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ISSUE HISTORY			
Issue	Description of Change	Originator	Effective Date
1	Initial Release	RADO	01/09/2016 E.C

REFERENCE DOCUMENTS	
Document Number	Document Title
ISO 9001:2015	Quality Management System-Requirements
ISO 9000:2015	Quality Management System - Fundamental and Vocabulary

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### 1. PURPOSE:


This procedure is intended to describe the step-by-step activities to be performed to treat re-grading requests.


### 2. SCOPE:

The procedure is applicable to those who pursue their training at FDRE TVTI. Trainers are responsible for re-grading marks of trainees.

### 3. PROCESS OWNER:

The owner of the procedure is the RADO and departments.

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## 4. DEFINITIONS AND ABBREVIATIONS

### 4.1. Definitions.

**Applicant:** an individual who request admission to FDRE TVTI.

**Application:** the process of requesting admission to FDRE TVTI.

**Re-grade:** marking a previously marked course.

**Grade Report:** A document, which shows the status of a trainee.

### 4.2. Abbreviations

**C:** Cost

**DCC:** Document Control Center

**DOC:** Document

**EX:** External

**FLW:** Flow Chart

**FDRE TVTI:** FDRE Technical and Vocational Training Institute

**KPI:** Key Performance Indicator

**OF:** Operating Form

**OP:** Operating Procedure


**Q:** Quality


**QMS:** Quality Management System

**REG:** Registrar

**RADO:** Registrar and Alumni Directorate Office


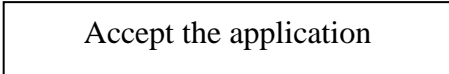
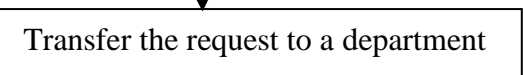
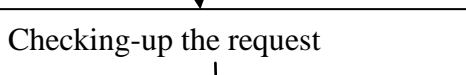
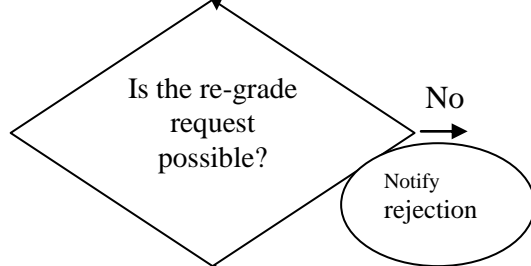
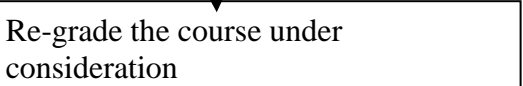
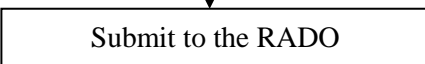
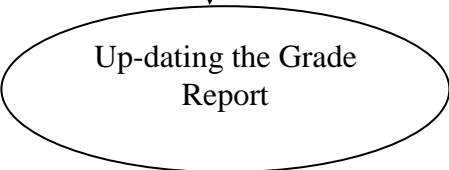
**T:** Time


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## 5. PROCEDURES

### 5.1. Flow Chart

Input	Process	Output	Responsibility
1. Applicant for re-grade(OF-FDRE TVTI-RADO-10)		an applicant who applied for re-grade	the applicant
2. Applicant who applied for re-grade		Accepted request	RADO
3. Accepted Request		Transferred Request for Re-grade	RADO, Department head and Trainer
4. Transferred Request for Re-grade		Checked Request for re-grade	Department head and, trainer
5. Checked Request for Re-grade		Accepted/rejected transfer	Department head , trainer
6. Accepted Re-grade		Re-graded course	Trainer
7. Re-graded course		Submitted Re-graded course	Department head
8. Submitted Grade Report		Up-dated Grade Report	RADO

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## 5.2. Process Description


FLW	Description	KPI		
		Q	C	T
1.	A Regrade form (OF-FDRE TVTI-RADO-10) filled by the applicant.			3 min
2.	The application can be accepted by the RADO.			3 min
3.	After the acceptance of the application, the RADO will send to departments.			3 days
4.	After the receiving of the request from RADO, department and trainer can check the regrade request.			30 min
5.	Weather the request is necessary or not and such kinds of issues can be raised by department head and trainer, if the request is accepted it proceeds to the next step unless if it is rejected will notify the requester.			30 min
6.	After the acceptance of the request, the regrading process shall amend.	As per standard Curriculum		
7.	After the amendment process, the new grade will be summited to the registrar.			30 min
8.	The registrar office will Up-dating the Grade Report (OF-FDRE TVTI-RADO-10).			30 min

## 6. RECORDS

The RADO has the responsibility to retain and maintain the records indicated below.


- ✓ Grade change
- ✓ Registration Slip
- ✓ Official Transcript


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## 7. RELATED DOCUMENTS

No	Document No	Document Title
1	OF/FTI/RAD/ 01	EXAM ATTENDANCE SHEET
2	OF/FTI/RAD/ 02	CHEATING FORM
3	OF/FTI/RAD/ 03	READMISSION FORM
4	OF/FTI/RAD/ 04	TRANSFER TO ANOTHER
5	OF/FTI/RAD/ 05	TRANSFER TO FDRE
6	OF/FTI/RAD/ 06	TRANSFER
7	OF/FTI/RAD/ 07	COURSE EXEMPTION
8	OF/FTI/RAD/ 08	COURSE TRANSFER FORM
9	OF/FTI/RAD/ 09	COURSE ADD AND DROP
10	OF/FTI/RAD/ 10	GRADE CHANGE
11	OF/FTI/RAD/ 11	SUPPLEMENTAL EXAM REQUEST FORM
12	OF/FTI/RAD/ 12	MASTER SHEET FOR STATUS CHECK
13	OF/FTI/RAD/ 13	EXAMINATION GRADE REPORT
14	OF/FTI/RAD/ 14	TIME AND INVIGILATORS ARRANGEMENT
15	OF/FTI/RAD/ 15	FINAL GRADE SUBMISSION
16	OF/FTI/RAD/ 16	ADMISSION APPLICATION FINAL EXTENTION
17	OF/FTI/RAD/ 17	WITHIN TVTI TRANSFER APPLICATION FORM
18	OF/FTI/RAD/ 18	REGISTRATION SLIP
19	OF/FTI/RAD/ 19	CLEARANCE FORM – EXTENSION TRAINEE
20	OF/FTI/RAD/ 20	CLEARANCE FORM –REGULAR SUMMER TRAINEE
21	OF/FTI/RAD/ 21	GRADE SUBMISSION FORM FOR IRREGULARS
22	OF/FTI/RAD/ 22	GRADE COMPLAINT FORM
23	OF/FTI/RAD/ 23	MAKE -UP EXAMINATION REQUEST FORM
25	OF/FTI/RAD/ 25	MAKE-UP EXAM RESULT SUBMISSION FORM
26	OF/FTI/RAD/ 26	GRADE CHANGE SUBMITTING INSTRUCTORS' FORM

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27	OF/FTI/RAD/ 27	ADMISSION APPLICATION-FINAL -REGULAR
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