

TC
Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	13
Process Name	Exam Grade Objection Process
Those Responsible for the Process	Department Heads, Faculty Teaching the Course element
Process Organization Relationship	Heads of Departments, Faculty Teaching the Course Staff, Student, Student Affairs
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. Entering the Note into the System or Any In case it is determined that there is no mistake, it is notified to the student and the instructor. It ends up
Process Steps	<ul style="list-style-type: none"> • Midterm Exam, Final, Make-Up Exam Results After Evaluation Faculty Members Login via OBS Announced After Approval <i>It is possible.</i> • According to the Education and Examination Regulations, the Student Submits a Petition to Object to the Exam Score within 7 Days. • The Exam Paper is Checked by the Instructor in Charge. • The objection is examined. • If a material error is discovered, it is presented to the Board of Directors. • The grade is corrected by the decision of the Board of Directors. • The Situation is Notified to the Student. • The New Grade is Entered into the Student Information System. • If there is no error, the objection is rejected.
Performance Indicators	Number of Students Objecting to Exams, Number of Students whose Objections Were Accepted

