BRITISH
UNIVERSITY
VIETNAM
BUV

IELTS PROGRESSION PROCEDURE

DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	Chief Academic Officer	

1. PURPOSE

This procedure has been developed to support British University Vietnam (BUV)'s Training Centre to manage the examination and progression of IELTS courses. This documentation will provide a formal standardised and repeatable process with clear timelines for department of Teaching Centre.

2. SCOPE

This procedure encompasses the process of examination and progression of IELTS courses managed the Training Centre.
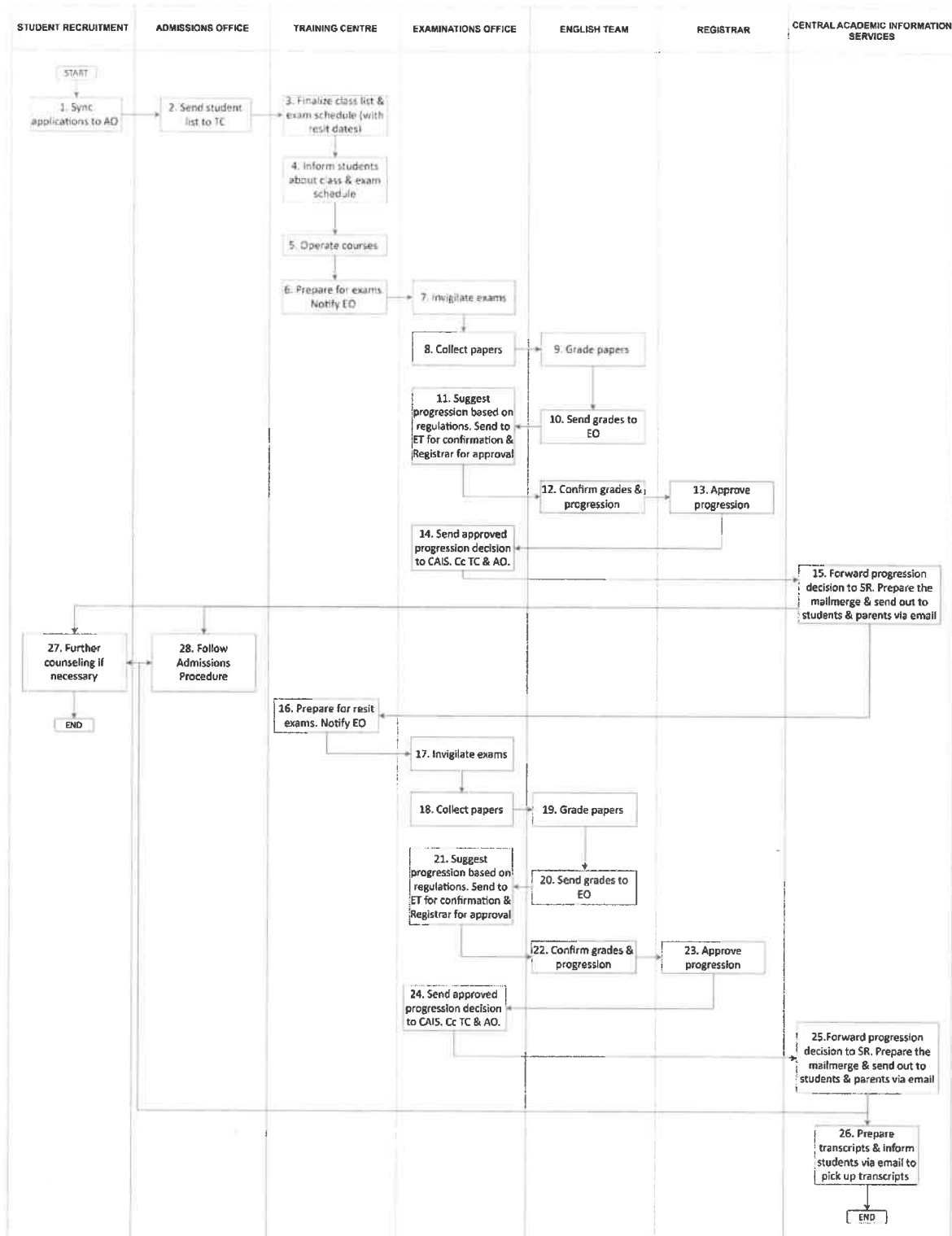
3. DEFINITIONS

a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
SR	Student Recruitment
CAIS	Central Academic Information Services
AO	Admissions Office
EO	Examinations Office
TC	Training Centre
ET	English Team

4. PROCEDURE

a. Flowchart

STUDENT RECRUITMENT	ADMISSIONS OFFICE	TRAINING CENTRE	EXAMINATIONS OFFICE	ENGLISH TEAM	REGISTRAR	CENTRAL ACADEMIC INFORMATION SERVICES

START

1. Sync applications to AO

2. Send student list to TC

3. Finalize class list & exam schedule (with resit dates)

4. Inform students about class & exam schedule

5. Operate courses

6. Prepare for exams. Notify EO

7. Invigilate exams

8. Collect papers

9. Grade papers

10. Send grades to EO

11. Suggest progression based on regulations. Send to ET for confirmation & Registrar for approval

12. Confirm grades & progression

13. Approve progression

14. Send approved progression decision to CAIS. Cc TC & AO.

15. Forward progression decision to SR. Prepare the mailmerge & send out to students & parents via email

27. Further counseling if necessary

28. Follow Admissions Procedure

END

16. Prepare for resit exams. Notify EO

17. Invigilate exams

18. Collect papers

19. Grade papers

20. Send grades to EO

21. Suggest progression based on regulations. Send to ET for confirmation & Registrar for approval

22. Confirm grades & progression

23. Approve progression

24. Send approved progression decision to CAIS. Cc TC & AO.

25. Forward progression decision to SR. Prepare the mailmerge & send out to students & parents via email

26. Prepare transcripts & inform students via email to pick up transcripts

END

b. Roles & Responsibilities:
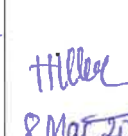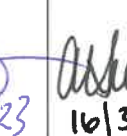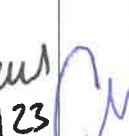
Step	Process Activities	Deadline	Output	PIC
1	Students submit application and SR sync applications to AO	4-week course: Monday of W1 6-week course: Tuesday of W1	List sent via email	SR
2	Send student list to TC	2 weeks before commencement date and update	List sent via email	AO
3	Finalize class list & exam schedule (with resit dates)	2 weeks before the start date of the course	Approved list & schedule	TC
4	Inform students about class & exam schedule	1 week before the start date of the course	Email notice	TC
5	Operate courses	According to annual class schedule		TC
6	Prepare for exams. Notify EO.	Wednesday of Week 2 of the course	Email notice	TC
7	Invigilate exams on exam dates. Exams are on Friday of the last week of each course.	Exam dates Last Friday of class		EO
8	Collect papers	Exam dates Last Friday of class	Papers collected	EO
9	Grade papers	Monday of break week	Papers graded	ET
10	Send grades to EO	At 2pm on Monday of break week	Marking sheet	ET

11	Suggest progression based on regulations. Send to ET for confirmation & Registrar for approval	Monday afternoon	Progression suggestion	EO
12	Confirm grades & progression	Tuesday morning	Progression confirmed	ET
13	Approve progression	At noon Tuesday of break week	Progression approved	Registrar
14	Send approved progression decision to CAIS around noon time (after getting approval) Tuesday of break week. Cc TC & AO (In case no student fails the course, EO will inform TC to cancel the resit exam)	Noon time Tuesday of break week	Email notice	EO
15	Forward progression decision to SR. Prepare the mailmerge & send out to students & parents via email	End of Tuesday of break week	Send result via mailmerge	CAIS
16	Prepare for resit exams. Notify EO.	Wednesday of Week 2 of the course	Email notice	TC
17	Invigilate exams.	Resit Exam dates Wednesday of break week		EO
18	Collect papers.	Resit Exam dates Wednesday of break week	Papers collected	EO
19	Grade papers.	1 day from Step 18	Papers graded	ET
20	Send grades to EO.	At 2pm on Thursday of break week	Marking sheet	ET
21	Suggest progression based on regulations. Send to ET for confirmation & Registrar for approval.	Thursday afternoon	Progression suggestion	EO
22	Confirm grades & progression.	Thursday afternoon	Progression confirmed	ET
23	Approve progression.	10 am on Friday of break week	Progression approved	Registrar

24	Send approved progression decision to CAIS around noon time (after getting approval) Friday of break week. Cc TC & AO.	Noon time Friday of break week	Email notice	EO
25	Forward progression decision to SR. Prepare the mailmerge & send out to students & parents via email.	End of Friday of break week	Send result via mailmerge	CAIS
26	Prepare transcripts & inform students via email to pick up transcripts	1st week of the new level start	Transcripts prepared & email notice	CAIS
27	Further counseling if necessary.			SR
28	Follow Admissions Procedure.	Before commencement Date		AO

5. APPROVALS

a. Policy development or review will be endorsed by Head of Training Centre 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	Checked by	Checked by	Checked by	Checked by	Agreed by	Approved by
Tran Duc Trung Academic Compliance Manager	**Nguyen Thi Dung** Central Academic Information Service Manager	**Hoang Thi Vien** Examinations Office Manager	**Nguyen Dieu Linh** Admissions Office Associate Manager	**Luong Khanh Luong** Training Centre Manager	**James McMillan** English Team Leader	**Tony Summers** Registrar	**Christopher Jeffery** Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Marking sheet	Soft Copy	EO	5 years
Grids	Soft Copy	EO	5 years
Transcripts	Soft Copy	EO	5 years

7. REFERENCES

Document Ref   Document Title

01/2023/TC/BUV-TC   IELTS Progression Procedure

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