

Current Situation and Optimization Analysis of Examination Management in Private Universities

Chengwei Hao^{1, a}

¹Academic Affairs Department, TianJin University Of Finance and Economics Pearl River College, China;

^a haochengwei0712@163.com

Abstract. The examination management of colleges and universities is an important part of the management of education and teaching in colleges and universities, which is crucial to the adjustment of talent training plan of colleges and universities, and is the foundation and guarantee of education management of colleges and universities. The current examination management in private colleges and universities still has many problems that need to be optimized because of its confidentiality, redundancy and seriousness. In this paper, we analyze the problems such as imperfect information management system, inconsistent quality of examination supervision and shift of examination administration in the current examination administration in private colleges and universities, and put forward targeted suggestions for optimization, such as establishing a sound information-based examination administration system, strengthening the training of examination administration personnel and refining the responsibility of examination administration, in order to provide reference for the future examination administration in private colleges and universities.

Keywords: Private colleges and universities; examination management; problems; optimization.

1. Introduction

Examination management in colleges and universities plays an important role in teaching quality assessment and student learning feedback. However, the current examination work in private colleges and universities is too redundant and the degree of information management is not high, so it is easy to make mistakes and inefficient, which cannot meet the needs of college examination management. In this paper, we analyze the current situation of examination management in private colleges and universities, analyze its importance and characteristics, and propose optimized countermeasures for the existing problems, so as to effectively improve the quality of education and teaching management and the efficiency of college management management in private colleges and universities.

2. The current situation of examination management in private colleges and universities

2.1 Analysis of the importance of examination management in private colleges and universities.

As far as the current education examination system in China is concerned, examination is still one of the important means to test teachers' teaching effect and students' learning achievement, which can provide feedback from both professors and learners and reflect the problems in school education management, teachers' teaching methods and students' learning methods at the same time. The importance of examinations is self-evident as the school education and teaching management can analyze the data based on the examination results and adjust the teaching plan and training program for the next semester or even the next academic year based on the analysis results, and thus the examination management becomes an important strategy for private universities to improve the development quality and cultivate high-quality talents.

2.2 Features of examination management in private universities.

2.2.1 Confidentiality

The examination results of colleges and universities are directly related to the students' personal interests such as evaluation of prizes and merits and studying abroad in graduate schools, which are of practical concern to students. The teachers in the teaching and research department should pay attention to the confidentiality of the test papers, and the management of the examination service in private universities should make clear requirements on the confidentiality of the test questions, such as when collecting the test paper bank, no direct transmission with the help of social software to prevent the leakage of the test questions; the whole process involving the test papers should be kept confidential, and the test papers should be sealed under seal to ensure the absolute confidentiality of the test papers before they reach the students.

2.2.2 Redundancy

The examination management work in colleges and universities is complicated, not only in the aspect of students' examinations, but also in the arrangement of examination rooms; the arrangement of invigilators and examination batches; the issuance, printing and storage of examination papers; the retrieval and distribution of examination papers; the evaluation of examination results, the management of entry, and the publication of results. Each link in the examination work is indispensable and cannot be missed, so the examination management of universities is redundant.

2.2.3 Seriousness

The examination management has a direct impact on students' examination results, which is directly related to students' interests, such as evaluation of awards and merits, transfer of majors, graduate school, study abroad and employment. Therefore, in order to guarantee the fairness and impartiality of examination results, private colleges and universities must raise their awareness of the seriousness of examination management.

2.3 Current problems in the examination management of private colleges and universities.

2.3.1 Lack of a complete information-based examination management system

At present, the examination management of private colleges and universities mostly relies on the traditional examination management mode and partly on the examination management module of the academic affairs system, and the examination management work such as examination room arrangement, examination batch and invigilator still relies on the manual operation and EXCEL table of examination personnel, and in the process of manual arrangement, errors are inevitably caused by the lack of complete information collection and personal negligence, and the application of informationization in examination management is The application of information technology in examination management is only in the process of result entry and publication. Private colleges and universities lack a complete informationized examination management system and cannot use the informationized examination management system to complete the whole process of examination management, resulting in most of the efforts of examination management staff being bound by complicated manual procedures, which will certainly cause a waste of human and material resources, and the work efficiency will be greatly affected, and the value of examination management work will be greatly reduced, and the school will take examinations for the sake of examinations, losing the systematic and purposeful examination management work of colleges and universities. The systemic and purposeful work of university examination management is lost.

2.3.2 It is difficult to control the quality of invigilation, and the fairness of examination is affected

There are more examination subjects in colleges and universities, and according to the requirement of two invigilators in each examination room, the invigilation task undertaken by each teacher is relatively heavy. Besides, it is also influenced by factors such as too little remuneration

for invigilators of examinations in colleges and universities, so teachers in colleges and universities are not willing to invigilate examinations and have a negative attitude towards invigilation work, and they lack the sense of responsibility in invigilation work. Different invigilators do not have the same scale of treatment in dealing with students' cheating, and different invigilators have different judgment standards in dealing with cheating, which makes it difficult to guarantee the fairness and seriousness of examinations. If the cheating phenomenon is not properly handled, it may cause public opinion and adversely affect the development of the school.

2.3.3 The center of gravity of examination management in colleges and universities is shifted

Higher education is an education to improve students' professional knowledge and skills, cultivate students' comprehensive quality and promote students' all-round development, and "examination is not the purpose" in higher education teaching, but only a means to test students' learning achievements and feedback teachers' education and teaching effect. However, at present, the focus of examination management in colleges and universities has been shifted to the examination itself. Because of the seriousness of examinations, the energy of examination administration in colleges and universities is too much involved in other examination aspects such as examination discipline and examination results, and it is easy to take examination results as the final part and ultimate goal of examination work. And over-emphasis on examination discipline tends to put teachers and students in opposition, which is not conducive to the overall development of private colleges and universities.

3. The optimization path of examination management in private universities

3.1 Establishing a sound examination management informatization system

Under the guidance of the idea of informatization of examination management process, use computer information technology to establish examination management informatization system, develop complete examination management informatization function modules with examination room arrangement, examination time arrangement, invigilator, examination discipline, etc., and make use of the official website of colleges and universities, WeChat public number, WeChat mini-program and other channels to announce the arrangement of examination time and place, so as to ensure comprehensive information coverage for students. Do a good job of publicizing the discipline of the examinations and serious examination style and discipline. At the same time, different roles and privileges can be assigned to different system users, and the teaching and examination management systems can be connected as much as possible to achieve resource sharing, break information barriers, reduce information asymmetry, and continuously optimize the examination management information system by hiring technical engineers to keep a complete record of all information in the examination management process, reduce the reliance on paper-based materials for examinations. The system can reduce the redundancy of information as much as possible, so as to improve the efficiency of examination management in colleges and universities.

3.2 Strengthen the training of examination administration personnel and enhance the fairness of examinations

Private colleges and universities should constantly improve the examination management system so that all the work of examination management can be followed by rules and evidence. Moreover, they should train the examination management staff, emphasize the seriousness of examination work to the examination management staff, make them establish the management concept of "student-oriented", strengthen the responsibility of teachers in all aspects of examination management, and pay attention to the main position of students. Through the training of examination management personnel, they can improve the business ability of examination management personnel, understand the rules of examinations, make them handle various problems

in the examination management in a calm, proper and serious way, strictly control all aspects of the examination work, ensure the fairness of the examination, establish good communication channels with students and maintain the credit of universities.

3.3 Refine the responsibility of examination management to avoid the omission of examination links

Facing the situation that the center of gravity of examination management in colleges and universities has shifted, colleges and universities should optimize the examination management fundamentally, put the responsibility of each link of examination management to the person, so that each link is specially responsible, and then rationalize the process of examination management in private colleges and universities, avoid the absence or omission of a link, ensure the accuracy of examination work, and promote the new examination management mode through information management and special person responsible. Through the new examination management mode of information management and personal responsibility, we can promote the common development and progress of examination management without any deviation.

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