REGISTRY SERVICES
EXAMINATIONS OFFICE

BRITISH
UNIVERSITY
VIETNAM
BUV

EXAMINATION BOARD ORGANISATION PROCEDURE

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 Board Organisation.

2. SCOPE

This procedure is applied for examination boards for BUV Own Programmes & Staffordshire University Programmes.
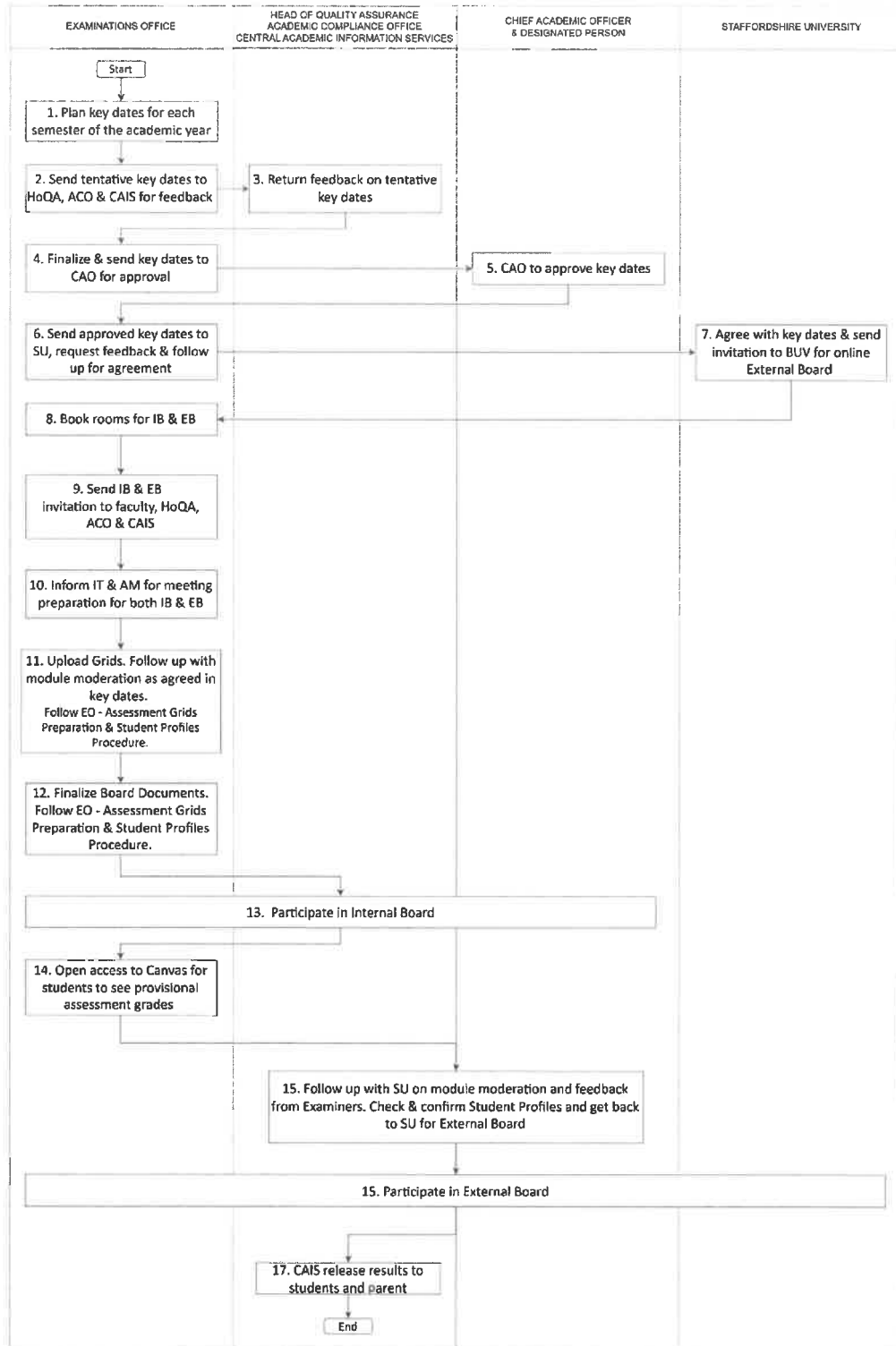
3. DEFINITIONS

a. Abbreviations

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

Abbreviations	Definitions
BUV	British University Vietnam
CAO	Chief Academic Officer
DCAO	Deputy Chief Academic Officer
EO	Examinations Office
ACO	Academic Compliance Office
CAIS	Central Academic Information Services
HoQA	Head of Quality Assurance
EE	External Examiner

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4. PROCEDURES

a. Examination Board Organization for Staffordshire University Programmes
i. Flowchart

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ii. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Plan key dates for each semester of the academic year	Week 7 of October semester	Tentative Key Dates of each semester	EO
2	Send tentative key dates to HoQA, ACO & CAIS for feedback	Week 7	Email notice	EO
3	Return feedback on tentative key dates	Week 7	Feedback on Key Dates	HoQA, EO ACO, CAIS, DCAO, CAO, Designated person
4	Finalize & send key dates to CAO for approval	Week 8- 9	Adjusted Key Dates	EO
5	CAO to approve key dates	Week 9-10	Approved Key Dates	CAO
6	Send approved key dates to SU, request feedback & follow up for agreement; Agree with key dates	Week 11-12	Email notice	EO
7	Agree with key dates & send invitation to BUV for online External Board	Week 11-12	Email notice	SU
8	Book rooms for IB & EB	1 week after step 7	Room booked	EO
9	Send IB & EB invitation to faculty, HoQA, ACO & CAIS	Week 12	Email notice	EO
10	Inform IT & AM for meeting preparation for both IB & EB	Week 12	Email notice	EO
11	Upload Grids. Follow up with module moderation upload as agreed in the key dates.	Following Key Dates	Grids uploaded to SU portal	EO
12	Finalize Documents for internal board. Follow EO - Assessment Grids Preparation & Student result summary	Following Key Dates	Board Documents	EO
13	Participate in Internal Board	Following Key Dates	Internal Board	HoQA, EO ACO, CAIS, DCAO, CAO, Designated person
14	Open access to Canvas for students to see provisional assessment grades	1 week after Internal Board	Canvas access for students	EO

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15	Follow up with SU on module moderation and feedback form Examiners ; check and confirm Student Profiles and get back to SU for External board.	Following Key Dates	Grids uploaded to SU portal	EO
16	Participate in External Board	Following Key Dates	External Board	HoQA, EO ACO, CAIS, DCAO, CAO, Designated person, SU
17	CAIS to release result to parent and students	Following Key Dates	Results released to students & parents	EO, ACO & CAIS

b. Examination Board Organization for BUV Own Programmes
i. Flowchart

EXAMINATIONS OFFICE	HEAD OF QUALITY ASSURANCE ACADEMIC COMPLIANCE OFFICE CENTRAL ACADEMIC INFORMATION SERVICES	CHIEF ACADEMIC OFFICER & DESIGNATED PERSON	EXTERNAL EXAMINER

Start

1. Plan key dates for each semester of the academic year

2. Send tentative key dates to HoQA, ACO & CAIS for feedback → 3. Return feedback on tentative key dates

4. Finalize & send key dates to CAO for approval → 5. CAO to approve key dates

6. Book room for IB & EB

7. Send IB & EB invitation to EE, faculty, HoQA, ACO & CAIS

8. Inform IT & AM for meeting preparation

9. Finalize Board Documents. Follow EO - Assessment Grids Preparation & Student Profiles Procedure.

10. Participate in Internal Board

11. Open access to Canvas for students to see provisional assessment grades

12. Send Grids to External Examiner. Follow up with moderations as agreed in key dates.

13. Participate in External Board

14. CAIS release results to students and parent

End

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ii. Roles & Responsibilities

Step	Process Activities	Deadline	Output	PIC
1	Plan key dates for each semester of the academic year	Week 7 of October semester	Tentative Key Dates of each semester	EO
2	Send tentative key dates to HoQA, ACO & CAIS for feedback	Week 7	Email notice	EO
3	Return feedback on tentative key dates	Week 7	Feedback on Key Dates	HoQA, EO ACO, CAIS, DCAO, CAO, Designated person
4	Finalize & send key dates to CAO for approval	Week 8 - 9	Adjusted Key Dates	EO
5	CAO to approve key dates	Week 9 - 10	Approved Key Dates	CAO
6	Book room for IB & EB	Week 10	IB room booked	EO
7	Send IB & EB invitation to EE, faculty, HoQA, ACO & CAIS	Week 10	Email notice	EO
8	Inform IT & AM for meeting preparation	Week 10	Email notice	EO
9	Finalize Board Documents. Follow EO - Assessment Grids Preparation & Student Profiles Procedure.	Following Key Dates	Grids uploaded to SU portal	EO
10	Participate in Internal Board	Following Key Dates	Internal Board	HoQA, EO ACO, CAIS, DCAO, CAO, Designated person
11	Open access to Canvas for students to see provisional assessment grades	1 week after Internal Board	Canvas access for students	EO
12	Send Grids to External Examiner. Follow up with moderations as agreed in key dates	Following key dates	Grids uploaded to SU portal	EO
13	Participate in External Board meeting	Following key dates	External board meeting minute	Designated person
14	CAIS release result to parent and students follow Result Release Procedures	Following Key Dates	Results released to	CAIS

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* **Examination Board Organization Procedure**

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			students & parents	

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
(signature) 6/12/22	*(signature)* 6/12/2022	*(signature)* 7/12/22	*(signature)* 8/12/22	*(signature)*
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)
Grids	Soft copy	EO	5 years

7. REFERENCES

Document Ref

07/2022/EO/BUV-REGISTRY

Document Title

Examination Board Organization Procedure

--End of Document--

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