

SUBMISSION TRACKING PROCEDURE

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DOCUMENT HISTORY

Version	Description of Changes	Approved by	Date

1. PURPOSE

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

2. SCOPE

This procedure is applied for the submission tracking of submissions via Turnitin; Microsoft OneDrive; in-person & remote presentation; in-person & remote examination & practical assessments.

3. DEFINITIONS

a. Abbreviations

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

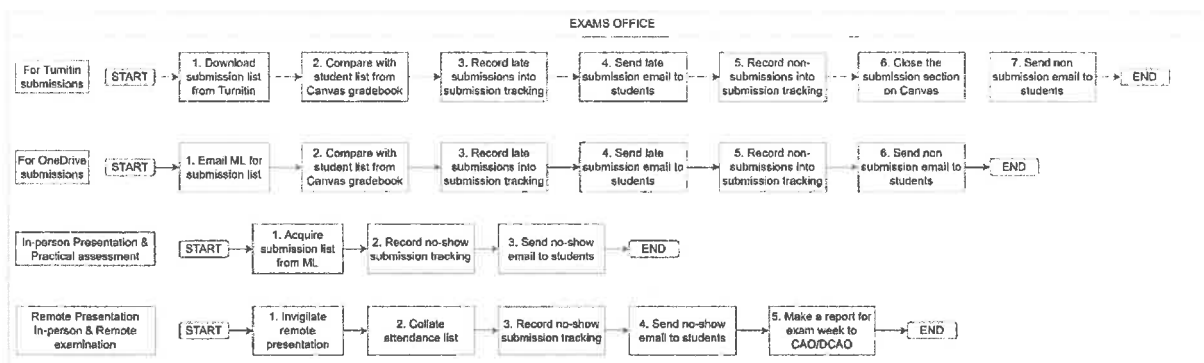
Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
EO	Examinations Office
ML	Module Leader

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

Terms	Definitions
Turnitin	Internet-based plagiarism detection service
Microsoft OneDrive	File hosting service

4. PROCEDURES

a. Flowchart



b. Roles & Responsibilities





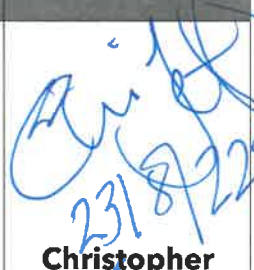
Type of submissions	Step	Process Activities	Turnaround time	Output	PI C
Turnitin submissions	1	Download submission list from Turnitin	1 working-day after the submission deadline	Turnitin submission list	EO
	2	Compare with student list from Canvas gradebook	1 working-day after the submission deadline	Checked submission list	EO
	3	Record late submissions into submission tracking	1 to 2 working-days after submission deadline	Updated submission tracking	EO
	4	Send late submission email to both students who submitted late and have not submitted and instruct students to claim for EC if they have any reason for non/late submission	3 working-days after submission deadline	Late submission emails to student	EO
	5	Record non-submissions into submission tracking	1 week after the main submission deadline	Updated late/non-submission tracking	EO
	6	Close the submission section on Canvas	1 working-day after the late submission deadline	Close the submission section on Canvas	EO

	7	Send non submission status email to students with instruct students to claim for EC if they have any reason for non/late	Within 3 working days after late submission deadline	Non-submission status emails to students	EO
OneDrive submissions	1	Email ML to get the submission list/ confirmation on the submission tracking	1 working-day after the submission deadline	Submission list	EO
	2	Compare with student list from Canvas gradebook	1 working-day after the submission deadline	Checked submission list	EO
	3	Record late submissions into submission tracking	1 to 2 working-days after submission deadline	Updated submission tracking	EO
	4	Send late submission email to students	3 working-days after submission deadline	Late submission emails	EO
	5	Record non-submissions into submission tracking	1 week after the main submission deadline	Updated late/non submission tracking	EO
	6	Send non submission email to students	Within 3 working-days after late submission deadline	Non-submission emails	EO
In-person Presentation & Practical assessment	1	Acquire submission list from ML	1 working-day after the submission deadline	Submission list	EO
	2	Record no-show submission tracking	2-3 working-days after submission deadline	Updated submission tracking	EO
	3	Send no-show email to students	3 working-days after submission deadline	No-show emails	EO
Remote Presentation	1	Invigilate remote presentation	On the Exam & Presentation date		EO
	2	Collate attendance list	1-2 working-days after Exam	Attendance date	EO

In-person & Remote examination			& Presentation date		
	3	Record no-show submission tracking	3 working-days after Exam & Presentation date	Updated submission tracking	EO
	4	Send no-show email to students	3 working-days after Exam & Presentation date	No-show emails	EO
	5	Make a report for Exam week to CAO/DCAO	4 working-days after Exam week	Report sends to CAO/DCAO	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
 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)
Submission Tracking	Soft Copy	EO	5 years
Late & Non submission emails	Soft Copy	EO	5 years

7. REFERENCES

Document Ref
12/2022/EO/BUV-REGISTRY

Document Title
Submission Tracking

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