## TC Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

## Workflow Processes

Process No.	15	
Process Name	Preparation Process of Exam Programs	THE PREPARATION PROCESS OF EXAM PROGRAMS
Those Responsible for the Proces	s Vocational School Department Heads, Vocational School Department Heads assistants	START
Process Organization Relationship Purpose of the Process	Vocational School Director, Vocational School Department Heads, Faculty Members, Students, Rectorate Midterm and Final Exam Schedules to be Held at the Times Specified in the Academic Calendar and Announced to Students	Midterm and Final Exams will be held by the Department Head. By Determining the Appropriate Day, Place and Hours Exam Program is Prepared
Limits of the Process	Starts and Ends on Midterm and Final Exam Dates According to the Academic Calendar	Prepared Exam Program for the Approval of the Vocational School Director offered
Process Steps	<ul> <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</li> </ul>	No Is it suitable? Yes Exam Program for Students and Faculty Members
	It is applied according to the prepared program.	Announced
Performance Indicators	Midterm Exam and Final Exam Programs realization	Exams According to the Approved Exam Schedule Makes END OF PROCESS