

EXAMINATION PAPERS SELECTION FOR DOCUMENTS AND RECORDS MANAGEMENT SUBJECT UNDER SPORT MANAGEMENT MAJOR OF BAC NINH SPORT UNIVERSITY

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Abstract:

Documents and Records Management is a specialise subject in Sport Management major; however, through out the course, learning outcomes grading is limited. Finding from this research helps make a better, more critical examination paper for students in Sport management major in Bac Ninh Sport University as well as improve overall teaching and learning quality for every others.

Key words: Examination, Bac Ninh Sport University, Documents and Records Management, Sport Coaching....

INTRODUCTION

Students require skills and knowledge to edit and managed documents and records, it's is vital as it is a apart of sport management process; thus, to get the best feedback from teaching process, one needs a qualify examination paper. An qualify examination paper not only necessary for grading students of its subject but also helps determine overall teaching and learning quality of Bac Ninh Sport University.

RESEARCH METHODS

These are research methods had been use in this paper: Information collection and analysis; interview; observation; experimental pedagogy and statistics

RESULTS AND DISCUSSION

1. A practical solution for examination paper selection process

1.1. Previous Documents and Records Management examination papers

After critical analyse previous examination papers, one found: Content from these papers are poors, did not cover the every lessons, therefore affect the overall teaching quality. By interviewing students and lectures, one confirm there is a serious issue in these previous

examination papers.

1.2. Actual outcomes from previous examinations

Base on the results from K47 and K48 students of Documents and Record Management subject, one found there is a lack of distinction qualify, most of them are grading pass to not pass.

2. Examination paper contents selection for students of Documents and Records Management of Bac Ninh Sport University

By gathering papers relate to the subject approved by Bac Ninh Sport University; interview lectures, proffessor currently working on site, one determines these following issues: Overall introduction to documents; documents classify; Role and function of documents and records management in government; Requirement and usage of language in documents; Determine standard of documents and records. Documents and records inbound and outbound; Adminitrative document edit.

Sport management major department introduce an examination paper that content 10 tests, each test have 3 question and each question is detail.

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Table 1. Comparison learning outcomes of students K49 and K48 of sport management major department

Subject	Examination 1 Result											
	High Distinction		Distinction		Credit		Pass		Fail		Below Fail Mark	
	n	%	n	%	n	%	n	%	n	%	n	%
K48 (n=43)	1	2.3	7	16.3	24	55.8	6	13.9	2	11.6	3	6.9
K49 (n=45)	7	15.4	16	35.5	18	40.0	4	8.9	0	0.0	0	0.0

Table 2. Questionnaire result on learning outcomes of students K49 of Documents and Records management

No	Question	Result											
		Lectures (n = 8)						Students (n = 45)					
		Good		Average		Bad		Good		Average		Bad	
		n	%	n	%	n	%	n	%	n	%	n	%
1	Comprehensive	8	100	-	-	-	-	41	95.3	2	4.7	-	-
2	Appropriate	8	100	-	-	-	-	38	88.4	3	6.9	2	4.7
3	Students grading ability	8	100	-	-	-	-	40	93.0	2	4.7	1	2.3

3. Research outcomes from apply new examination for students of Documents and Records Management of Bac Ninh Sport University

The new examination paper use in semester II 2016 - 2017 for K49 students. Table 1 below show a comparison between K49 and K48 students.

As it shows in table 1, there is a noticeable improvement between K48 students and K49 students result: K49 students have no below fail mark compare to 3 students from K48. In order to get more accurate result, one did questionnaire lectures and K49 students and the result represent on table 2 below.

From table 2, we can obviously confirm that almost all lectures and students are being positive with the new exam paper content; it is comprehensive, appropriate and can help grading students

CONCLUSION

1. Previous examination papers in Documents and Records Management had serveral issues such as: Not comprehensive, not appropriate and not critical.

2. This research paper report the efficiency of new examination paper on learning outcomes of students of Documents and Records Management of Sport Management Major Department of Bac Ninh Sport University.

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