

Thành phố Hồ Chí Minh, ngày 11 tháng 9 năm 2025

KẾ HOẠCH
Kiểm tra Tiếng Anh đầu khóa dành cho Tân sinh viên Đại học chính quy
Khóa tuyển sinh năm 2025

TT	Thời gian	Công việc	Đơn vị thực hiện	Đơn vị phối hợp
1	Trước 15/09/2025	Thông báo kế hoạch thi, nội dung bài thi cho sinh viên	Phòng KT&ĐBCL	Khoa Ngoại ngữ TTĐT&ĐGNL NN-CNTT
2		Cung cấp danh sách sinh viên dự thi cho Phòng KT&ĐBCL	Phòng Quản lý Đào tạo	
3	Trước 17/09/2025	Thành lập Hội đồng thi, các Ban tổ chuyên môn	TTĐT&ĐGNL NN-CNTT Phòng KT&ĐBCL	Khoa Ngoại ngữ
4	Trước 17/09/2025	Chuẩn bị công tác tài chính	TTĐT&ĐGNL NN-CNTT	Phòng Tài chính kế toán
5		Công bố danh sách thí sinh dự thi Chuẩn bị hồ sơ, vật tư thi	Phòng KT&ĐBCL	TTĐT&ĐGNL NN-CNTT
6	Trước 16/09/2025	Hoàn thành công tác ra đề, bản giao cho P.KT&ĐBCL	Ban Đề thi	Phòng KT&ĐBCL Khoa Ngoại ngữ; TTĐT&ĐGNL NN-CNTT
7	Trước 18/09/2025	Công tác chuẩn bị phòng máy, hệ thống mạng, tai nghe, chuột, bàn phím	Ban Cơ sở vật chất	TTĐT&ĐGNL NN-CNTT Phòng QLCNTT Phòng QTTS
8	18/09/2025	Kiểm tra cơ sở vật chất	Hội đồng thi Ban Cơ sở vật chất Ban Còi thi	TTĐT&ĐGNL NN-CNTT Phòng KT&ĐBCL Phòng QLCNTT Phòng QTTS
9	Trước 18/09/2025	Hoàn thành tạo phòng thi, danh sách thi, đề thi, phân quyền trên hệ thống thi	Ban Đề thi Ban Thư ký	Phòng QLCNTT
10	19-21/09/2025	Kiểm tra Tiếng Anh (3 kỹ năng: Nghe, Đọc, Viết)	Ban Còi thi	
11	Trước 06/10/2025	Chấm thi phần Viết	Ban Thư ký Ban Chấm thi	Phòng KT&ĐBCL TTĐT&ĐGNL NN-CNTT
12	Trước 13/10/2025	Tổng hợp kết quả thi	Ban Thư ký	Phòng KT&ĐBCL TTĐT&ĐGNL NN-CNTT
13		Họp Hội đồng thi thông qua kết quả thi	Hội đồng thi	Phòng KT&ĐBCL TTĐT&ĐGNL NN-CNTT
14	Trước 20/10/2025	Công bố kết quả thi và tư vấn lộ trình học cho sinh viên	TTĐT&ĐGNL NN-CNTT	

Nơi nhận:

- Chủ tịch HĐT, Ban Giám hiệu (b/c);
- Các đơn vị liên quan.
- Lưu VP, P.KT&ĐBCL.



HIỆU TRƯỞNG

Nguyễn Đức Trung



No. 1/KC/KH-ĐHNB

PLAN

Entrance English Examination for New Undergraduate Students - Admission Cohort 2025

No.	Time	Tasks	Implementing Units	Coordinating Units
1	Before September 15, 2025	Announcement of the examination plan and exam content for students	Department of Testing and Quality Assurance	Faculty of Foreign Languages; Center for Language and IT Competency Training and Assessment
2		Provision of the candidate list to the Department of Testing and Quality Assurance	Department of Academic Affairs	
3	Before September 17, 2025	Establishment of the Examination Council and professional committees/teams	Center for Language and IT Competency Training and Assessment; Department of Testing and Quality Assurance	Faculty of Foreign Languages
4	Before September 17, 2025	Preparation of financial matters	Center for Language and IT Competency Training and Assessment	Department Finance and Accounting
5		Publication of the candidate list. Preparation of examination documents and materials	Department of Testing and Quality Assurance	Center for Language and IT Competency Training and Assessment
6	Before September 16, 2025	Completion of exam paper preparation and handover to the Department of Testing and Quality Assurance	Examination Question Committee	Faculty of Foreign Languages; Center for Language and IT Competency Training and Assessment; Department of Testing and Quality Assurance
7	Before September 18, 2025	Preparation of computer labs, network systems, headsets, mice, and keyboards	Facilities Committee	Center for Language and IT Competency Training and Assessment; Department of Information Technology Management; Department of Facilities Management

No.	Time	Tasks	Implementing Units	Coordinating Units
8	September 18, 2025	Inspection of facilities	Examination Council Facilities Committee Proctoring Committee	Center for Language and IT Competency Training and Assessment; Department of Testing and Quality Assurance; Department of Information Technology Management; Department of Facilities Management
9	Before September 18, 2025	Completion of exam room setup, candidate lists, exam papers, and user permissions on the examination system	Examination Question Committee Secretariat Committee	Department of Information Technology Management
10	September 19-21, 2025	English examination (3 skills: Listening, Reading, Writing)	Proctoring Committee	
11	Before October 06, 2025	Grading of the Writing section	Grading Committee Secretariat Committee	Department of Testing and Quality Assurance; Center for Language and IT Competency Training and Assessment
12	Before October 13, 2025	Compilation of examination results	Secretariat Committee	Department of Testing and Quality Assurance; Center for Language and IT Competency Training and Assessment
13		Meeting of the Examination Council to approve the results	Examination Council	Department of Testing and Quality Assurance; Center for Language and IT Competency Training and Assessment
14	Before October 20, 2025	Announcement of results and advising students on their study pathways	Center for Language and IT Competency Training and Assessment	

Recipients:

- Chairperson of the University Council, Board of Rectors (for reporting);
- Relevant units;
- Archives: General Administration Office, Department of Testing and Quality Assurance

RECTOR 

(signed)

Nguyen Duc Trung