	REGISTRY DEPARTMENT	Doc. Ref. 04/2022/EO/BUV-REGISTRY
BRITISH UNIVERSITY VIETNAM BUV	ASSESSMENT SECTION SET UP PROCESS	Approved by : Christopher Jeffery
		Approved Date: April 5th, 2022
		Effective Date : April 5th, 2022
		Version No : 1.1

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DOCUMENT REVISION HISTORY

Revision Date	Revision Made By	Description of Changes	Revision No.

I.   PURPOSE

This Procedure has been developed to support British University Vietnam (BUV) Exam Office, & Learning Management System Office to set up assessment deadline and assessment details on Canvas for students in a new semester.

II.   SCOPE

The process documented in this procedure encompasses the process of setting up assessment deadline and assessment details on Canvas for the new semester.
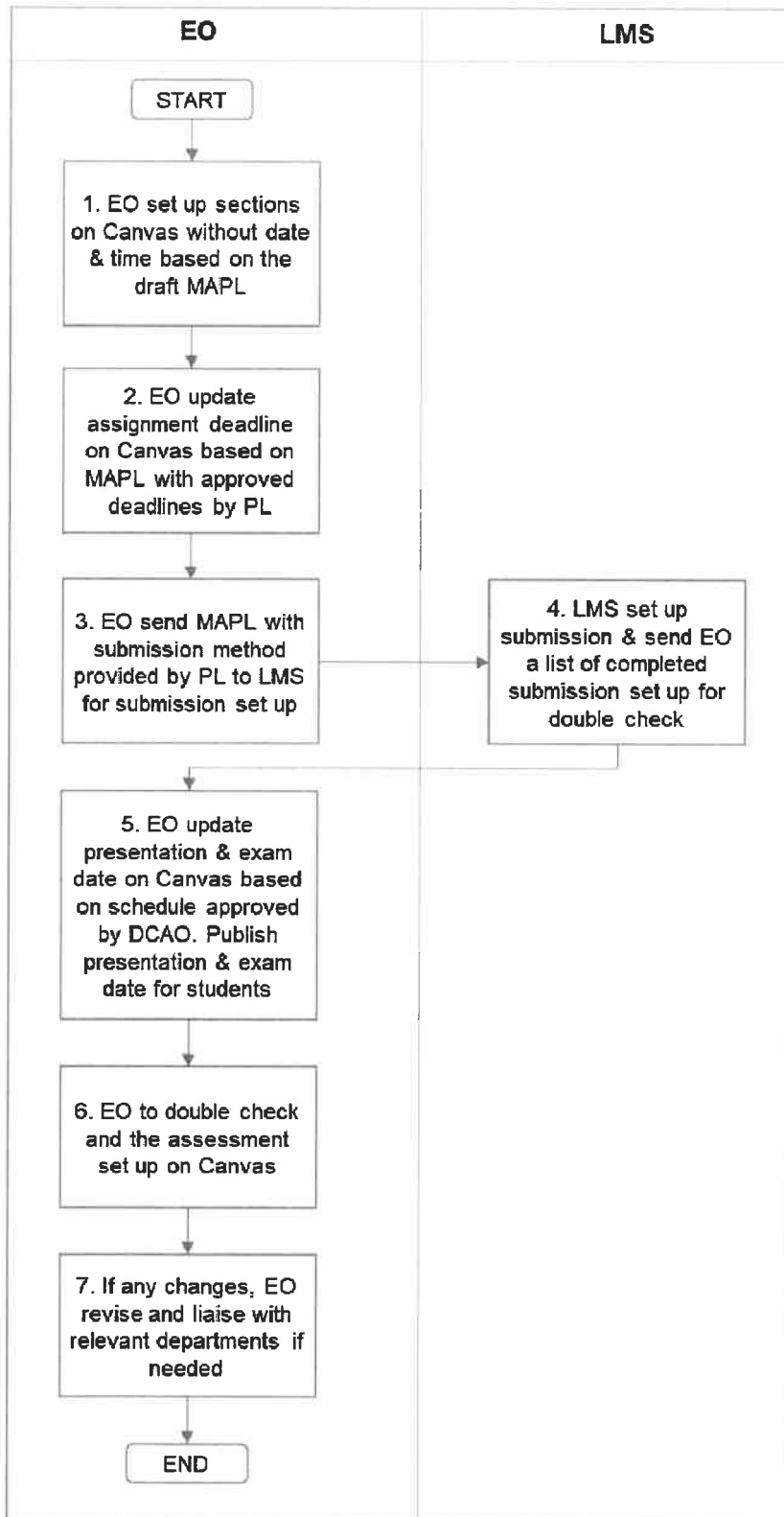
III.   DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
EO	Exam Office
LMS	Learning Management System
MAPL	Master Assessment Planning List

IV.   PROCEDURES

1. Process flow

This section provides a visual overview of the process. The process flow diagram should be read in conjunction with Section (V) "Process detail" in order to get a complete view of the process.

EO	LMS

START

1. EO set up sections on Canvas without date & time based on the draft MAPL

2. EO update assignment deadline on Canvas based on MAPL with approved deadlines by PL

3. EO send MAPL with submission method provided by PL to LMS for submission set up

4. LMS set up submission & send EO a list of completed submission set up for double check

5. EO update presentation & exam date on Canvas based on schedule approved by DCAO. Publish presentation & exam date for students

6. EO to double check and the assessment set up on Canvas

7. If any changes, EO revise and liaise with relevant departments if needed

END

V.   PROCESS DETAIL

Step #	Process Activities	Deadline	Output	PIC
1	**EO set up sections on Canvas without date & time based on the draft MAPL** • Set up modules, components & weightings from the draft MAPL	1st week the new semester		EO
2	**EO update assignment deadline on Canvas based on MAPL with approved deadlines by PL**	3rd week the new semester		EO
3	**EO send MAPL with submission method provided by PL to LMS for submission set up**	5th week the new semester		EO
4	**LMS set up submission & send EO a list of completed submission set up for double check LMS inform EO of issues and adjust accordingly**	6th week the new semester	List of completed submission set up	PL
5	**EO update presentation & exam date on Canvas based on schedule approved by DCAO. Publish presentation & exam date for students**	7th week the new semester		EO
6	**EO to double check the assessment set up on Canvas & report to DCAO / HoQAD of issues (wrong paper, no paper, etc)**	After assessment section is set up		EO
7	**If any changes, EO revise and liaise with relevant departments if needed**			EO

VI. APPROVALS & EXCEPTIONS

Policy development or review will be endorsed by Head of Registry and approved by CAO prior to implementation and execution.

Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.

This document is approved and effective from the date of signing:

Prepared by	Checked by	Checked by	Confirmed by	Approved by
Approved by email	Approved by email	*[signature]*	*[signature]* 7/4/22	*[signature]* 12/4/22
Tran Duc Trung Academic Compliance Manager	**Hoang Thi Vien** Exam Office Manager	**Vu Lan Anh** Registry Manager	**Tony Summers** Deputy Chief Academic Officer	**Christopher Jeffery** Chief Academic Officer

VII. RECORDS

Records	Medium	Responsibility	Retention Period
List of completed submission set up in a	Soft Copy	EO/LMS	3 years

VIII. REFERENCES

Document Ref   Document Title

04/2022/EO/BUV-REGISTRY   BUV Assessment Section Set Up Process

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