

ASSESSMENT GRIDS PREPARATION & STUDENT PROFILES

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.0	Academic Compliance Office	Chief Academic Officer	26 July 2022

1. PURPOSE

This Procedure has been developed to support British University Vietnam's Registry Services Department in general and Exams Office in particular, to manage the process of Assessment Grids Preparation & Student Profiles.

2. SCOPE

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

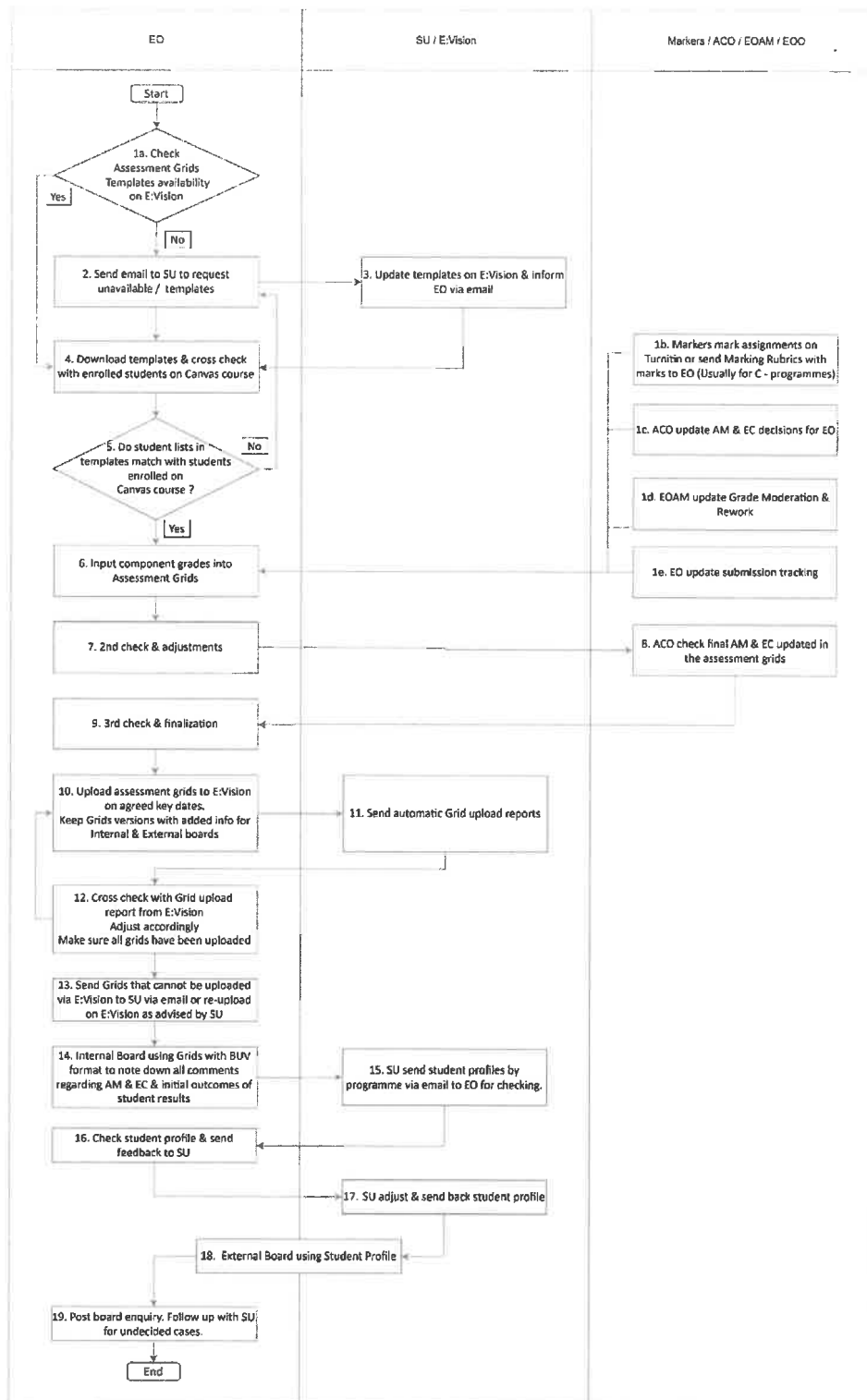
3. DEFINITIONS

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

Abbreviations	Definitions
BUV	British University Vietnam
SU	Staffordshire University
EO	Exams Office
ACO	Academic Compliance Office
CAIS	Central Academic Information Service
HoR	Head of Registry

4. PROCESS

4.1. Flowchart



4.2.Roles & Responsibilities

Step	Process Activities	Turnaround time	Output	PIC
1a	Check Assessment Grids Templates availability on E: Vision If Yes: Move to (4) If No: Move to (2)	Week 2 - Week 14	Assessment Grids Templates	EO
1b	Markers mark assignments on Turnitin or send Marking Rubrics with marks to EO (Usually for C - programmes)	Following marking deadline	Marks on Canvas	Markers
1c	ACO update AM & EC decisions for EO	Following the key dates of the semester	AM EC summary	ACO
1d	EO update Grade Moderation & Rework	Week 8 - Week 16	Grade Moderation & Rework summary	EO
1e	EO update submission tracking	Week 8 -week 16	Submission Tracking	EO
2	Send email to SU to request unavailable templates	Week 2 - Week 14	Email request	EO
3	Update templates on E: Vision & inform EO via email	Week 2 - Week 14	Updated templates on E:Vision	SU / E: Vision
4	Download templates & cross check with enrolled students on Canvas course	Week 2 - Week 12	Downloaded templates	EO
5	Do student lists in templates match with students enrolled on Canvas course? If Yes: Move to (6) If No: Move to (2)	Week 2 - Week 12		EO

6	<p>Input component grades into Assessment Grids</p> <p>Use the following information to input marks into Assessment Grids</p> <ul style="list-style-type: none"> - Assignment marks on Canvas or send Marking Rubrics with marks to EO - AM & EC decisions from ACO - Grade Moderation & Rework - Submission tracking 	<p>Week 7 - Week 16</p>	<p>Inputted Assessment Grids with up-to-date grade data</p>	EO
7	2nd check & adjustments	<p>Week 12 - Week 17</p>	<p>Adjusted Assessment Grids</p>	EO
8	ACO check final AM & EC updated in the assessment grids	<p>Week 15 - Week 17</p>	<p>Assessment Grids confirmed by ACO</p>	ACO
9	3rd check & finalization	<p>Week 15 - Week 17</p>	<p>Final Assessment Grids</p>	EO
10	<p>Upload assessment grids to E:Vision on agreed key dates.</p> <p>Keep Grids versions with added information for Internal & External boards</p>	<p>Week 17 (following with key date)</p>	<p>Assessment Grids in original SU templates on E:Vision</p> <p>Assessment Grids in Internal board templates in EO's database</p>	EO
11	Send automatic Grid upload reports	<p>Week 17- Week 18</p>	<p>Grid upload reports</p>	E:Vision
12	<p>Cross check with Grid upload report from E:Vision</p> <p>Adjust accordingly</p>	<p>Week 17- Week 18</p>	<p>Missing grids uploaded on E:Vision</p>	EO

	Make sure all grids have been uploaded			
13	Send Grids that cannot be uploaded via E:Vision to SU via email or re-upload on E:Vision as advised by SU	Week 17 - Week 18	Missing grids uploaded on E:Vision or sent to SU via email	EO
14	Internal Board using Grids with BUV format to note down all comments regarding AM & EC & initial outcomes of student results *For BUV own degree students' result: convert UK grades to Vietnamese grades and calculate GPA (in accordance with Circular No.08 on 18 Mar 2021 - MOET)	2 weeks after upload date (following with key date)	Assessment Grids with initial outcomes of student results	EO
15	SU send student profiles by programme via email to EO for checking	Normally 2 weeks after moderation upload (depends on SU)	Student Profiles	SU
16	Check student profile & send feedback to SU and follow up with SU enquiries if any	1 week after the 1 st batch of student profiles sent by SU	Email request	EO
17	SU adjust & send back student profile after final updates and send agenda for External Board meeting	1 week period prior to the External board date	Student Profiles	SU
18	External Board with SU using Student Profile	Following with key date		EO / SU


19	Post board enquiry. Follow up with SU for undecided cases.	Follow up Case by case with SU after External board date	Email request	EO
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5. APPROVALS

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
			Confirmed via attached email	
Tran Duc Trung Academic Compliance Manager 26/07/2022	Hoang Thi Vien Examinations Office Manager 26/07/2022	An Nhat Linh Associate Manager - Registry Services 26/07/2022	Tony Summers Deputy Chief Academic Officer 26/07/2022	Christopher Jeffery Chief Academic Officer 26/07/2022

6. RECORDS

Records (What)	Medium (How)	Responsibility (Who)	Retention Period
Assessment Grids	Soft Copy	EO	5 years
Student Profiles	Soft Copy	EO	5 years

7. REFERENCES

<u>Document Ref</u>	<u>Document Title</u>
11/2022/EO/BUV-REGISTRY	Assessment Grids Preparation & Student Profiles

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