

EXAMINATION ORGANIZATION PROCEDURE

1. PURPOSE	2
2. SCOPE.....	2
3. DEFINITIONS	2
4. PROCESS.....	3
5. APPROVALS	15
6. RECORDS	15
7. REFERENCES.....	15

DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	CAO	

1. PURPOSE

This Procedure has been developed to support British University Vietnam's Registry Services Department in general and Examinations Office in particular, to manage the process of Examination Organization.

2. SCOPE

This procedure is applied for all in-person & remote examinations for Staffordshire University

3. DEFINITIONS

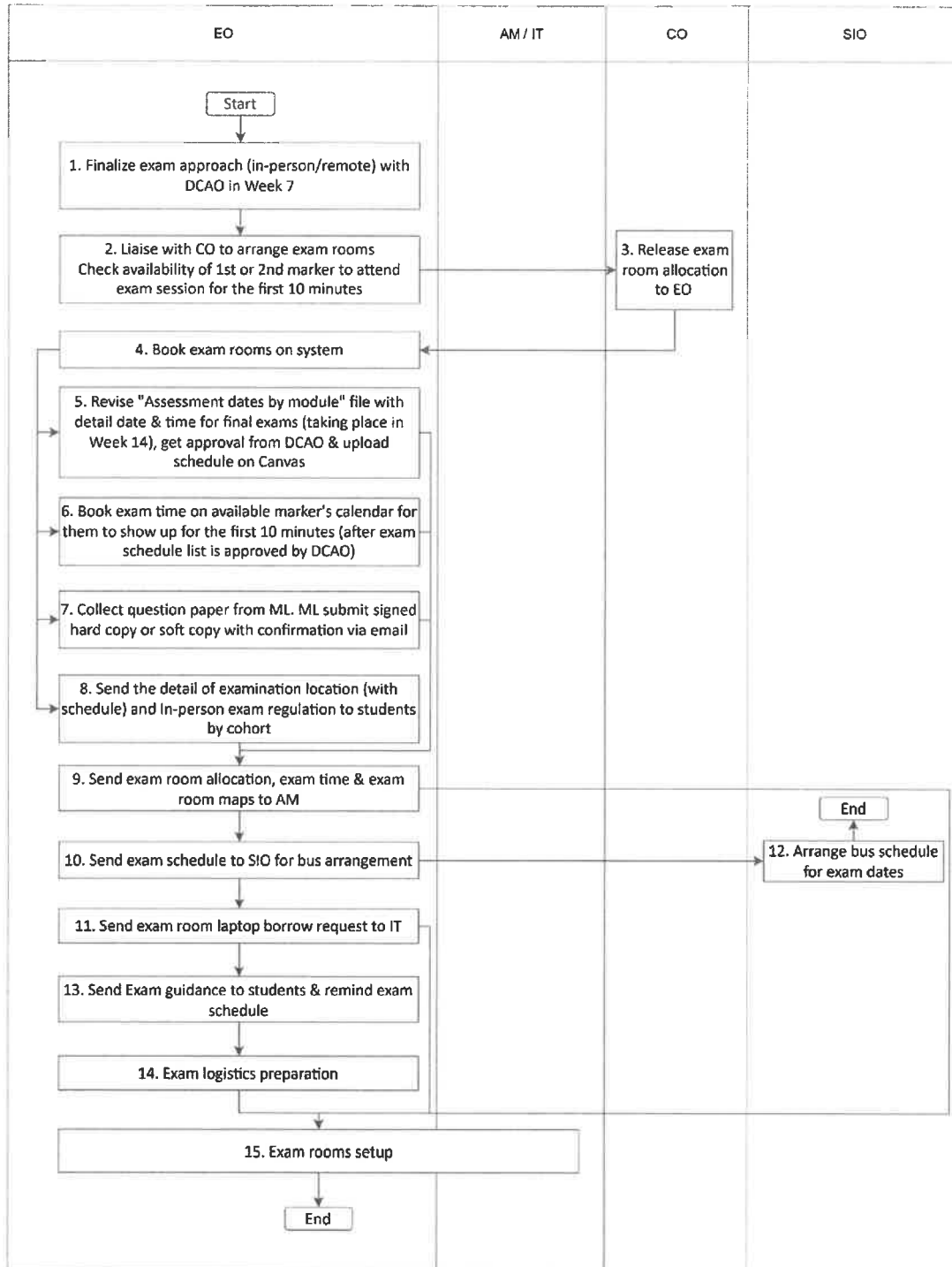
a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
DCAO	Deputy Chief Academic Officer
AM	Asset Management
SIO	Student Information Office
EO	Examinations Office
CO	Course Office
ML	Module Leader
ACO	Academic Compliance Office
LMS	Learning Management System

4. PROCEDURES

- a. In-person examination organization
 - i. In-person exam: Pre-exam
 - 1. Flowchart



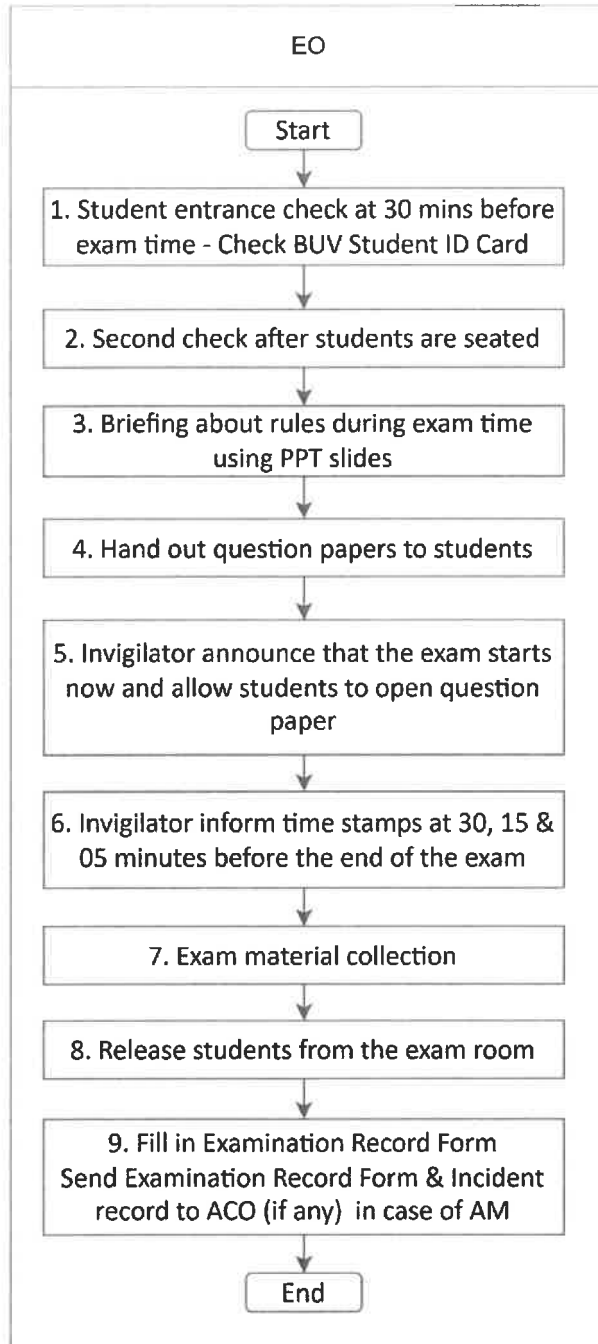
2. Roles & Responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1	Finalize examination approach (online/offline) with DCAO in Week 7	Week 7	DCAO decision	EO
2	Liaise with CO to arrange exam rooms. Check availability of 1st or 2nd marker to attend exam session for the first 10 minutes	Week 8	Email request	EO
3	Release exam room allocation to EO	Week 9	Exam room allocation	CO
4	Book exam rooms on the system	Week 9	Outlook calendar	EO
5	Revise "Assessment dates by module" file with detail date and time for final exams (taking place in Week 14), get approval from DCAO and upload schedule on Canvas	Week 9	System Notification to students	EO
6	Book exam time on available marker's calendar for them to show up for the first 10 minutes (after exam schedule list is approved by DCAO)	Week 9-10	Outlook calendar	EO
7	Collect question paper from ML. ML submit signed hard copy or soft copy with confirmation via email	Week 11-13	Question papers	EO / ML
8	Send the detail of examination location (with schedule) and In-person exam regulation to students by cohort <i>Note: For computer-based exams in computer labs, students must show up 30 minutes before exam time for checking computer log in.</i>	Week 11-12	Email to students	EO

9	Send exam room allocation, exam time & exam room maps to AM	Week 12-13	Email with related documents listed	EO
10	Send exam schedule to SIO for bus arrangement	Week 12-13	Email with exam schedule	EO
11	Send exam room laptop borrow request to IT Request IT via BUV Web Help Desk for 1 laptop to show Examination Guidelines slides. https://helpdesk.buv.edu.vn:8443/helpdesk/WebObjects/Helpdesk.woa	Week 13	Email request	EO
12	Arrange bus schedule for exam dates	Week 13	Bus schedule on exam dates	SIO
13	Send Exam guidance to students & remind exam schedule	Week 13	Email with related documents	EO
14	Exam logistics preparation - Student Checklist: List of all students taking the exam including HAN ID, name, cohort - Room map - Candidate labels: Candidate number - Envelops for question papers (according to number of question paper sets) - Print all question papers for students (1 extra copy for backup) to EOM for checking - Envelop for answer booklets - Check answer booklet quantity for SU programmes. Make copies for BUV own programmes. - Examination Guidelines slides - Examination Notice: Cohort, Module, Time to put on standee - Documents to print: Examination Regulations, Incident Report (3-5 copies), Belonging Notice, Exam Report, Receipt Form (handover answer booklets to marker) - Allocate invigilators and training if necessary. For up to 50 students: 3	Week 13	Printed documents: - Student Checklist - Room map - Candidate labels - Envelops for question paper & answer booklets - Question papers - Answer booklets - Examination Guidelines slides - Examination Notice - Examination Regulations, Incident Report - Belonging Notice, Exam Report, Receipt - Invigilator list	EO

	invigilators. For 60 to 70 students: 4 invigilators.			
15	Exam rooms set up	Week 14	Exam room setup	AM

- ii. In-person Exam: Exam date
 - 1. Flowchart



2. Roles & responsibilities

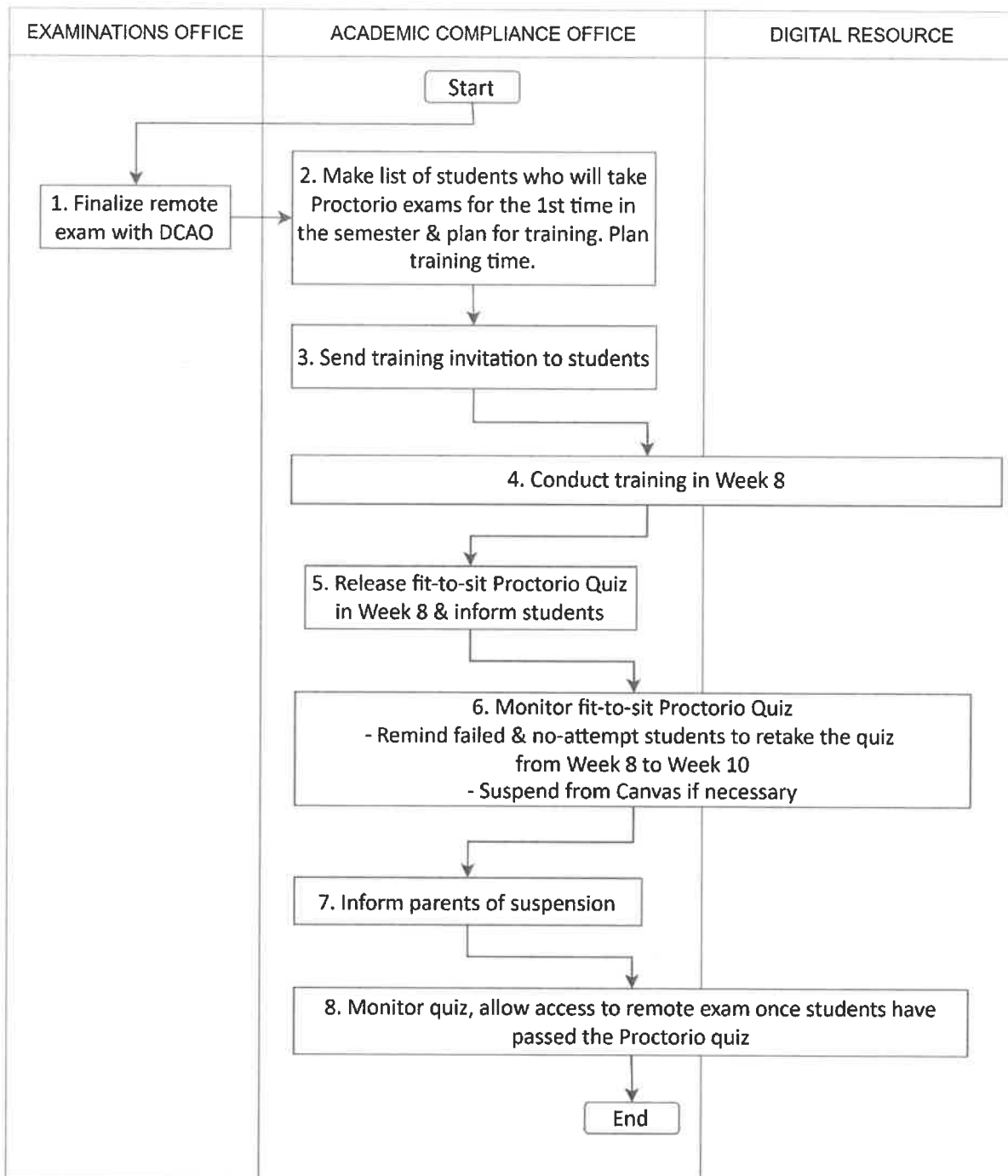
Step	Process Activities	Turnaround time	Output	PIC
1	<p>Student entrance check</p> <ul style="list-style-type: none"> - Invigilator check BUV student ID card (student is not allowed to sit for the exam without BUV student ID card) - Student put belonging at designed areas - Invigilators allow student entry into the exam room - Invigilator seat students according to room map - Remind students to turn off phones and leave all electronic devices out of the test room - Announce examination regulations using Examination Guidelines slides <p><i>Note: For computer-based exams in computer labs, allow students to enter exam rooms for checking computer login at least 30 minutes before exam time.</i></p>	30 mins before exam time	Attendance checklist	EO
2	<p>Second check after students are seated</p> <ul style="list-style-type: none"> - Check student ID - Check student seat according to seating plan - Check unauthorized items on student desk 	30 mins before exam time	ID, seat, unauthorized items checked	EO
3	Briefing about rules during exam time using PPT slides		Rules presented to students	EO
4	<p>Hand out question papers to students</p> <ul style="list-style-type: none"> - Remind students not to open exam papers until instructed to do so - Check that all students have exam papers 	5-10 mins before exam time	Question papers on student desks	EO
5	Invigilators announce that the exam starts now and allow students to open question paper	At exam start time		EO
6	Invigilators inform time stamps at: 30 minutes before the end of the exam 15 minutes before the end of the exam 05 minutes before the end of the exam	30, 15, 05 minutes before the		EO

		end of the exam		
7	Exam material collection Invigilators inform the end of the examination Collect question papers & answer booklets Check quantity of question papers & answer booklets Seal question papers & answer booklets envelopes	End of exam time	Sealed question papers & answer booklets envelopes	EO
8	Release students from the exam room	After question papers & answer booklets are sealed		EO
9	Fill in Examination Record Form Send Examination Record Form & Incident Record (if any) to ACO in case of AM	After exam On exam date	Examination Record Form & Incident Reports	EO

b. Remote examination organization

i. Remote Exam: Pre-exam: Proctorio Training & Fitness for exams

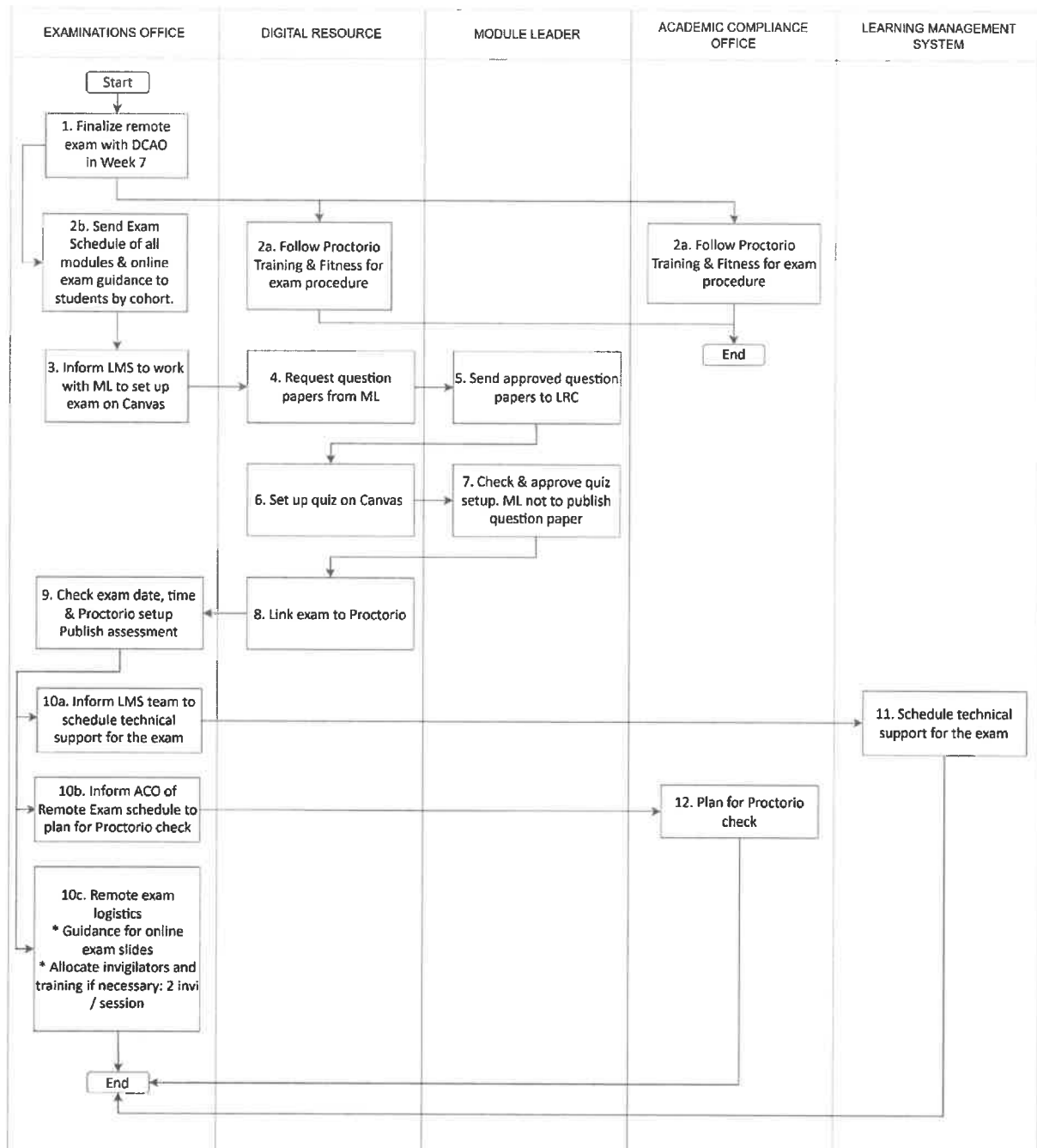
1. Flowchart



2. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Finalize remote exam with DCAO	Week 7	Remote exam approach finalized	EO
2	Make list of students who will take Proctorio exams for the 1st time in the semester & plan for training. Plan training time.	Week 7	Final list & training time finalized	ACO
3	Send training invitation to students	Week 7	Invitation sent	ACO
4	Conduct training in Week 8	Week 8	Training taking place	DR & ACO
5	Release fit-to-sit Proctorio Quiz in Week 8 & inform students	Week 8	Quiz released	ACO
6	Monitor fit-to-sit Proctorio Quiz - Remind failed & no-attempt students to retake the quiz from Week 8 to Week 10 - Suspend from Canvas if necessary	Week 8 - 10	Email reminder Suspension notice	ACO
7	Inform parents of suspension	Week 8 - 10	Suspension notice	ACO
8	Monitor quiz, allow access to remote exam once students have passed the Proctorio quiz	Week 8 - 10	Email notice Canvas access reopened	ACO

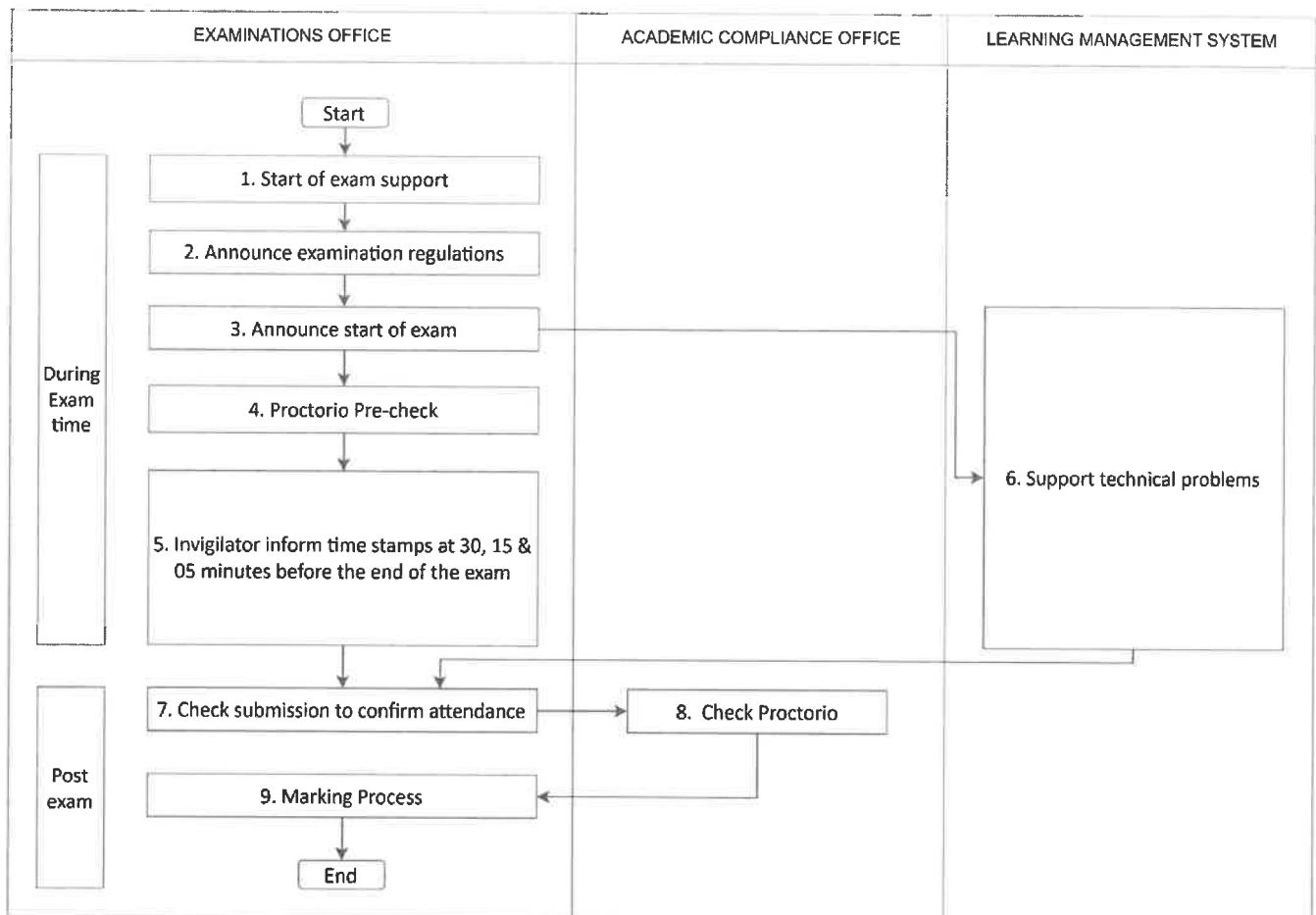
ii. Pre-exam: System Setup
1. Flowchart



2. Roles & responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Finalize remote exam with DCAO	Week 7	Finalized list of remote exams	EO
2a	Follow Proctorio Training & Fitness for exam procedure	Week 8 - Week 10	Training attendance & fit-to-sit quiz passed	DR & ACO
2b	Send Exam Schedule of related modules & online exam guidance to students by cohort.	Week 12	Exam schedule & guidance sent to students	EO
3	Inform LMS to work with ML to set up exam on Canvas	Week 11 - 12	Email request	EO
4	Request question papers from ML	Week 12	Email request	DR
5	Send approved question papers to LRC	Week 12	Email request	ML
6	Set up quiz on Canvas	Week 12	Email request	DR
7	Check & approve quiz setup. ML not to publish question paper	Week 12	Canvas quiz setup checked	ML
8	Link exam to Proctorio	Week 12	Proctorio embedment set up on LMS	DR
9	Check exam date, time & Proctorio setup Publish assessment	Week 13	Canvas quiz setup checked	EO
10a	Inform LMS team to schedule technical support for the exam	Week 13	Email notice	EO
10b	Inform ACO of Remote Exam schedule to plan for Proctorio check	Week 13	Email notice	EO
10c	Remote exam logistics * Guidance for online exam slides * Allocate invigilators and training if necessary: 2 invigilators / session	Week 12 - 13	Guidance ready to use Invigilator allocated	EO
11	Schedule technical support for the exam	Week 13	LMS personnel for support planned	LMS
12	Plan for Proctorio check	Week 13	Time & manpower allocation	ACO

iii. On Remote Exam Date
1. Flowchart



2. Roles & responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1	Start of exam support Create & start conference at least 30 mins before exam time Invite students to conference Invigilator standby in conference to support for technical issues and any issue relating to question paper	30 mins before exam time	Students join conference	EO
2	Announce examination regulations Announce examination regulations using Examination Guidelines slides Show tutorial video if any of Proctorio 20-25 mins before exam time	20-25 mins before exam time	Examination regulations announced	EO
3	Announce start of exam	Start of exam time		EO
4	Proctorio Pre-check Student Proctorio's Pre-check procedure and Exams Officer support		Students pass Pre-check & start exam	EO
5	Invigilator inform time stamps at 30, 15 & 05 minutes before the end of the exam	30, 15 & 05 minutes before the end of the exam		EO
6	Support technical problems	During exam time	Problems solved & recorded	LMS
7	Check submission to confirm attendance	Same day	Submission checked	EO
8	Check Proctorio for potential Academic Misconduct	Within 2 weeks	Flagged attempts checked	ACO
9	Marking Process EO follow Marking Process			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
 10/10/22	 10.10.22	 10/10/22	 10/10/22	 
Tran Duc Trung Academic Compliance Manager	Hoang Thi Vien Exams Office Manager	An Nhat Linh Registry Associate Manager	Tony Summers Deputy Chief Academic Officer	Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Attendance Check	Hard copy	EO	5 years
Incident Report	Hard copy	EO	5 years

7. REFERENCES

Document Ref
07/2022/EO/BUV-REGISTRY

Document Title
Examination Organization Procedure

--End of Document--