

## **ASSESSMENT DEADLINE SETUP PROCEDURE**

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### **DOCUMENT HISTORY**

<b>Version</b>	<b>Description of Changes</b>	<b>Approved by</b>	<b>Date</b>

## **1. PURPOSE**

This Procedure has been developed to support British University Vietnam (BUV) Exams Office, Programme Leader, Module Leader & Deputy Chief Academic Officer to finalize and set up assessment deadline for students.

## **2. SCOPE**

The process documented in this procedure encompasses the process of filling in and finalizing all assessment deadline and assessment details for the new semester before setting them up on Canvas.

## **3. DEFINITIONS**

### a. Abbreviations

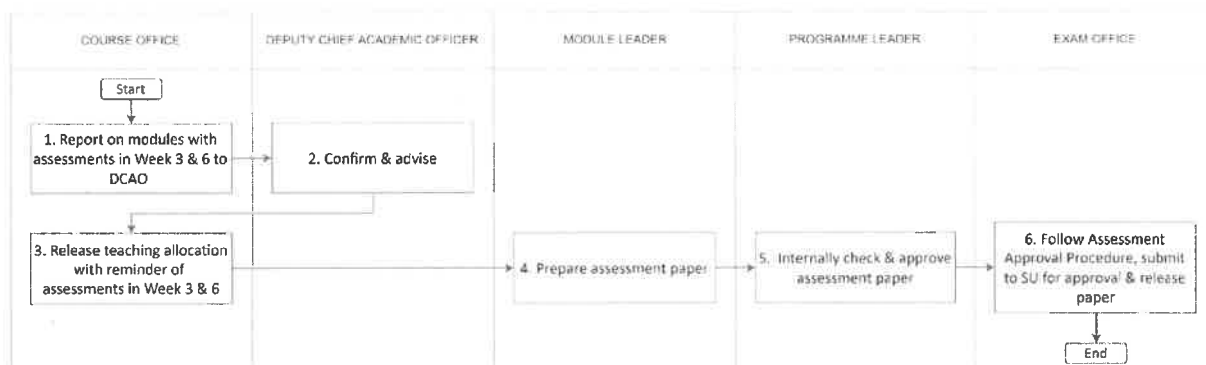
Definitions of abbreviations used throughout the policy and related references are as follows:

Abbreviations	Definitions
BUV	British University Vietnam
DCAO	Deputy Chief Academic Officer
PL	Programme Leader
ML	Module Leader
EO	Examinations Office
LMS	Learning Management System
MAPL	Master Assessment Planning List

## 4. PROCEDURES

### a. Assessment Deadline Setup Process for Week 3 & Week 6 assessments

#### i. Flowchart

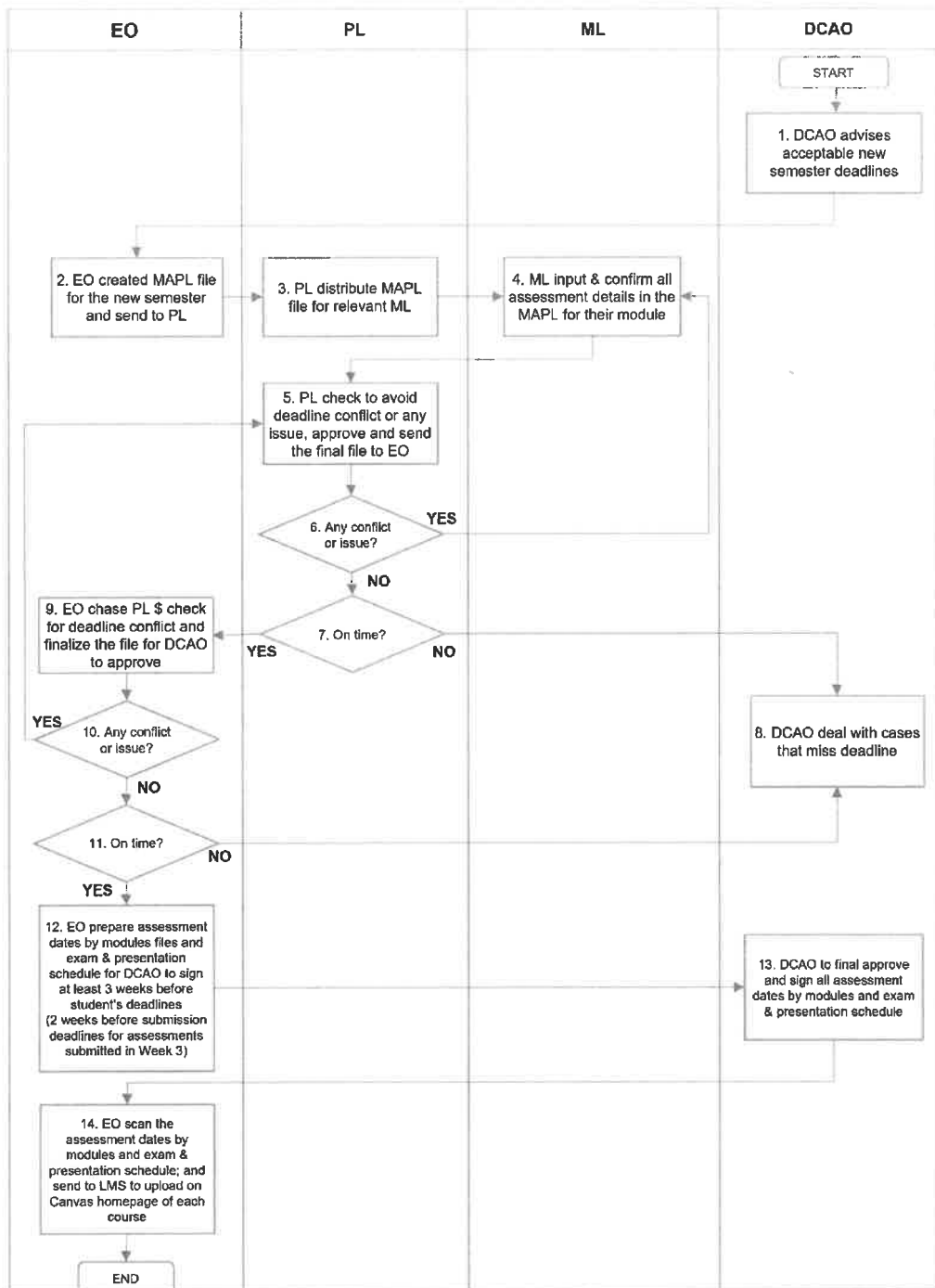


#### ii. Roles & Responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1	Report on modules with assessments in Week 3 & 6 to DCAO	6 weeks before the new semester	Email	CO
2	Confirm & advise	6 weeks before the new semester	Email	DCAO
3	Release teaching allocation with reminder of assessments in Week 3 & 6	6 weeks before the new semester	Teaching allocation released to faculty	CO
4	Prepare assessment paper	6 to 4 weeks before the new semester	Assessment Paper	ML
5	Internally check & approve assessment paper	6 to 4 weeks before the new semester	Assessment Paper	PL
6	Follow Assessment Approval Procedure, submit to SU for approval & release paper	3 weeks before the new semester	Assessment Paper released in time	EO

b. Assessment Deadline Setup for other assessments

i. Flowchart



ii. Flowchart

Step	Process Activities	Turnaround time	Output	PIC
1	<b>DCAO advises acceptable new semester deadlines to EO</b>	3 weeks before the new semester	New semester deadlines	DCAO
2	<b>EO creates MAPL file for the new semester and sends to PL</b> <ul style="list-style-type: none"> <li>EO create MAPL file for the new semester based on last semester's MAPL, module descriptor &amp; teaching allocation</li> <li>EO create Programme - MAPL for each programme to input &amp; confirm assessment details, and send these MAPLs to PL</li> <li>EO send out the Programme -MAPL file to all PL for them to distribute to related ML for them to choose assessment deadlines from the drop list and fill in the assessment details</li> </ul>	2 weeks before the new semester	MAPL file	EO
3	<b>PL distribute MAPL file for relevant ML</b>	2 weeks before the new semester		PL
4	<b>ML input &amp; confirm all assessment details in the MAPL for their module</b> <ul style="list-style-type: none"> <li>ML choose assessment deadline from the MAPL drop list</li> <li>ML fill in &amp; confirm all assessment details (assessment's title, weighting, special note... etc.) in the MAPL file</li> <li>ML fill information of remote assessment</li> </ul>	Week 2	MAPL file	ML
5	<b>PL check to avoid deadline conflict or any issue, approve and send the final file to EO</b> <ul style="list-style-type: none"> <li>PL check to avoid any deadline conflict,</li> </ul>	Week 3	MAPL file	PL

	<p>especially in presentation &amp; exam deadline</p> <ul style="list-style-type: none"> <li>• PL check and highlight any potential issue, duplication, or mistake in the assessment deadlines &amp; assessment details</li> <li>• PL approve and send the final file to EO</li> </ul>			
6	<p><b>Any conflict or issue?</b></p> <ul style="list-style-type: none"> <li>• Yes - If any conflict or issue identified, process to [3]. PL will inform ML to modify the MAPL file accordingly.</li> <li>• No - If no conflict or issue identified, process to [6].</li> </ul>	Week 3	MAPL file	PL
7	<p><b>On time?</b></p> <ul style="list-style-type: none"> <li>• Yes - If ML finish setting up deadline on time, process to [8]. PL will send the final file to EO.</li> <li>• No - If ML fail to finish setting up deadline on time, process to [7]. PL will send the final file to EO &amp; report late cases to DCAO.</li> </ul>	Week 3	MAPL file	PL
8	<p><b>DCAO deal with MLs / PLs who miss deadline of step 8 to finalize assessment deadlines</b></p>	Week 3		DCAO
9	<ul style="list-style-type: none"> <li>• EO chase PL &amp; check for deadline conflict and finalize the file:</li> <li>• EO chase PL to make sure they follow the deadline for setting up assessment deadlines</li> <li>• EO to get the most up to date timetable (by CO) and check to avoid any deadline conflict, especially in</li> </ul>	Week 3	MAPL file	EO

	<p>presentation &amp; exam deadline</p> <ul style="list-style-type: none"> <li>EO check and highlight any potential issue, duplication, or mistake in the assessment deadlines &amp; assessment details</li> <li>Add step: EO: Download Programme – MAPL &amp; send back to PLs for confirmation and at the same time close editing access to Programme - MAPL</li> </ul>			
10	<p><b>Any conflict or issue?</b></p> <ul style="list-style-type: none"> <li>EO check the final list of assessment deadlines with the to-date timetable (updated by Course Office) for final input of any conflict with timetable (especially for Mid-term Exams or Final exams with FE/IHM, practical assessments, and presentation if any).</li> <li>Yes - If any conflict or issue identified, process to [4]. EO will inform PL to modify the MAPL file accordingly.</li> <li>No - If no conflict or issue identified, process to [10].</li> </ul>	Week 3	MAPL file	EO
11	<p><b>On time?</b></p> <ul style="list-style-type: none"> <li>Yes - If PL finish setting up deadline on time, process to [11]. EO will finalize and send MAPL file to DCAO for final approval.</li> <li>No - If PL fail to finish setting up deadline on time, process to [7]. EO will finalize and send MAPL file to DCAO for</li> </ul>	Week 3	MAPL file	EO

	final approval & report late cases to DCAO.			
12	<p><b>EO prepare assessment dates by modules files and exam schedule &amp; presentation schedule for DCAO to sign at least 3 weeks before student's deadlines (2 weeks before submission deadlines for assessments submitted in Week 3)</b></p> <ul style="list-style-type: none"> <li>EO prepare the assessment dates by modules file accordingly for DCAO to sign</li> <li>EO prepare the exam schedule &amp; presentation schedule for DCAO to sign</li> </ul>	<p>Week 5</p> <ul style="list-style-type: none"> <li>- Approve dates</li> <li>- Approve Assessment by module file Final Version</li> <li>At least 3 weeks before students' deadlines</li> </ul>	<p>Assessment dates by modules; exam &amp; presentation schedule</p>	EO
13	<p><b>DCAO to final approve and sign all assesement dates by modules and exam schedule &amp; presentation schedule</b></p>	<p>Week 5</p> <ul style="list-style-type: none"> <li>- Approve dates</li> <li>- Approve Assessment by module file Final Version</li> <li>At least 3 weeks before students' deadlines</li> </ul>	<p>Assessment dates by modules; exam &amp; presentation schedule</p>	EO
14	<p><b>EO scan the assessment dates by modules and exam schedule &amp; presentation schedule; and send to LMS to upload on Canvas homepage of each course</b></p>	<p>Week 5</p> <ul style="list-style-type: none"> <li>- Approve dates</li> <li>- Approve Assessment by module file Final Version</li> <li>At least 3 weeks before students' deadlines</li> </ul>	<p>Assessment dates by modules; exam &amp; presentation schedule</p>	EO



**5. APPROVALS**

- a. Policy development or review will be endorsed by Head of Academic and Student Operations and approved by CAO prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

Prepared by	Checked by	Confirmed by	Agreed by	Approved by
 18/8/2022 <b>Tran Duc Trung</b> Academic Compliance Manager	 18 Aug 22 <b>Hoang Thi Vien</b> Exams Office Manager	 18 Aug 22 <b>An Nhat Linh</b> Registry Services Associate Manager	 19/8/22 <b>Tony Summers</b> Deputy Chief Academic Officer	 13/8/22 <b>Christopher Jeffery</b> Chief Academic Officer

**6. RECORDS**

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Master Assessment Planning List (MAPL)	Soft Copy	EO	5 years
Assessments dates by modules files	Soft/Hard Copy	EO	5 years
Exam schedule & presentation schedule	Soft Copy	EO	5 years

**7. REFERENCES**

Document Ref	Document Title
03/2022/EO/BUV-REGISTRY	Assessment Deadline Set Up Process --End of Document--

