

**Tokat Gaziosmanpasa University**  
**Pazar Vocational School of Higher Education**

**Workflow Processes**

<b>Process No.</b>	15
<b>Process Name</b>	Preparation Process of Exam Programs
<b>Those Responsible for the Process</b>	Vocational School Department Heads, Vocational School Department Heads assistants
<b>Process Organization Relationship</b>	Vocational School Director, Vocational School Department Heads, Faculty Members, Students, Rectorate
<b>Purpose of the Process</b>	Midterm and Final Exam Schedules to be Held at the Times Specified in the Academic Calendar and Announced to Students
<b>Limits of the Process</b>	Starts and Ends on Midterm and Final Exam Dates According to the Academic Calendar
<b>Process Steps</b>	<ul style="list-style-type: none"> <li>• Midterm and Final Exam Days, Places and Hours of the Courses Specified in the Weekly Class Hours of All Programs are Determined by Taking the Opinions of the Students in a Way That Will Not Victimize them.</li> <li>• Midterm Exam and Final Exam Schedules are Announced to Students and Faculty Members.</li> <li>• Midterm Exam and Final Exam Schedule It is applied according to the prepared program.</li> </ul>
<b>Performance Indicators</b>	Midterm Exam and Final Exam Programs realization

