DEVELOPING AN ONLINE REQUEST FORM FOR RE-EXAMINATION FOR ACADEMIC DEPARTMENT, DEMONSTRATION SCHOOL OF SUAN SUNANDHA RAJABHAT UNIVERSITY

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ABSTRACT

The objective of this research was to 1) develop an online request form for re-examination for Academic Department of Demonstration School of Suan Sunandha Rajabhat University and 2) create guidelines for using an online request form for re-examination for Academic Department of Demonstration School of Suan Sunandha Rajabhat University. The target group were 5 experts including teachers, administrators, and system testers, that were 20 high school teachers, purposive sampling was selected. The researchers had developed the online request form for re-examination and examined by experts, and system trialed by subject teachers. The research findings showed that content validity of questionnaire after evaluating by 5 experts in aspects of content accuracy, validity and up-to-date, appropriateness of language usage, and correctness of procedure, IOC result was 1.0 which indicated the appropriateness of usage, and IOC result for appropriateness of style was 0.8 which indicated the appropriateness of usage and IOC result for clarification of explanation and content order were 0.6 which indicated the appropriateness of usage. As the result, the researcher design guidelines for using the online request form for re-examination with process flowchart.

Keywords: Developing, Online Request Form, Re-examination

INTRODUCTION

Demonstration School of Suan Sunandha Rajabhat University is divided into 5 departments namely; Administration Department, Academic Department, Plan and Quality Assurance Department, Student Affairs Department, and English Program Department. Academic Department takes responsibility on new students' information, students' record, enrollment, document and receiving various request forms, transcript issue, examination arrangement and evaluation, teacher's evaluation, schedule and examination schedule issue, re-examination announcement, leaving for absence and returning to school for exchange student, collecting of information technology in order to develop curriculum, midterm transcript issue, academic day activities, exchange students' information collecting, and proctor management for Pre-test (Demonstration School of Suan Sunandha Rajabhat University, 2023).

At present, academic department directly receive documents and various request form to verify and access easily, especially; request form for re-examination which there is some error in submitting document. Previously, students fill in paper form with authorized subject teacher's and class teacher's signature respectively. After that, student submit the document to academic department which there is some error such as lost document during process or there is no submitted the document, therefore academic depart cannot proceed it.

As a result, the researcher developed submitting online request form for re-examination in order to solve the problem under research title "Developing an Online Request Form for Re-examination for Academic Department, Demonstration School of Suan Sunandha Rajabhat University.

Objective

1. Develop an online request form for re- examination for Academic Department of Demonstration School of Suan Sunandha Rajabhat University
2. Create guidelines for using the online request form for re- examination for academic department of Demonstration School of Suan Sunandha Rajabhat University

Research Hypothesis

1. Developing an online request form for re- examination for Academic Department of Demonstration School of Suan Sunandha Rajabhat University is at a high quality.
2. Guidelines for using the online request form for re- examination for Academic Department of Demonstration School of Suan Sunandha Rajabhat University is better.

RESEARCH METHODOLOGY

1. Procedure

Step 1: Analysis step
    1.1 Data collection
        1.1.1 Problem observation
        1.1.2 Creating research instruments
    1.2 Data analysis
        1.2.1 Procedure review
        1.2.2 Developing an online request form for re-examination
        1.2.3 Content validity check for online request form for re-examination by expert
        1.2.4 Testing an online request form for re-examination
        1.2.5 Improving instruments
Step 2: Design and develop research instruments step
    2.1 Necessary data collection for online request form for re-examination
    2.2 Creating form by Google Form
    2.3 Setting form section and questions on online form
    2.4 Access form setting
Step 3: Application and evaluation step
    3.1 Content validity evaluation of online request form for re-examination by 5 experts and analysis
    3.2 Testers specification as subject teachers
    3.3 Testing an online request form for re-examination
    3.4 Improving system according to the system testers
    3.5 Conclusion and discussion

2. Population and target group

5 experts namely administrators, teachers, and officer of Demonstration School of Suan Sunandha Rajabhat University by purposive sampling

3. Statistics used

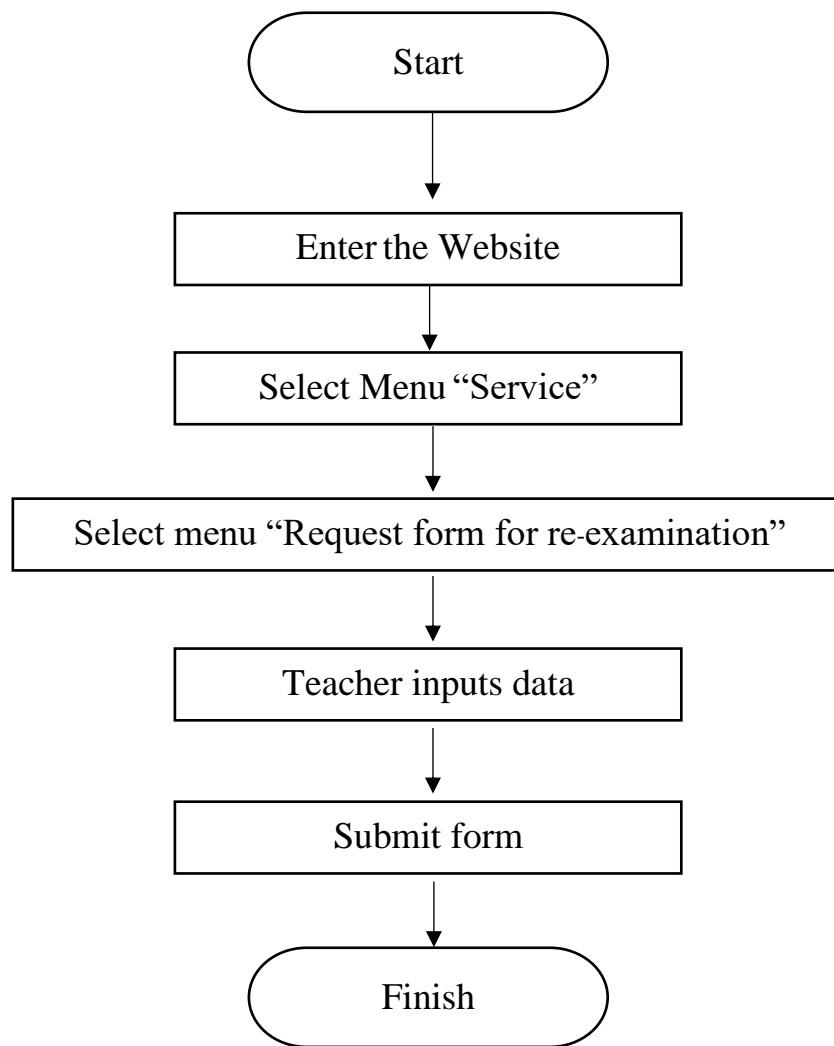3.1 Content validity for online request form for re-examination

RESEARCH RESULTS

The researcher developed an online request form for re-examination and had experts to evaluate consisting of subject teachers trialed which the research revealed that

1. The effect of developing an online request form for re-examination with Google form including 3 sections namely student's data, subject for re-examination and result after re-examination by subject teacher with online form. The responsible educator received the process result via e-mail and the responsible educator forward the result as the evidence to the teacher and student who requested. In developing system, the researcher had expert to evaluate content validity of online request form for re-examination, showed in table 1.

Table 1 Result of IOC for Online Request Form for Re-examination

Item	Experts' results					Sum	IOC	Result
	Expert 1	Expert 2	Expert 3	Expert 4	Expert 5			
Content accuracy	+1	+1	+1	+1	+1	5	1.0	Available
Validity and up-to-date	+1	+1	+1	+1	+1	5	1.0	Available
Clarification of explanation	+1	+1	-1	+1	-1	3	0.6	Available
Appropriateness of language usage	+1	+1	+1	+1	+1	5	1.0	Available
Correctness of procedure	+1	+1	+1	+1	+1	5	1.0	Available
Content order	-1	+1	-1	+1	+1	3	0.6	Available
Appropriate style	+1	+1	+1	0	+1	4	0.8	Available

According to 5 experts showed that content accuracy, validity and up-to-date, appropriateness of language usage, and correctness of procedure had an IOC result as 1.0 indicated that the instrument was appropriate for using, for appropriate style had an IOC result as 0.8 indicated that the instrument was appropriate for using, an expert recommended concerning appropriateness of question order and for clarification of explanation and content order had and IOC result as 0.6 which 2 experts recommended in ordering the content first in first out in order for academic department evaluate fast. Overall, of evaluation of IOC from 5 experts was higher than 0.5, in conclusion all aspects are available.

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Start

↓

Enter the Website

↓

Select Menu "Service"

↓

Select menu "Request form for re-examination"

↓

Teacher inputs data

↓

Submit form

↓

Finish

DISCUSSION

The result of developing an online request form for re-examination by Google form and evaluated developing an online request form for re-examination by 5 experts indicating that this kind of form can be used with IOC score was higher than 0.5. Developing this form according to (Sudarat Srima, 2014) said that management process on information technology by TQMIS model, taking technology to record and evaluate data as well as according to (Yada Prasompong and et. al., 2021) had developed online request form and the research revealed that there was an error of submitting request form for student. However, after developing the system; an error was reduced which there was an error at 1.38 percent. Therefore, developing technology in submitting request form could reduce an error and made the process faster, relating to (Kanuengnit, 2011) study in developing information technology system for school management, Chiangrai Vocational College which the system developed service effectively and according to (Chairat, 2012) study and develop information technology for managing Thesis and Independent Study, Graduate School, Srinakharintwirot University showed that the system response to users need and reduce time to related section.

The researcher design guidelines an online request form for re-examination by teacher access the form via school website and input data online anytime according to (Sudarat Srima, 2013) in developing information technology within academic department by TQMIS model.

RECOMMENDATION

1. There should be developed online request form for re- examination for student of Demonstration School of Suan Sunandha Rajabhat University, then teacher and advisor can approve online.

2. There should have additional result notification for student, e.g. mobile message sending.

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