Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

Process No.	13	
Process Name	Exam Grade Objection Process	START THE OBJECTION PROCESS TO THE EXAM GRADE
Those Responsible for the	Process: Department Heads, Faculty Teaching the Course	START THE OBJECTION PROCESS TO THE EXAM GRADE
	element	★
Process Organization	Heads of Departments, Faculty Teaching the Course	Instructors After Exams Are Evaluated
Relationship	Staff, Student, Student Affairs	Logs in via OBS and Approves and Announces Grades
Purpose of the Process	Preventing Student Victimization	
Limits of the Process	Instructors' Grades are Transferred to the System	—
	It starts with entering the note, correcting the note and creating a new one.	If the Student Finds His Exam Score Low, Education and Training
	Entering the Note into the System or Any	And within 7 days according to the Exam Regulations,
	In case it is determined that there is no mistake, it is	Submits Error Petition (Objection Petition)
	notified to the student and the instructor.	L ,
	It ends up	
Process Steps	Midterm Exam, Final, Make-Up Exam	Relevant Instructor Reads Students' Exam Papers
	Results After Evaluation Faculty Members Login	Examines Again
	via OBS	↓
	Announced After Approval	
	It is possible.	Is there material error? Rejected
	According to the Education and Examination Regulations,	material error?
	the Student Submits a Petition to Object to the	
	Exam Score within 7 Days.	Yes
	The Exam Paper is Checked by the Instructor in	For Note Issuance by the Department Head
	Charge.	Presented to the Board of Directors
	The objection is examined.	- L
	If a material error is discovered, it is presented to the Board of Directors.	Objection is Reviewed by the Board of Directors
	The grade is corrected by the decision of the Board of Directors.	Ţ
	The Situation is Notified to the Student.	
	The Student's Notified to the Student. The New Grade is Entered into the Student Information System.	Is the objection
	If there is no error, the objection is rejected.	correct?
Performance	Number of Students Objecting to Exams, Number of Students	
Indicators	whose Objections Were Accepted	Yes
	whose objections were Accepted	
		A new grade is recorded in the Student Information System
		<u> </u>
		The Student is Notified of the Decision, Positive or Negative
		Indication realised of the Decision, 1 course of regulate
		↓
		END OF PROCESS