

KẾ HOẠCH

Kiểm tra Tin học 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 25 09 2025	Thông báo kế hoạch thi, nội dung bài thi cho sinh viên	Phòng KT&ĐBCL	Khoa HTTTQL TT ĐT&ĐGNL NN-CNTT
2		Thành lập Hội đồng thi, các Ban tổ chuyên môn Hoàn thành công tác thu hồ sơ thi	TT ĐT&ĐGNL NN-CNTT Phòng KT&ĐBCL	Các đơn vị được huy động
3		Chuẩn bị công tác tài chính	TT ĐT&ĐGNL NN-CNTT	Phòng Tài chính kế toán
4		Công bố danh sách dự thi Chuẩn bị hồ sơ, vật tư thi	TT ĐT&ĐGNL NN-CNTT Phòng KT&ĐBCL	
5	Trước 30 09 2025	Ra đề, bốc thăm chọn đề thi sử dụng chính thức	Ban Đề thi	Khoa HTTTQL; TT ĐT&ĐGNL NN-CNTT; Phòng KT&ĐBCL;
6		Chuẩn bị dữ liệu thi	Ban Đề thi Ban Thư ký	Khoa HTTTQL; TT ĐT&ĐGNL NN-CNTT; Phòng KT&ĐBCL;
7	Trước 01 10 2025	Hoàn thành chuẩn bị phòng máy, hệ thống mạng, cài đặt phần mềm thi trắc nghiệm, cài đặt các ứng dụng Office (2016), hệ thống camera giám sát phòng thi, phòng Hội đồng thi.	Ban Cơ sở vật chất	TT ĐT&ĐGNL NN-CNTT Phòng QLCNTT Phòng QTTS
8	02 10 2025	Kiểm tra cơ sở vật chất	Hội đồng thi Ban Cơ sở vật chất Ban Còi thi	TT ĐT&ĐGNL NN-CNTT Phòng KT&ĐBCL Phòng QLCNTT Phòng QTTS
9	03-05 10 2025	Tổ chức kỳ kiểm tra (dự kiến 5 ca thi ngày)	Ban Còi thi	
10	Trước 10 10 2025	Chăm thi Tin học (chăm tập trung tại địa điểm của Hội đồng thi)	Ban Chăm thi	
11	Trước 20 10 2025	Ráp phách, tổng hợp kết quả	Ban Thư ký	Phòng KT&ĐBCL TT ĐT&ĐGNL NN-CNTT
12		Họp Hội đồng thi thông qua kết quả thi	Hội đồng thi	Phòng KT&ĐBCL TT ĐT&ĐGNL NN-CNTT
13	Trước 25 10 2025	Công bố kết quả thi và tư vấn lộ trình học cho sinh viên	TT ĐT&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



THE SOCIALIST REPUBLIC OF VIETNAM

Independence - Freedom - Happiness

Ho Chi Minh City, September 11th, 2025

PLAN

Entrance Informatics Examination for New Undergraduate Students - Admission Cohort 2025

No.	Time	Tasks	Implementing Units	Coordinating Units
1	Before September 25, 2025	Announcement of the examination plan and exam content for students	Department of Testing and Quality Assurance	Faculty of Management Information Systems; Center for Language and IT Competency Training and Assessment
2		- Establishment of the Examination Council and professional committees /teams - Completion of examination application collection	Center for Language and IT Competency Training and Assessment; Department of Testing and Quality Assurance	Mobilized Units
3		Preparation of financial matters	Center for Language and IT Competency Training and Assessment	Department Finance and Accounting
4		- Publication of the list of candidates - Preparation of examination documents and materials	Center for Language and IT Competency Training and Assessment; Department of Testing and Quality Assurance	
5	Before September 30, 2025	Preparation of exam questions and random selection of official questions	Examination Question Committee	Faculty of Management Information Systems; Center for Language and IT Competency Training and Assessment; Department of Testing and Quality Assurance
6		Preparation of examination data	Examination Question Committee Secretariat Committee	Faculty of Management Information Systems; Center for Language and IT Competency Training and Assessment; Department of Testing and Quality Assurance

No.	Time	Tasks	Implementing Units	Coordinating Units
7	Before October 01, 2025	Completion of computer labs, network systems, installation of multiple-choice test software, installation of Office applications (2016), installation of surveillance camera systems in examination rooms and the Examination Council's office	Facilities Committee	Center for Language and IT Competency Training and Assessment; Department of Information Technology Management; Department of Facilities Management
8	October 02, 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	October 03 - 05, 2025	Organization of the examination (expected 5 sessions per day)	Proctoring Committee	
10	Before October 10, 2025	Grading of Informatics exams (centralized grading at the Examination Council's venue)	Grading Committee	
11	Before October 20, 2025	Matching answer sheets with candidate codes and compiling results	Secretariat Committee	Department of Testing and Quality Assurance; Center for Language and IT Competency Training and Assessment
12		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
13	Before October 25, 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