

 <p>የኢትዮጵያ ሪፐብሊክ FORE TECHNICAL & VOCATIONAL TRAINING INSTITUTE</p>	<p>Institution Name የኢትዮጵያ ቴ/መ/ስ እና ገበያ ትርፍ FDRE TVT INSTITUTE</p>	<p>Document No. OP/FTI/RADO/04</p>
<p>Effective Date 01/09/2016</p>	<p>Title RE-GRADE PROCEDURE</p>	<p>Issue No. 1</p> <p>Page No. Page 1 of 6</p>

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

NO.	CONTENTS	PAGE	
1. PURPOSE		1	FOR DOCUMENT
2. SCOPE		2	CONTROL USE ONLY
3. PROCESS OWNER		3	
4. DEFINITIONS AND ABBREVIATIONS		4	
5. PROCEDURE		5	
6. RECORD			
7. RELATED DOCUMENT			

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.

APPROVAL		Signature: 	Date:01/09/2016E.C
Year of Excellence			

 <p>የኢትዮጵያ ሪፐብሊክ የኢትዮጵያ ስምምነት ሚኒስቴር FDRE TECHNICAL & VOCATIONAL TRAINING INSTITUTE</p>	<p>Institution Name የኢትዮጵያ ሪ/መ/ስ አንቀጽ ቤት FDRE TVT INSTITUTE</p>	<p>Document No. OP/FTI/RADO/04</p>
<p>Effective Date 01/09/2016</p>	<p>Title RE-GRADE PROCEDURE</p>	<p>Issue No. 1</p> <p>Page No. Page 2 of 6</p>

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

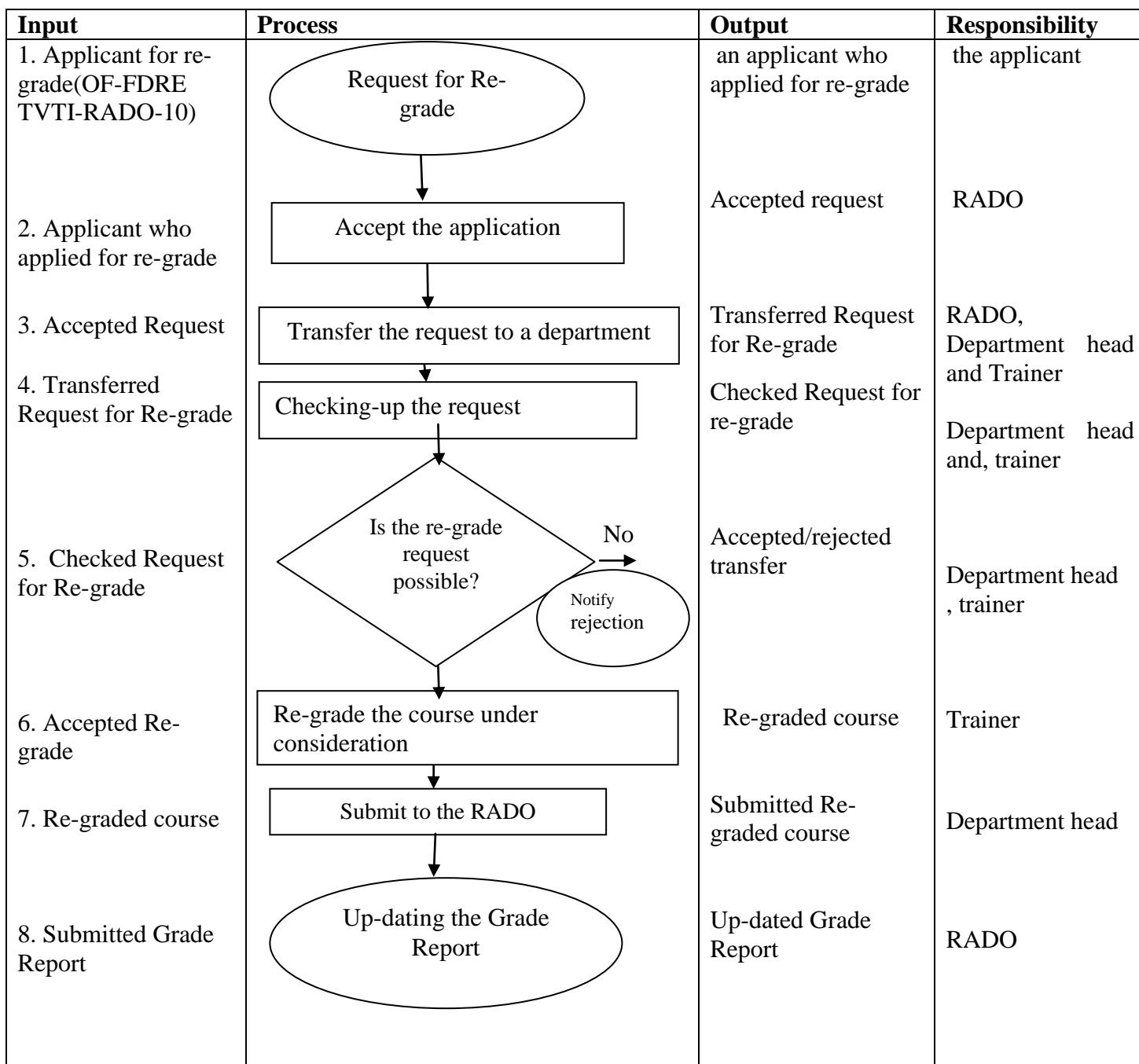
T: Time

APPROVAL		Signature: 	Date: 01/09/2016 E.C
Year of Excellence			



5. PROCEDURES

5.1. Flow Chart



APPROVAL

Signature:

Date:01/09/2016E.C

 <p>የኢትዮጵያ ሪፐብሊክ FORE TECHNICAL & VOCATIONAL TRAINING INSTITUTE</p>	<p>Institution Name የኢትዮጵያ ፖ/መ/ስ አንቀጽ ቤት FDRE TTVT INSTITUTE</p>	<p>Document No. OP/FTI/RADO/04</p>
<p>Effective Date 01/09/2016</p>	<p>Title RE-GRADE PROCEDURE</p>	<p>Issue No. 1</p> <p>Page No. Page 4 of 6</p>

5.2. Process Description

FLW	Description	KPI		
		Q	C	T
1.	A Regrade form (OF-FDRE TTVI-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 Curriculu m		
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 TTVI-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

APPROVAL		Signature: 	Date: 01/09/2016E.C
Year of Excellence			

 <p>የኢትዮጵያ ሪፐብሊክ FORE TECHNICAL & VOCATIONAL TRAINING INSTITUTE</p>	<p>Institution Name የኢትዮጵያ ቴ/መ/ስ አ.ን/ስ/ተ/ቋቂት FDRE TVT INSTITUTE</p>	<p>Document No. OP/FTI/RADO/04</p>
<p>Effective Date 01/09/2016</p>	<p>Title RE-GRADE PROCEDURE</p>	<p>Issue No. 1</p> <p>Page No. Page 5 of 6</p>

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

APPROVAL		Signature: 	Date: 01/09/2016E.C
Year of Excellence			

 <p>የኢትዮጵያ ሪፐብሊክ የኢትዮጵያ ስምምነት ሚኒስቴር FORE TECHNICAL & VOCATIONAL TRAINING INSTITUTE</p>	<p>Institution Name የኢትዮጵያ ሪ/መ/ስ አንስተትኩል FDRE TVT INSTITUTE</p>	<p>Document No. OP/FTI/RADO/04</p>
<p>Effective Date 01/09/2016</p>	<p>Title RE-GRADE PROCEDURE</p>	<p>Issue No. 1</p> <p>Page No. Page 6 of 6</p>

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

APPROVAL		Signature: 	Date: 01/09/2016E.C
Year of Excellence			