



**CONDUCT OF MAJOR
EXAMINATIONS UNDER MODULAR
APPROACH IN THE NEW NORMAL**

Doc Control No. **PRMSU-ASA-COMSP011**

Effectivity Date **May 4, 2021**

Revision No. **001** Page **2** of **4**

BY: **GERRY M. RICO**
DATE: **MAY 4, 2021**

1.0 OBJECTIVE

To establish and maintain documented procedure in conducting the major examinations during the New Normal to those students under the Modular Approach

2.0 SCOPE

This procedure applies to all faculty members under part-time, Contract of Service, and Regular status.

3.0 REFERENCES

PRMSU Strategic Framework for Flexible Teaching/Learning System

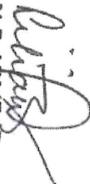
4.0 DEFINITION OF TERMS

Modular Approach refers to the other alternative learning delivery modality which is stipulated in the PRMSU Strategic Framework for Flexible teaching and learning system.

PRMSU Strategic Framework for Flexible Teaching/Learning System refers to the approved and implemented flexible learning during the time of New Normal where no face to face holding of classes is not allowed.

Self-Learning Module (SLM) is a self-contained independent learning; it refers to the printed learning materials prepared by the instructors/professors

Major Examination refers to the Midterm examination and Final examination which comprises the 30% of the Term grade

Prepared by:  LILIAN F. UY, EdD. Dean, College of Teacher Education	Reviewed and Approved by:  FELIPA M. RICO, PHD. VP, Academic & Student Affairs
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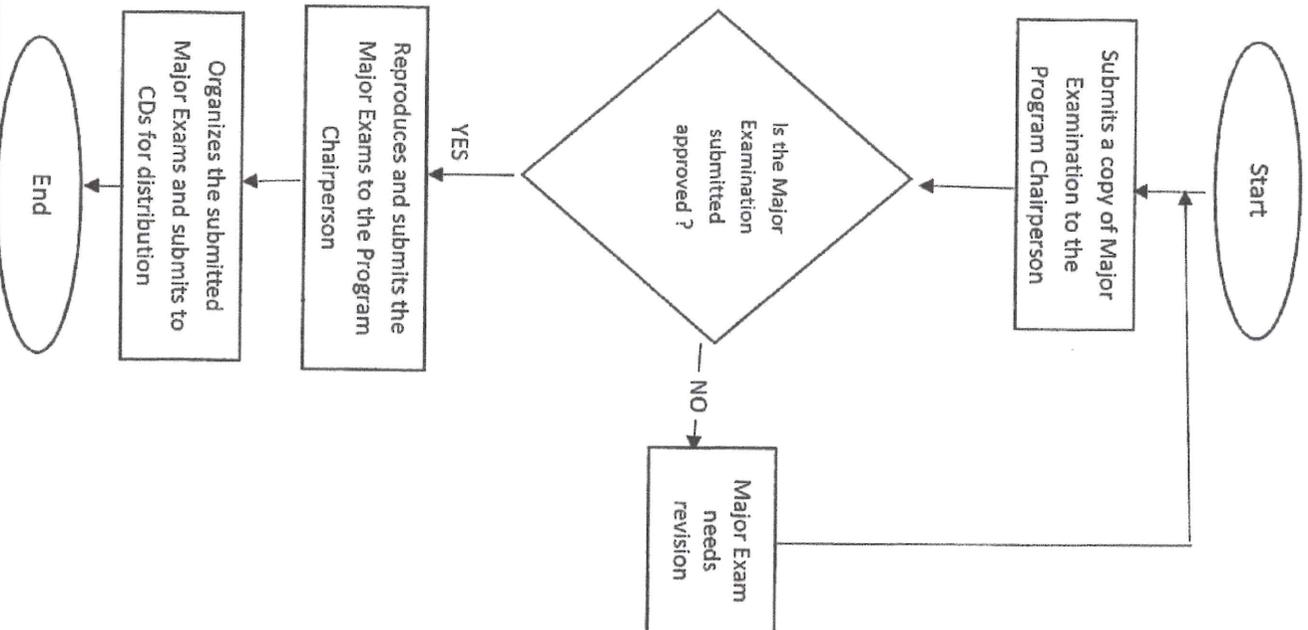


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5.0 PROCEDURES

FLOWCHART



RESponsible
 GERRY OBORNYA
 MAY 04 2021
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| Faculty member | 1. Prepares and submits a copy of the Major Examination |
| Program/Dept. Chairperson | 2. Program chairperson reviews the Major Examination submitted |
| Program/Dept. Chairperson | 3. If the Major Examination needs for revision, the program chairperson returns the Major Examination |
| Program/Dept. Chairperson and deans | 4. If found no error, the program chairperson and dean sign the Major examination and returns the Major examination |
| Faculty member and Program Chairperson | 5. After reproducing, and labelling, faculty member submits the Major exams to the program chairperson |
| Program Chairperson | 6. The program chairperson organizes the submitted Major exams and submits to the Campus Directors for distribution to LGUs or to other campuses |

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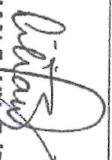
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6.0 ATTACHMENT/FORMS

- PRMSU Strategic Framework for Flexible Teaching and Learning

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