

DEPARTMENT OF TESTING AND EDUCATION QUALITY ASSURANCE

(HEAD OF EXAMINATION AND EDUCATIONAL QUALITY ASSURANCE DEPARTMENT)

Address: Thuongmai University - 79 Ho Tung Mau Road – Mai Dich Ward – Cau Giay District - Hanoi

Tel.: (04)37643219 ext. 2092, 2093, 2094

Website: khaothi.tmu.edu.vn

Email: khaothi@tmu.edu.vn

Facebook: Khảo Thí Và Đbcldg

Manager: A/Prof. Dr. Nguyễn Đức Nhuận

Assistant Manager: M.A. Đào Thị Thu Hải

Assistant Manager: M.A. Vũ Thị Hồng Hạnh

1. Overview

Department of Testing and Education Quality Assurance was established on August 23, 2007 with the name Department of Testing and Quality Auditing under Decision No.615/TM-TCTTr dated August 23, 2007 by Rector of Thuongmai University.

On March 31, 2009, Rector of Thuongmai University signed Decision No. 189/QĐ-ĐHTM on changing the department's name into Department of Testing and Education Quality Assurance.

There are 22 executives in the Department including 01 Manager, 02 Assistant Managers and 19 staffs. They are divided into such groups as follows:

- Group of Course Tests: 4 staffs
- Group of Test Results: 10 staffs
- Group of Education Quality Assurance: 5 staffs

Besides, the Department's staff also take part in other work groups such as entrance and exit exam marking; academic transcript printing and education result confirmation; exam materials and stationery management.

2. Duties and Functions

The duties and functions of Department of Testing and Education Quality Assurance are assigned under Regulations of Organization and Operation of Thuongmai University No.789/QĐ-ĐHTM dated September 26, 2016 by Rector of Thuongmai University.

2.1. Functions

Assisting and consulting the Rector to manage, develop and implement operations on testing and education quality assurance.

2.2. Duties

- a. Composing documents and rules on testing and education quality assurance under the regulation of Ministry of Education and Training;
- b. Acting as the focal point for testing under the University regulations;
- c. Acting as the focal point for planning and organizing the quality check of training major/ specialization and the University under the current regulations;
- d. Coordinating with other functional departments, functional faculties and training faculties to provide warnings on learning results, training results, graduation results, etc. for learners;
- e. Participating in the admission and graduation procedures as assigned by the Admission and Graduation Councils;
- f. Acting as the focal point for collecting feedbacks of learners on the work of the

lecturers and the operations of the University;
g. Performing other tasks as assigned by the Rector.

3. Personnel

| No. | Full name | Academic Titles | Titles |
|-----|------------------------|------------------|---|
| 1 | Nguyễn Đức Nhuận | Assoc. Prof. Dr. | Manager |
| 2 | Đào Thị Thu Hải | M.A. | Assistant Manager |
| 3 | Vũ Thị Hồng Hạnh | M.A. | Assistant Manager |
| 4 | Đặng Thị Hải Hằng | M.A. | Staff in Group of Education Quality Assurance |
| 5 | Mai Lan Phương | B.A. | Staff in Group of Education Quality Assurance |
| 6 | Nguyễn Hoài Thu | B.A. | Staff in Group of Education Quality Assurance |
| 7 | Nguyễn Trung Hải | M.A. | Staff in Group of Education Quality Assurance |
| 8 | Hoàng Anh | B.A. | Staff in Group of Education Quality Assurance |
| 9 | Nguyễn Hữu Thanh | B.A. | Staff in Group of Test Results |
| 10 | Lại Tuyết Mai | B.A. | Staff in Group of Test Results |
| 11 | Trần Thị Quỳnh Hoa | M.A. | Staff in Group of Test Results |
| 12 | Nguyễn Ngọc Bảo | M.A. | Staff in Group of Test Results |
| 13 | Lê Thị Diễm Hải | M.A. | Staff in Group of Test Results |
| 14 | Nguyễn Thùy Dương | M.A. | Staff in Group of Test Results |
| 15 | Trần Thị Thủy | M.A. | Staff in Group of Test Results |
| 16 | Đoàn Ngọc Phước | B.A. | Staff in Group of Test Results |
| 17 | Lê Thị Hà Ngọc | M.A. | Staff in Group of Test Results |
| 18 | Nguyễn Thị Phương Thảo | M.A. | Staff in Group of Test Results |
| 19 | Phạm Thị Thanh Bình | M.A. | Staff in Group of Course Tests |
| 20 | Nguyễn Thị Thu Hương | M.A. | Staff in Group of Course Tests |
| 21 | Đào Việt Anh | B.A. | Staff in Group of Course Tests |
| 22 | Phạm Thanh Phong | M.A. | Staff in Group of Course Tests |

Hanoi, May 07, 2021

MANAGER

A/PROF. DR. NGUYỄN ĐỨC NHUẬN