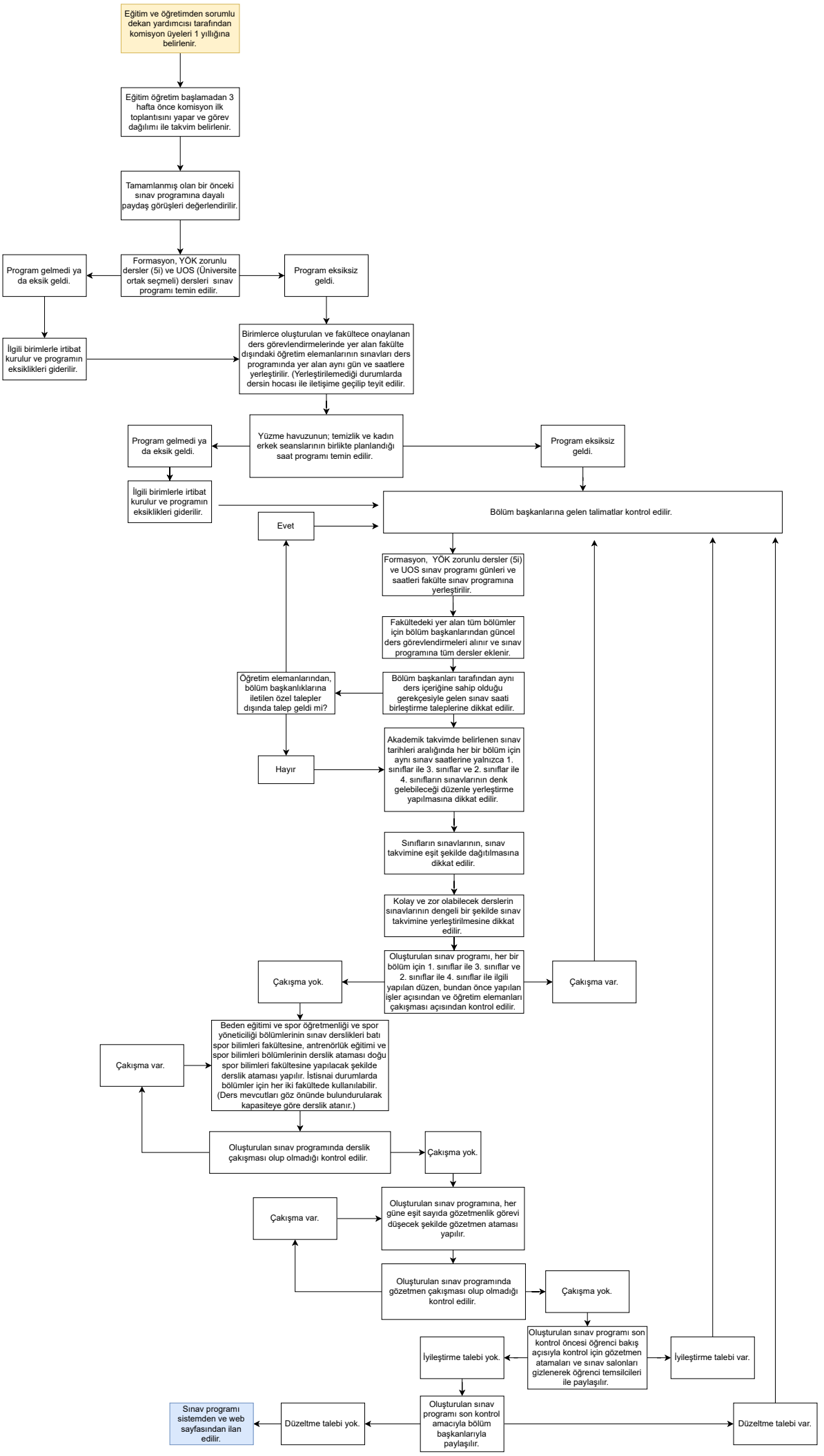Sınav Programı Planlama, Oluşturma ve İzleme Komisyonu İş Akışı