



TC  
TOKAT GAZIOSMANPASA UNIVERSITY  
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION

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Workflow Process Chart

Student affairs

Workflow Number: İ.A.Ş. 030

**STORAGE OF EXAM DOCUMENTS WORKFLOW PROCESS**

**Responsible**

**Legislation/Documents**

Exam results are evaluated and announced by the relevant instructor.

\*Lecturer \*Automation

Faculty members deliver the exam documents, including exam questions, answers, attendance list and answer key along with the exam results, to the department head or academic unit management in the form of a sealed envelope for signature within 30 days from the end of the relevant term exams.

\*Teaching staff

\*Exam Documents  
\*Delivery record

Exam documents are kept for two years in a place deemed appropriate by the senior management.

\*Academic Unit  
Management

\*Exam Documents