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| **Table 1: Information to be sent after formal appointment** |
| **Timing** | **Target group** | **Type of information** | **Completed** |
| **Shortly after appointment** | Programme EEs | Programme Specification |[ ]
|  |  | Programme Handbook |[ ]
|  | Module EEs and Programme EEs | School/Programme contact details |[ ]
|  |  | Mentor contact details (if applicable) |[ ]
|  |  | Dates of Programme Assessment Board meetings for this academic session |[ ]
|  |  | Requirements to meet students and details of implementation (if applicable) |[ ]
|  |  | Module Descriptors for the modules EE is responsible for |[ ]
|  |  | Approved exemptions to the University Regulations (if applicable) |[ ]
| **Table 2: Information to be sent during academic session** |
| **Timing** | **Target group** | **Type of information** | **Completed** |
| **After internal moderation completed** | Module EEs and Programme EEs | Assessment Brief | [ ]  |
|  |  | Marking Criteria |[ ]
|  |  | Marking Scheme |[ ]
|  |  | Assessment Reports |[ ]
|  |  | Square root sample of internally moderated assessments at SCQF level 9, 10 and 11 | [ ]  |
|  |  | Log-in details and instructions for Moodle (if applicable) |[ ]
| **Prior or during School visit** | Module EEs and Programme EEs | Travel claim forms |[ ]
| **After annual report received** | Module EEs and Programme EEs | Response to annual external examiner report addressing issues and recommendations |[ ]

**Checklist for Schools on minimum information provided to EEs**