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ACADEMIC QUALITY OFFICE

BRITISH
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BUV

ASSESSMENT APPROVAL PROCEDURE

DOCUMENT HISTORY

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

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1. PURPOSE

This Procedure has been developed to support British University Vietnam (BUV)'s Academic Quality Office in uploading and tracking the assessment approval process between BUV & Stafforshire University (SU); and tracking the assessment approval process in BUV.

2. SCOPE

This process documented in this procedure encompasses the process of assessment approval for all SU Programme's and BUV Own Programme's assessments papers that are used at BUV.

3. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
CAO	Chief Academic Officer
UR	University Registrar
HAQ	Head Academic Quality
AQO	Academic Quality Office
EO	Exams Office
DL	Discipline Lead
IM	Internal Moderator
ML	Module Leader
CCP	Contemporary Creative Practice Programme
Assessments	Module Handbooks for CCP and Assessment Papers for other Disciplines

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4. PROCESS

4.1. Assessment Approval Procedure between BUV and SU.

4.1.1. Approved assessments by SU that remain valid.

a. Flowchart

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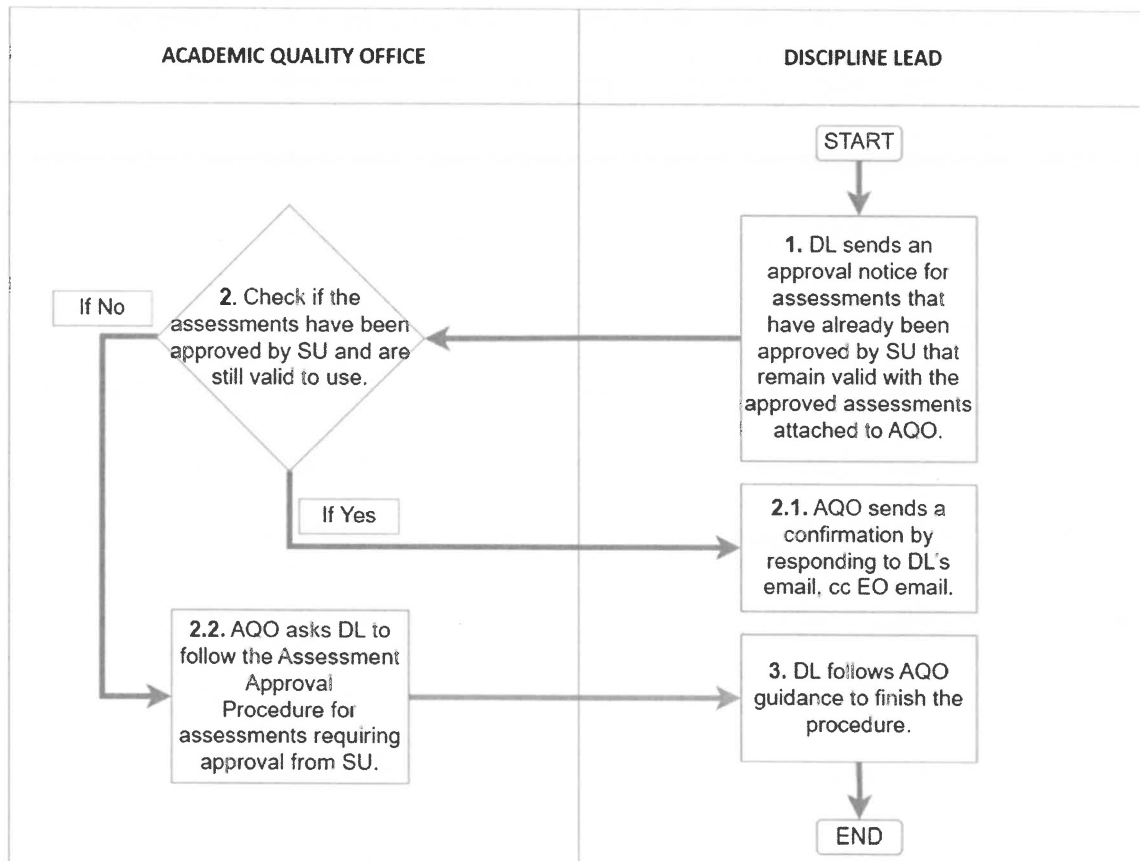
b. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	DL sends an approval notice for assessments that have already been approved by SU that remain valid with the approved assessments attached to AQO.	9 weeks before the submission week *For CCP: Week (-1) of the semester	An Approval Notice email with approved assessments attached	DL

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2	AQO checks and confirms whether the assessments have been approved by SU and are still valid to use. - If Yes, proceed to [2.1] - If No, proceed to [2.2]			AQO
2.1	AQO sends a confirmation by responding to DL's email, cc EO email.	24 hours after the email from DL was sent	A confirmation email	AQO
2.2	AQO asks DL to follow the Assessment Approval Procedure for assessments requiring approval from SU.	24 hours after the email from DL was sent	A confirmation email	AQO
3	DL follows AQO guidance to finish the procedure.			DL

* **Assessment Approval Procedure**

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4.1.2. Assessments requiring approval from SU.

a. Flowchart

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b. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	ML creates and sends the assessments to IM for review and approval.		Assessments	ML
2	IM reviews and approves the assessments: - If No, proceed to [2.1] - If Yes, proceed to [2.2]			IM
2.1	ML revises the assessments as requested. Back to [1]		Revised assessments	IM
2.2	IM forwards the assessments to DL for final internal review and approval.		Internally Approved Assessment at IM Stage	ML
3	DL reviews and approves the assessments: - If No, proceed to [3.1] - If Yes, proceed to [3.2]			DL
3.1	ML works with IM to revise the assessments as requested. Back to [2.2]			ML IM
3.2	DL forwards the assessments to AQO for format review and approval.	9 weeks before the submission week *For CCP: Week (-10) of the semester	Internally Approved Assessment at DL Stage	DL
4	AQO reviews and approves the assessments: - If No, proceed to [4.1] - If Yes, proceed to [5]			AQO
4.1	DL works with ML & IM to revise the assessments as requested. Back to [3.2]	24 hours after the request from AQO is sent		DL ML IM
5	L3 or L4, L5, L6? - If the assessment paper is for L4, L5 and L6 cohorts, proceed to [6] - If the assessment paper is for L3 cohorts, proceed to [16]		Approved Assessment at AQO Stage	AQO

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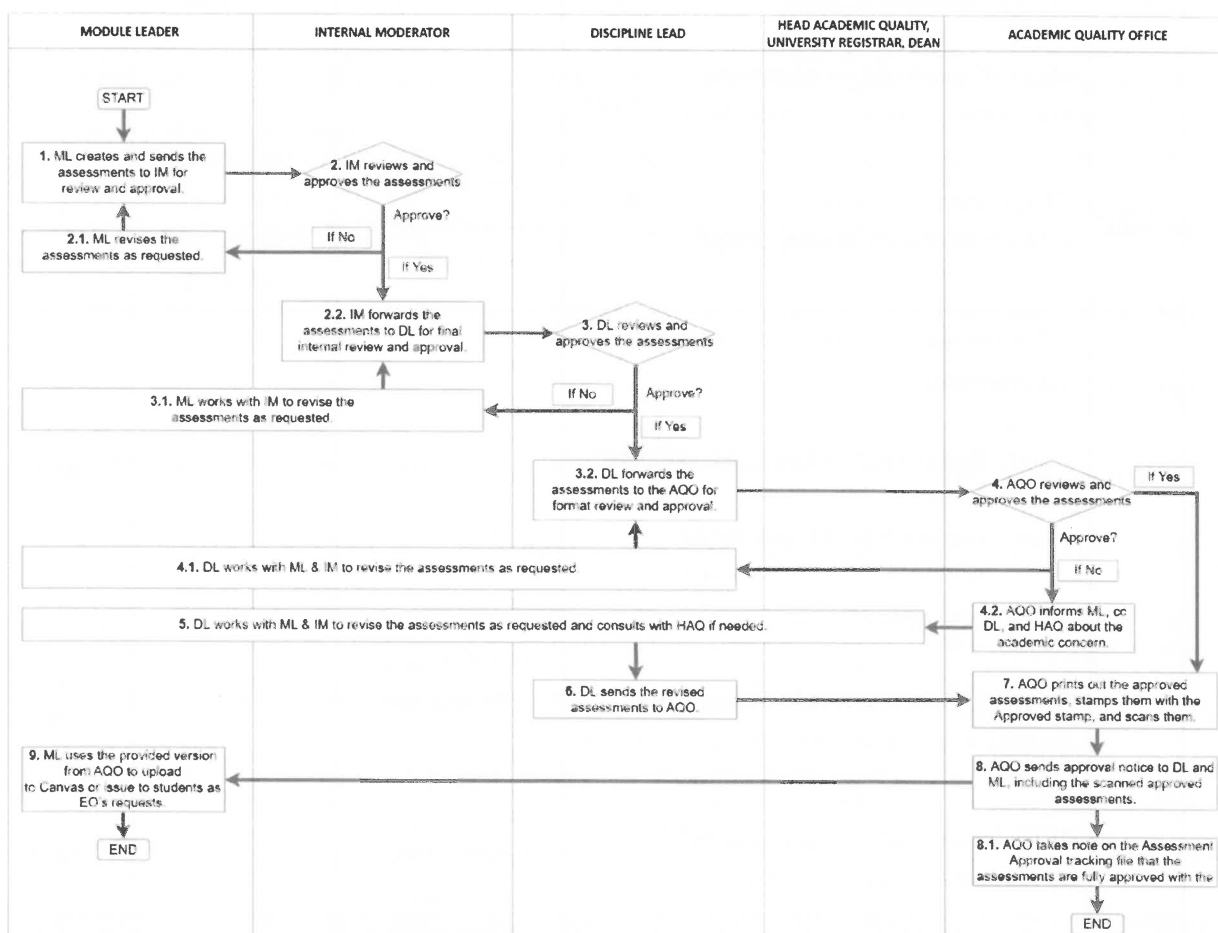ACADEMIC QUALITY OFFICE

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6	AQO responds to DL to confirm that the assessments are well-received and ready to be uploaded to SU.	24 hours after the email from DL is sent	A confirmation email	AQO
7	AQO uploads the assessments to SU website for approval.	24 hours after the email from DL is sent		AQO
7.1	AQO takes note on the Assessment Approval tracking file that the assessments are uploaded with the specific date.	24 hours after the email from DL is sent	Assessment Approval tracking file	AQO
8	AQO monitors assessment approval from SU: - After uploading the assessments to SU, if SU requires additional information before approval, proceed to [10] - 4 weeks before the assessment submission week (for BUV students) or 2 weeks before the exam date; OR on Week (-1) of the semester (for CCP): • If SU is close to or has missed the approval deadline of 6 weeks after assessments upload without any new notification, proceed to [13] • If SU approves the assessment on time, proceed to [16] - After the assessments are uploaded to Canvas or issued to students with the caveat: • If SU requires additional information before approval, proceed to [10] • If SU approves the assessment, proceed to [16]			AQO
9	AQO informs ML, cc DL, and HAQ about the rejected assessments with SU examiner's comment.	24 hours after the notification from SU is sent	Forwarded email from SU	AQO
10	DL works with ML & IM to revise the assessments as requested and consults with HAQ if needed.			DL, ML, IM HAQ

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11	DL sends the revised assessments to AQO.	48 hours after the notification from SU is sent	Revised assessments	DL
12	AQO re-uploads the revised assessments to SU and informs SU staff. Back to [8] for suitable action.	24 hours after the email from DL is sent		AQO
12.1	AQO takes note on the Assessment Approval tracking file that the assessments are pending for review with the specific date.	24 hours after the email from DL is sent	Assessment Approval tracking file	AQO
13	AQO prints out the assessments, stamps them with the "Subject to Approval" stamp, and scans them.	4 weeks before the assessment submission week (for BUV students) or 2 weeks before the exam date.	Scanned assessments	AQO
14	AQO informs DL, ML, HAQ, UR and Dean about the late approval from SU via email with the scanned assessments attached.	4 weeks before the assessment submission week (for BUV students) or 2 weeks before the exam date.	A notice email with scanned assessments	AQO
14.1	AQO takes note on the Assessment Approval tracking file that the assessments are issued with the caveat of the specific date.	4 weeks before the assessment submission week (for BUV students) or 2 weeks before the exam date.	Assessment Approval tracking file	AQO
15	HAQ, UR and Dean instruct DL, ML to release assessments to students.			HAQ, UR, Dean
16	ML uses the provided version from AQO to upload to Canvas or issue to students as EO's requests. Back to [8] for suitable action.			
17.	AQO prints out the approved assessments, stamps them with the Approved stamp, and scans them.	24 hours after the assessments are approved	Scanned approved assessments	AQO

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18	AQO sends approval notice to DL and ML, including the scanned approved assessments.	24 hours after the assessments are approved	An Approval Notice email with scanned approved assessments attached.	AQO
18.1	AQO takes note on the Assessment Approval tracking file that the assessments are fully approved with the specific date.	24 hours after the assessments are approved	Assessment Approval tracking file.	AQO
19	ML uses the provided version from AQO to upload to Canvas or issue to students as EO's requests.			ML

4.2. Assessment Approval Procedure for BUV Own Programme.

a. Flowchart

* **Assessment Approval Procedure**

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b. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	ML creates and sends the assessments to IM for review and approval.		Assessments	ML
2	IM reviews and approves the assessments: - If No, proceed to [2.1] - If Yes, proceed to [2.2]			IM
2.1	ML revises the assessments as requested. Back to [1]		Revised assessments	IM
2.2	IM forwards the assessments to DL for final internal review and approval.		Internally Approved Assessment at IM Stage	ML
3	DL reviews and approves the assessments: - If No, proceed to [3.1] - If Yes, proceed to [3.2]			DL
3.1	ML works with IM to revise the assessments as requested. Back to [2.2]			ML IM
3.2	DL forwards the assessments to AQO for format review and approval.	9 weeks before the submission week	Internally Approved Assessment at DL Stage	DL

4	AQO reviews and approves the assessments:
	- If No:
	  • Because of the format, proceed to [4.1]
	  • Because of the academic concern, proceed to [4.2]
	- If Yes, proceed to [7]
				AQO

4.1	DL works with ML & IM to revise the assessments as requested. Back to [3.2]	24 hours after the request from AQO is sent		DL ML IM
4.2	AQO informs ML, cc DL, and HAQ about the academic concern.	24 hours after the email from DL is sent		AQO
5	DL works with ML & IM to revise the	24 hours after the request		DL ML

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	assessments as requested and consults with HAQ if needed.	from AQO is sent		IM HAQ
6	DL sends the revised assessments to AQO.	48 hours after the request from AQO is sent	Revised assessments	DL
7.	AQO prints out the approved assessments, stamps them with the Approved stamp, and scans them.	24 hours after the assessments are approved	Scanned approved assessments	AQO
8	AQO sends approval notice to DL and ML, including the scanned approved assessments.	24 hours after the assessments are approved	An Approval Notice email with scanned approved assessments attached.	AQO
8.1	AQO takes note on the Assessment Approval tracking file that the assessments are fully approved with the specific date.	24 hours after the assessments are approved	Assessment Approval tracking file.	AQO
9	ML uses the provided version from AQO to upload to Canvas or issue to students as EO's requests.			ML

5. APPROVALS

a. Policy development or review will be confirmed by Head Academic Quality then endorsed by the University Registrar and Dean (Higher Education) and approved by CAO before 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	Confirmed by	Confirmed by	Approved by
eeeeee Dec 20 Approved via email	*Hillee 19 Dec 23*	*19/12/23*	*20/12/23*	*21/12/23*	*22/12/23*
Tran Duc Trung Deputy University Registrar	**Hoang Thi Vien** Manager, Exams Office	**Jyotsna Ghildiyal Bijalwan** Head Academic Quality	**Tony Summers** University Registrar	**Jason MacVaugh** Dean (Higher Education)	**Christopher Jeffery** Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period

7. REFERENCES

Document Ref	Document Title
002/2023/PRO/BUV-QA	Assessment Approval Procedure

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