the member

- Fulfill the duty as given by the Chair
- Inform the Chair on the problem or issue happen during examination.
- Accountable before the Chair of Exam Center Sub-Committee

D. Provision

- Wear ID during duty hour
- Shall attend the meeting to listen the instruction of the Chair of Exam Center Committee a day before the exam
- Shall respect the instruction of the Chair of Exam Center committee

F. Contact

- With Exam Center Committee

Role and Duty of Central Sub-Committee

A. Qualification

- Representative of MoH
- Representative of MoEYS

B. Task

- Inspects the package of candidate worksheet at each room such as, candidate worksheet and record of each room
- Inspect general worksheet at each room such as, Role and Duty of Supervisor,....., attendance list, sitting map, rules, draft paper
- Divide the 2 package above to the supervisor of each room
- Receive the general and candidate worksheet of each room from the supervisor by counting the number and packing and enclose sign.
- contain the candidate's cheating document ensure there is name, room number, and subject and the signature of both supervisor from the candidate worksheet package and also the record of each room to make the report by attached the record of each room and the remind envelop.
- Making reports on the process of examination such as, number of received candidate worksheet, absent, present, and abnormality in each room.

C. Duty

C.1 Duty of the Chair

- Clearly assign duty to the member
- Thoroughly and clear explain the duty to the member of each group as the following:
Counting and comparing the candidate worksheet, cross mark on the space by using red ball pen, clips candidate worksheets that has many sheet, writing on the absent candidate's worksheet to have a complete number of the candidate number in the room, and organize 5 pack in each set.
- Received the sitting map from the Chair of Exam Center Committee and submit to the member to keep in the general worksheet package for distribution to supervisor of each room.
- Monitor the distribution of general worksheet package and the candidate worksheet of the member
- Collaborate with Supervisor Sub-Committee in problem solving in case the Supervisor receive both worksheet package late.
- Received the questionnaires package from the Chair of Exam Center Committee to distribute to each Vice-Chair
- Monitor the member in receiving the candidate worksheet package and general worksheet package, checking, counting, packaging and enclose signs.
- Examine on the cheating case by keeping cheating document in the Sample Envelop then attached the room record in order to make the report to the Chair of Exam Center
- Collaborate with the Chair of Inspection Committee, Supervisor Sub-Committee in problem solving
- Enclose sings on the candidate worksheet package before submit to the Exam Center Committee

- Nominate report maker at each room on the process of examination such as, number of candidate worksheet, absent, present, and abnormality at each room with the approved signature from Inspection Committee
- Accountable before the Chair of Central Sub-Committee

C.3 Duty of the member

- Implement the task and duty given by the Chair
- Checks the candidate worksheet and general worksheet package at each assigned room before submit to the supervisor to ensure enough document and material for examination process
- Received the candidates worksheet by:
 - . check and count the candidate worksheet and check on clipping candidate worksheet to ensure the appropriate order from small to big number that have many sheet,
 - . Check the supervisor signature
 - . Check the name, table number and candidate signature
 - . Cross out on the blank space the candidate did not fill by using red ball pen
 - . Organize as order number and 5 package in 1 setting by checking the number of absent candidate worksheet by using red pen to cross mark or AB
 - . Inspect the cheating document in the sample envelop in case of cheating occur, attached the envelop with room records for reporting to the Chair of Exam Center
 - . Take the room reports for making report to the Chair of Exam Center
- Insert the candidate worksheet which already been checked into the package contain subject label, room number, present, absent, and enclose sign on it
- Collect general worksheet from each room, take the attend list and enclose sign then submit to the Vice-Chair to make the report at their responsible place.
- Report the lacking point to the Chair.
- Accountable before the Chair of Central Sub-Committee

D. Provision

- Wear ID during duty hours
- Shall arrive at Exam Center 2 hours in advance for lots picking and receives the task
- Shall attend the meeting to hear the Chair of Exam Center instruction 1 day before examination
- Follow the instruction of the Chair
- Prevent strolling to each room during examination hour

E. Contact

- With the Exam Center Committee
- With Inspection Committee
- With the Supervisor Sub-Committee

Role and Duty of Supervisor Sub-Committee

A. Nominee

- MoH Representative
- MoEYS Representative
- Representative of related training institution

B. Task

B.1 Indoor Supervisor

- Receives the candidate worksheet and general worksheet package from Central Sub-Committee
- Write the table number as in the given table map
- Inspect the draws of each table, collect all the document every before allow the student enter the room
- Call the candidate name when the first belt rang by, one candidate call the name in the list and comparing the picture the card with the card of the room and another supervisor inspects and take the document, books from the candidates and take the cellphone or instruct to off the phone.
- Shall not allow the candidate enter the room in case of 5 minutes late
- Shall not allow the candidate enter the room in case have no card or ID to prevent another person take exam instead. for this case shall instruct to the Exam Center for approval card.
- Read and advice on the regulation for the candidate during examination
- Advice the candidate to write down their name, table number, room number on the worksheet appropriately
- Remind the candidate to use only blue ball pen, avoid from writing above the line to be cut, and avoid making signs on the worksheet
- Sign on the worksheet after the candidate had fill up their name and table number by comparing with the table map, shall practice this way every time the candidate request to change the worksheet or asking for extra paper.
- Confiscate cross mark by using red ball pen and keep the wrong worksheet in case the candidate request to change.
- Write the subject and duration on the board
- Distribute the questionnaire to the candidates when hear the 2nd belt sound and advice to fill up their name, table number, room number on the questionnaire sheet and draft paper.
- Collect the remaining questionnaires after distribution and submit to the supervisor outside the room for further submission to the Exam Center Committee.
- Monitor the candidate by 1 standing in front and another at the back, avoid standing at the back of any candidate.
- Check attendance by instructing the candidate to clearly sign on the examination hour, subject and compare the present candidate with the attendant list.
- Shall not allow the candidate go outside the room. In case need to bath room, the supervisor shall follow, and do inspection before allow to enter the room.

- Fill the record of each room during each exam subject such as, present, absent, the problem occurs during exam and also sign and the name of both supervisor.
- write Ab, candidates name, table number, room number, by using red ball pen on the absent candidates worksheet and clearly write down in the record slip.
- Keep the candidate cheating document in the envelop by write down the name, table number, room number and subject
- In case catch the candidate with the document or cheating shall keep in the candidate worksheet, both shall sign on the sample envelop, collect the worksheet and questionnaire back as the setting time, avoid allow time for candidate to continue working on their worksheet
- In case the candidate change their name, table number to another candidate on the worksheet will be assume as making exam for some one, shall write clearly on the record slip with the signature of both supervisors
- The candidate were catch with the document or cheating or doing exam for another shall be allowed to finished their worksheet and allow to come out from the examination room
- Clear write in the room record slip the name, table number and the subject exam in case the candidate did not submit the worksheet
- Clips the extra paper on the top and a side then organize as order number from small to bigger, and pack by 5 setting/package, count and compare to the candidate number (both present and absent and insert back to the package with the room record slip then submit to Central Sub-Committee by waiting until checking was done as the signal of end duty.
- Reports immediately to the outdoor supervisor or the Inspection Committee in case of abnormality.

C.2 In door Supervisor

- Collaborate for monitoring and inspection and confiscate the document from the candidates
- Check the number of supervisor in the room to ensure the same number as set. In case there is shortage of Supervisor as set, shall report to the Vice Chair of Supervisory Committee or Inspection Committee having duty on their respective place in order to have solution
- Receives the questionnaires from the Vice-Chair of Central Committee then submit to the Indoor supervisor on their assign room
- Collects the remaining questionnaires from the indoor supervisor immediately then submit to the Center Sub-Committee
- Help the indoor supervisor for supply the candidate worksheet, daft paper, material or lacking document
- Bring the information/issue from the indoor supervisor to the Chair of Supervisory Sub-Committee for further action.
- Remind the indoor supervisor to implement their work appropriately especially collaboration in collecting and keeping the candidate worksheet, the order of their assigned room
- Report immediate to the Chair of Supervisory Committee or Inspection Committee in case of abnormality
- Monitor the candidate during examination to prevent violation of exam regulation.

C. Duty

C.1 Duty of the Chair

- Meeting with the member to clearly and appropriately assign the duty as the above task.
- Organize lots for choosing the indoor and outdoor supervisor every day.
- Collaborate with Inspection Committee to prepare the name list and signature of indoor and outdoor supervisor with the room number in the lot they had picked.
- Check the indoor and outdoor supervisor to ensure enough number as set.
- Monitor receiving the candidate worksheet package and general worksheet package from the Center Sub-Committee
- Addition instruct to the supervisor on the regulation for the candidate during examination such as, avoid allowing the candidate without name card or ID enter the room to prevent falsification person/fraud, bring cheating document in the exam room, use only blue ball pen, shall not write above the line which will be cut
- Additional instruction to the supervisor in ranging the belt for starting and collecting the candidate worksheets.
- Monitor the outdoor supervisor in receiving the questionnaires for submission to the indoor supervisor, and collecting the remaining questionnaires after distribution to the candidate for submission back to the Exam Center Committee
- Advice to fill up the room record slip during each exam subject including, present, absent, and issue happened during exam with the name and signature of both supervisors
- Instruction on the case candidate cheating, the supervisor shall keep the cheating document in the sample envelop with name, table number, room number and the subject including the signature of both supervisors then keep in the candidate worksheet package.
- Instruction in case the candidate write for changing the name, table number to another candidate on the worksheet for doing exam instead of, shall clear write on the room records slip with the signature of both supervisors
- Instruction in clipping the extra worksheet that the candidate requested, organizing the candidate worksheet and other general worksheet before submission to Central Sub-Committee
- Shall report immediately to the Inspection Committee on the abnormality
- Accountable before the Exam Center Committee

C.2 Duty of the Vice Chair

- Fulfill the task above and as given by the Chair
- Make report of their assigned place or joint report on present, absent of the supervisor and candidate, and the issue happened during the examination especially cheating and fraud case.
- Accountable before the Chair of Supervisory Sub-Committee

C.3 Duty of the member

- Fulfill the task above and as given by the Chair
- Accountable before the Chair

D. Provision

D.1 Joint Provision

- Participate the meeting to hear the instruction of Exam Center Committee 1 day before exam
- Shall wear ID during duty hours
- Shall arrive at exam center 2 hours in advance to pick the lots for room choosing
- Shall respect the instruction of Exam Center Committee

- Shall facing being penalize by the Exam Center Committee and Inspection Committee in case commits mistake or ignore the candidate cheating without warning or penalize
- Shall clearly study on the duty of Supervisor Sub-Committee and the regulation of candidate during exam
- Shall off the phone to prevent the disturbance to the candidates or give the information to outside and shall have appropriate behavior, respect the rules, keep quiet without distraction to others and clear understand the regulation and penalize procedure to the candidate
- Shall received the examination worksheet from Central Sub-Committee and return to own assigned room on time

D.2 Indoor Supervisor

- Shall not allow the candidate enter the room before their name was called
- Shall not allow the candidate enter the room in case of 5 minutes late
- Shall not allow the candidate enter the room in case of no ID or name card to prevent from frauds. in this case, instruct the candidate to meet the Exam Center Committee for confirm card
- Shall refrain from any activities such as, news paper reading, book reading for answer.
- Shall sign the top of candidate worksheet in the section to be cut, shall not sign on the lower part.
- Shall not allow the candidate copying or asking each other
- Shall prevent questionnaire leakage at assigned room.
- Shall clear write the record on the cheating candidate with the signature of both supervisors

D.3 Outdoor Supervisor

- Shall not enter the examination room except there is issue needs solution
- Shall not go to other room beside the assigned room
- Shall ensure the questionnaire leakage prevention at the assign room.

E. Contact

- With Central Sub-Committee
- With Exam Center Committee
- With Inspection Committee

Role and Duty of Correction Center Committee

A. Nominee

- MoH Representative
- MoEYS Representative
- Representative of related training institution

B. Task

- Monitor all activities of correction process from the receiving candidate worksheet from the Exam Center Committee with the Chair of Inspection Committee until the end
- Received, check and correctly count the candidate worksheet from the Exam Center Committee and the Chair of Inspection Committee on the final day of the examination, ensure the safety of the room or cabinet for keep candidate worksheet by packaging and enclose sings
- Check and appropriately count the candidate worksheet comparing the candidate number before signing and submission to the anonymous Sub-Committee.
- Appropriately check and count the body of candidate worksheet compare to the number of the candidate before receiving from the Anonymous Sub-Committee by ensuring the head part is securely and secretly keep
- Appropriately check and count the body of worksheet before submission to the Correction Sub-Committee of each subject
- Correctly check and count the body of candidate worksheet before receiving from Correction Sub-Committee of each subject
- Meeting and discuss to formulate the answer format, correction method, scoring method (Bareme) and keep for comparing and checking
- Follow up the case the candidate automatically felt due to the absent for one subject, received zero score of one subject, and cheating.
- Count the body of candidate worksheet after correction base on each subject by keeping and packaging and enclose signing before submission to Extracting, Checking and Adding Score Committee.
- Make report on the process of Correction/Checking such as, the number of candidate worksheet, absent, correction/checking method, scoring method (Bareme), number of cheating candidate, fraud case, and other issue happened
- Accountable before the National Exam Committee

C. Duty

C.1 Duty of the chair

- Accountable for the management on the correction/checking process and participate in problem solving on time
- Meeting with the Vice-Chair, Chair and Vice-Chair of other Sub-Committee for a clear duty and responsibility assignment.
- Instruction and discussion to formulate the answer format, correction/checking method, scoring method (Bareme) base on each subject.
- Give instruction clear in case give automatic felt to the candidate due to the candidate absent for one subject, receive zero score in one subject, cheating and fraud.

- Give the answer format, correction/checking method, scoring method (Bareme) to the Correction Sub-Committee according to each subject.
- Monitor on the counting before receiving the candidate worksheet from Exam Center Committee
- Monitor on the counting the candidate worksheet with the candidate number before submission to the Anonymous Sub-Committee
- Monitor on the counting the body of candidate worksheet with the candidate number before receiving from Anonymous Sub-Committee by ensure that the head part is secure and secretly keep.
- Appropriately monitor on the counting the body of candidate worksheet before submission to the Correction Sub-Committee according to each subject.
- Appropriately monitor on the counting the body of candidate worksheet before receiving from the Correction Sub-Committee of each subject
- Monitor on the counting the body of candidate worksheet after correction/checking according to each subject by keeping and packaging, enclose sign before submission to Extracting, Checking, Adding Score Committee
- Report to the Chair of National Exam Committee all the issue happened during Correction/checking
- Advice or propose for changing or suspend or penalize the member of other Sub-Committee in case violation of policies and guideline of examination by collaboration with Inspection Committee
- Nominate the report maker on the process of examination, by abstracting the report from each group on the number of worksheet, absent, number of candidate received zero score on any subject, number of cheating candidate, number of fraud, correction/checking method, scoring method (Bareme) and issue happened in collaboration with Inspection Committee
- Accountable before the National Exam Committee

C.2 Duty of the Vice Chair

- Fulfill the task above and as given by the Chair
- Appropriately count the body of candidate worksheet before submission to the Correction/Checking Group base on their subject
- Manage and monitor all activities of correct/checking process including scoring and approval sign on the correction worksheet with the signature of both corrector/checker of responsible subject
- Appropriately count the body of candidate worksheet before receiving from the corrector/checker of responsible subject for submission to the Correct.
- Make the report on the correction/checking process such as the number of candidate worksheet, number of absent, correction/checking method, scoring method (Bareme) base on the responsible subject, the issue happens for the Chair to make joint report.
- Accountable before the chair

C.3 Duty of the Vice Chair

- Fulfill the task above or as given by the Chair

- Appropriately count the body of candidate worksheet before submission to the corrector/checker base on their responsible subject
- Manage and monitor all activities of correct/checking process including scoring and signing on each subject
- Appropriately count the body of candidate worksheet before receiving from the responsible subject corrector/checker for submission to the Correction Center Committee
- Accountable before the Chair of Correction Center Committee

C.3 Duty of the Member

- Fulfill the duty as given by the Chair
- Appropriately count the body of candidate worksheet before submission to correction/checking group base on each subject
- Appropriately count the body of candidate worksheet before receiving from the correction/checking group base on each subject by packing and signing for returning to the Chair
- Report to the Chair on all the issue happened
- Collect the report from the correction/checking group for submission to the Chair for making a joint report

D. Provision

- Wear ID during duty hour
- Appropriately respect the time
- Shall use red or blue or other color as identified by the National Exam Committee for correcting/checking
- Shall have the meeting with the Committee Members and Sub-Committee 1 day before correcting/checking day for discussion and clearly assign the duty.
- Shall inform National Exam Committee in case any distraction to correcting/checking process and delay
- Report to National Exam Committee and Inspection Committee in case of abnormality occur
- The Committee Chair has the right to report to the National Exam Committee in case the Inspection Committee violated the exam policies and guideline

E. Contact

- With Subject Committee
- With Inspection Committee
- With National Exam Committee

Role and Duty of Anonymous Sub-Committee

A. Nominee

- MoH representative
- MoEYS representative
- Related training institution representative.

B. Task

- Responsible to coding the number and cut the head of candidate worksheet.
- Appropriately check and count the candidate worksheet according to the candidate numbers, check and cross mark on the blank space of the candidate worksheet that Central Sub-Committee did not make cross mark before doing number coding and cut the head.
- Check and count the candidate worksheet that had been signed and cut the head. Separately put the head and the body of candidate worksheet in the envelop then pack and enclose sign in collaboration with the Exam Center Committee and Inspection Committee.
- Shall appropriately keep the coding number head and securely keep secret
- Report to the Correction Center Committee on issue encountered

B.2 Duty of the Vice-Chair

- Fulfill the duty as given by the Chair
- Accountable before the Chair

B.3 Duty of the Member

- Fulfill the duty as given by the Chair
- Accountable before the Chair

C. Provision

- Respect the instruction of Correction Center Committee
- Keep all activities related to correcting/checking secret
- Number the coding clearly by using red color and the location or number coding at the same location of the same questionnaires.
- Confront and being penalized by the Exam Center Committee in case of mistake
- Shall turn off the phone to prevent spreading information outside.

D. Contact

- With Inspection Committee
- With Exam Center Committee

Role and Duty of Correction/Checking Sub-Committee

A. Nominee

- MoH representative
- MoEYS representative
- Corrector/Checker of each subject

B. Task

- Responsible for correcting/checking on the candidate worksheet base on the policies and guideline
- Correct/Check by note down the score in front of each question
- Give zero score on erased or change or double tick (✓) on the same question of MCQ except QROC the candidate can erase or change the answer
- Red cross mark on the blank space that the candidate did not write down and the Supervisor Sub-Committee and Central Sub-Committee miss to cross
- Keep the answer format, correct/checking method, scoring method (Bareme) for double checking

C. Duty

C.1 Duty of the Chair

- Accountable before the Correction/Checking Committee
- Manage on the correction/checking of the member
- Clearly assign the duty of the member
- Clearly instruct to the member on correction/checking method of each subject to the member
- Received the candidate worksheet from the Exam Center Committee by counting
- Do final checking and sign for approval on all correction/checking
- Give the answer format, correction/checking method, scoring method (Bareme) to the Correction/Checking Center Committee
- Enclose sign on the candidate worksheet package that have been correct/checked and submit to the Correction Center Committee

C.2 Duty of the Vice-Chair

- Fulfill as the task above and as given by the Chair
- Account the body of candidate worksheet before submission the the corrector/checkers base on their responsible subject.
- Monitor and manage on all the activities of correction/checking process including scoring, approval sign on the correction/checking that have the signature of both corrector/checkers of responsible subject.
- Appropriately count the body of the candidate worksheet before receiving from correctors/checkers of responsible subject for submission to the Correction Center Committee
- Make the report on the correction/checking process such as, number of candidate worksheet, number of absent, correction/checking method, Scoring method (Bareme) base on responsible subject and the issue happened for the Chair to make a joint report
- Accountable before the Chair

C.3 Duty of the member

- Fulfill the duty as given by the Chair
- Correction/checking, adding score base on the policies and guideline such as, correction/checking method, scoring method (Bareme), adding method to avoid mistake
- Clearl sign and write the name after correction/checking and adding score
- Appropriately check and count the candidate worksheet that have been corrected/checked then put in the envelop
- Accountable before the Chair

D. Provision

- Shall use red ball pen or blue or other color as identified by the National Exam Committee for correction/checking
- Shall scoring in word and sign in case of changing on the wrong adding/computing the score
- Shall implement the role and duty effectively according to the guideline of the exam
- Report to the Correction/Checking Center Committee and Inspection Committee in case of abnormality

E. Contact

- With the Exam Center Committee
- With the Inspection Committee
- With the Subject Committee

Role and Duty of Scoring adding, extracting and Evaluation Committee

A. Nominee

- National Exam Committee
- MoH Representative
- MoEYS Representative
- Training Institution Representative

B. Task

B.1 .1 Encoding the score and coding number in the computer (Body of candidate worksheet)

- Encoding data by using Excel program
- Data encoding must have 2 separate groups in one subject and using difference computer (3 person per group: Reading, Computer Encoding and Inspector)
- After the data encoding and accurate checking must copy in CD1. Enclose signs and safely keep
- Erase the data from the computer after the data was encoded

B.1.2 Encoding the name and coding number in the computer (Head of candidate worksheet)

- Data record by using Excel program
- Data recording must have 2 separate groups in one subject and using difference computer (3 person per group: Reading, Computer Encoding and Inspector)
- After the data encoding and accurate checking must copy in CD2. Enclose signs and safely keep
- Erase the data from the computer after the data was recorded

B.1.3 Score Adding and announcement of the result

- Combine the data in CD1 and CD2 base on the coding number of each subject to have name list and score for grading and announcement of the result.
- This stage must be finish in one day.

C. Duty

C.1 Duty of the Chair

- Accountable before the National Exam Committee
- Clearly assign the duty to the member such as, reader, computer type and comparing person
- Received the candidate worksheet for score extraction with the collaboration of Inspection Committee
- Enclose sign on the questionnaire after extraction then put in the envelop after checking and correctly count
- Report the abnormality to the National Exam Committee

C.2 Duty of the Vice-Chair

- Fulfill the duty as given by the Chair
- Accountable before the Chair

C.3 Duty of the member

- Fulfill the duty as instructed and assigned by the Chair
- The reader, must clearly and correctly read the score
- The computer recorder must record the score clearly and correctly in the computer
- The inspector for reading and recording must carefully inspect and monitor
- Recheck by ensuring the accuracy and signs on the result paper
- Report abnormality encountered to the Score extraction, checking, adding the result of examination Committee

D. Provision

- Shall implement the role and duty effectively according to the guideline of the examination
- Shall keep the secret before the result was announced

E. Contact

- With Inspection Committee
- With National Exam Committee

Role and Duty of Preparation Committee

A. Nominee

- Represent Secretariat of National Exam Committee
- MoH Representative
- MoEYS Representative

B. Task

- Manage and supply the financial and material for examination process
- Monitor on the preparation of the candidate worksheet, attendance list, table map, rule, and other document or regulation related to the examination, ensure all document are completed and on time.
- Inspect on the formulation of the candidate name list and other related document for National Examination process
- Report the financial and material problem to the National Exam Committee for solution
- Make the report on expenditure and for the whole National Examination.

C. Duty

C.1 Duty of the Chair

- Clearly assign the duty to Vice-Chair and the member
- Manage and supply the financial, material, candidate worksheet, attendant list, table setting, rules and other document and regulation related to the exam on time for submission to National Exam Committee
- Report on the financial obstruction to the National Exam Committee

C.2 Duty of the Vice Chair

- Fulfill the task above and as assigned by the Chair
- Accountable before the Chair

C.3 Duty of the Member

- Fulfill the task above and as assigned by the Chair
- Accountable before the Chair

D. Provision

- **Shall wear ID during duty hour**
- Shall provide finance and material supply according to the plan
- Shall prepare the document or other document related to the examination on time
- Shall implement the role and duty effectively base on the guideline of National Examination

E. Contact

- With Secretariat of National Exam Committee
- With National Exam Committee

Role and Duty of Finance and Material Sub-Committee

A. Nominee

- Represent Secretariat of National Exam Committee
- MoH Representative
- MoEYS Representative

B. Task

- Responsible to manage and provide enough and on time financial and material supply for examination process
- Prepare the absent and present list for Committee, Committee and Sub-Committee of National Exam
- Prepare the list for financial support and the list for issuing to the Committee, Committee, and Sub-Committee of National Examination
- Prepare the financial and material settlement list after the National Examination
- Make report on the total expenditure and received money of the whole National Examination
- Report the financial and material obstruction to the National Exam Committee for solution

C. Duty

C.1 Duty of the Chair

- Clearly assign the duty to the Vice-Chair and the Member
- Check the budget and material plan
- Check the attendant list and financial supply list for Committee, Committee and Sub-Committee for National Examination
- Monitor on the financial and material supply for the examination process and ensure the supply is enough and on time
- Check the report of the whole National Examination expenses for submission to the National Exam Committee
- Report the financial and material obstruction to the National Exam Committee for solution
- Accountable before the Exam Center Committee

C.2 Duty of the Vice-Chair

- Fulfill the task above and as assigned by the Chair
- Accountable before the Chair

C.3 Duty of the Member

- Fulfill the duty as assigned by the Chair
- Provide the financial and material supply for National Exam process
- Produce the attendant list for Committee, Committee and Sub-Committee of National Exam on time
- Produce enough and on time financial and material supply to Committee, Committee and Sub-Committee of National Exam.
- Produce the financial and material settlement list after the National Examination
- Make the report on all the money expense and received for National Examination

- Report the financial and material obstruction to the National Exam Committee for solution

D. Provision

- Shall wear ID during the duty hour
- Shall provide financial and material supply as plan
- Shall implement the role and duty effective base on the examination guideline

E. Contact

- With Prepare Committee
- With Secretariat of National Exam Committee
- With National Exam Committee

Role and Duty of Candidate Name Lister Preparation Sub-Committee

A. Nominee

- MoH representative
- MoEYS representative
- Related Training Institution representative

B. Task

- Responsible in preparation for the candidate name list formulation of each room received from training institution
- Responsible to make the candidate name list received from Training Institution
- Report the problem on the candidate name list preparation to the Preparation Committee for solution

C. Duty

C.1 Duty of the Chair

- Clearly assign the duty to the vice-chair and the member
- Check the candidate name list received from Training Institution and name list in each room
- Report the problem on the candidate name list preparation to the Preparation Committee
- Accountable before the Preparation Committee

C.2 Duty of the Vice Chair

- Fulfill the duty as given by the Chair
- Accountable before the Chair

C.2 Duty of the Vice-Chair

- Fulfill the duty as given by the Chair
- Produce candidate name list of each room and prepare related document
- Report the problem to the Chair

D. Provision

- Shall wear ID during duty hour
- Shall formulate the candidate name list of each room and prepare related document on time

E. Contact

- With the Preparation Committee
- Secretariat of National Examination

Role and Duty of Document Sub-Committee

A. Nominee

- MoH representative
- MoEYS representative

B. Task

- Prepare and distribute regulation related to examination (TOR for Committee, Sub-Committee, Examination Program, Candidate name list, application slip and other documents)
- Prepare the candidate worksheet package according to each room such as, candidate worksheet, table map, record slip of each room, sample envelop, draft paper, and other related document)
- Prepare general worksheet package for each room such as, candidate attendant list, application slips, role and duty of supervisor, rule for the candidate during exam, marker and table, blue and red pen and other material.
- Distribute the examination guideline on the role and duty to National Exam committee and other Committee and Sub-Committee

C. Duty

C.1 Duty of the Chair

- Clearly assign the duty to the vice chair and the members
- Check the candidate name list, application approval slip, candidate worksheet, candidate attendant list, record slip of each room, table map, sample envelop, draft paper, role and duty of Committee, Committee and Sub-Committee
- Report the obstacle issue or abnormality occurred to the process of document preparation to the Preparation Committee for examine and solution
- Accountable before the Preparation Committee

C.2 Duty of the Member

- Fulfill the duty as assigned by the Chair
- Report to the Chair all problem happened during preparation for solution
- Prepare and distribute the regulation related to the examination (TOR of committee, Committee, Sub-Committee, Examination program, and other document)
- Prepare the candidate worksheet base on each room includes, candidate worksheet, table map, record slip of each room, sample envelop, draft paper, and other related document
- Prepare general worksheet package of each room such as, candidate attendant list, application approval slip, role and duty of supervisor, regulation for the candidate during examination, marker, board, blue and red pen and other related material.
- Distribute the Role and Duty to the National Exam Committee, and other Committee and Sub-Committee
- Accountable before the chair

D. Provision

- Wear ID during duty hour
- Responsible for preparation and distribution the any regulation related to the examination (TOR for Committee, Committee, Sub-Committee, Examination program, Candidate name list,

application approval slip and other document) candidate worksheet package and general worksheet package of each room

- Shall implement the Role and Duty effective base on the examination guideline.

E. Contact

- With the Preparation Committee
- With the Secretariat of National Exam Committee

Joint Rule

The member of any Committee, Sub-Committee for National Entrance Examination did not appropriately follow the Role and Duty and other Regulation shall be penalized as the following.

- Oral warning for the 1st and 2nd mistake
- Suspend from being Committee and Sub-Committee for the 3rd mistake after two oral warning with the record of examination
- In the case of serious mistake (create problem or committee a serious technical problem) the Chair of Inspection Committee with the collaboration from National Exam Committee have right to propose the top level of Ministry or related institution for decision to penalize the government officer who committed the mistake base on the severity of the mistake as the following:
 - o Not be nominate for the member of Committee, Sub-Committee for 2 years or
 - o Penalize according to the guideline set in the Regulation of Joint Condition of Government Officer
- All the nominee of the Committee and Sub-Committee of National Entrance Examination shall wear the ID during duty hour to be identified as the member of committee/sub-Committee.

Annex 2

Regulation

For

The Candidate During Examination Hour

Regulation for the Candidate During National Examination

All the candidates that participate in the National Examination shall diligently implement the regulation as the following:

- Not allow to enter the examination center without ID or application approval slip and 5 minutes late.
- Follow the instruction of Exam Center Committee
- Respect the time set by the Exam Center Committee
- Shall have appropriate attitude/uniform as the student during examination.
- Shall clearly and accurately write the name, table number, subject name, on the worksheet and sign on the set place.
- The candidate will be automatically felt when absent for one subject or received zero score on one subject, cheating, and fraud. Write other person name, table number and room number will be considered as fraud.
- Shall use only blue pen and use only one ✓ on MCQ, avoid from using other mark.
- All type of erase, or rewrite on the whiteout or use ✓ more than one on MCQ considered as zero score
- Not allow to bring any document in the examination room
- Any document the super found with the candidate, in the bag, or other belonging during the examination will be considered as plan for cheating and will be penalize the same as cheating, stop from the exam
- Not allow to ask or pass the document to each other, after the 1st warning from supervisor and the candidate still make the same mistake, both candidates (document passer and receiver, asker and teller) will be penalize to stop the exam
- Shall not use blue **sign pen** or other beside blue color and shall refrain from making any sign or alphabet as the sign for correction team, this mistake if found by the Inspection Committee and the Exam Center Committee, the candidate will be penalize as automatically felt (Fraud).
- Not allow to bring any cellphone in the examination room
- Not allow to bring any weapon or explosion in the examination Center