

REMOTE PRESENTATION ORGANIZATION PROCEDURE

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DOCUMENT HISTORY

Version	Description of Changes	Approved by	Date

1. PURPOSE

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

2. SCOPE

This process is applied for all Remote Presentations for Staffordshire University programmes & BUV Own Degree programmes.

3. DEFINITIONS

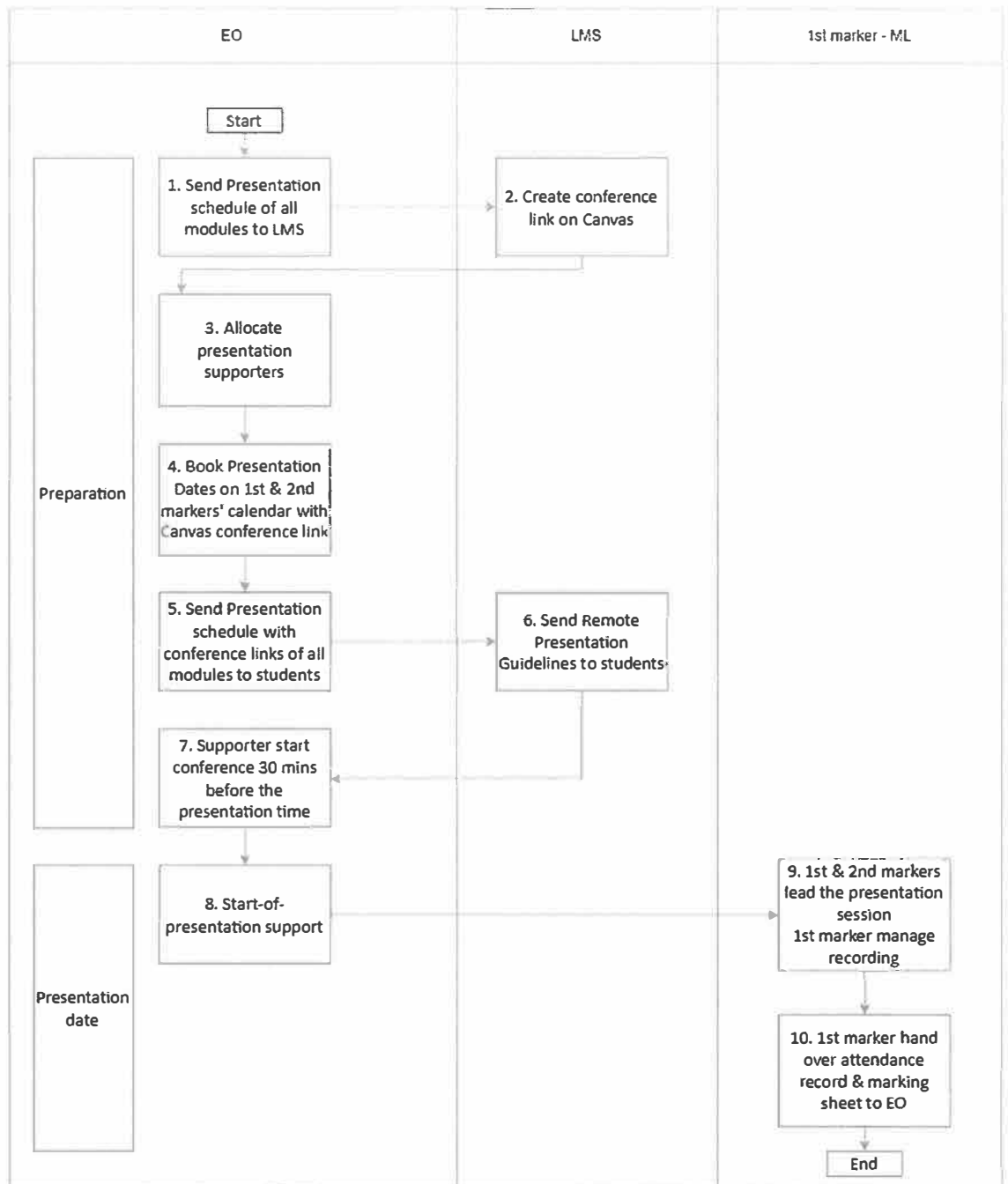
a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
EO	Examinations Office
ML	Module Leader
LMS	Learning Management System

4. PROCEDURES

a. Flowchart





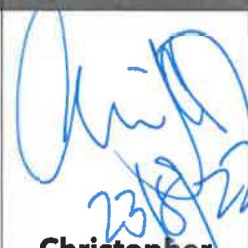


b. Roles & Responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1	Send Presentation schedule of all modules to LMS (after the approval of online presentation)	1 week before presentation week	Email with schedule to LMS	EO
2	Create conference link on Canvas For group: 1 conference / group For individual: 1 waiting & 1 presentation room for all student slots		Conferences on Canvas	LMS
3	Allocate presentation supporters		Supporter list	EO
4	Book Presentation Dates on 1st & 2nd markers' calendar with Canvas conference link		Outlook Calendar	EO
5	Send Presentation schedule with conference links of all modules to students		Email with schedule & conference links to students	EO
6	Send Remote Presentation Guidelines to students		Email with guidelines	LMS
7	Supporters start conference 30 mins before the presentation time	Presentation Date	Running conference on Canvas	EO
8	Start-of-presentation support			EO
9	1st & 2nd markers lead the presentation session 1st marker manage recording			1st marker
10	1st marker hand over attendance record & marking sheet to EO		Attendance Record & Marking Sheet	1st marker

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 Tran Duc Trung Academic Compliance Manager	 18 Aug 22 Hoang Thi Vien Exams Office Manager	 18 Aug 22 An Nhat Linh Registry Services Associate Manager	 19/8/22 Tony Summers Deputy Chief Academic Officer	 23/8/22 Christopher Jeffery Chief Academic Officer

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period (Active) (When)
Presentation Recordings	Soft Copy	EO	5 years
Marking Sheet	Hard Copy	EO	5 years

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
10/2022/EO/BUY-REGISTRY	Remote Presentation Organization

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