# Who to Contact

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| ***For Enquiries About:*** | ***Service*** |
| **Assessment Board Meetings Arrangements** | Assessment Services |
| **Draft Assessments****Script Samples/Moderation/Moodle** | Relevant Module Leader/Course Leader/Academic Link Tutor |
| **Travel Arrangements** | School Designated Bookers – please see below |
| **Contract****Terms of Reference****Fee/Expenses****Annual Report Proforma** | Caroline Quirk (QAE) |
| **General Queries** | Module Leader/Course LeaderMentorCaroline Quirk (QAE) |
| **IT Access Issues** | IT Help Desk 020 8223 2468  |

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| ***School*** | ***Contact for School*** | ***Assessment Unit*** |
| **School of Business & Law** | B&L.deansouteroffice@uel.ac.uk  | assess.bl@uel.ac.uk  |
| **School of Education & Communities**  | Early Childhood and Education​ - edu.eceadmin@uel.ac.uk Teacher Education - edu.teadmin@uel.ac.uk Social & Community Work - edu.socialandcommunitywork@uel.ac.uk  | assess.educom@uel.ac.uk |
| ***School of Architecture, Computing and Engineering***  | Architecture - architecture@uel.ac.ukComputer Science & Informatics - computing@uel.ac.ukEngineering, Construction & Built Environment - Eng-Cbe@uel.ac.ukVisual Arts - visualarts@uel.ac.uk  | assess.ace@uel.ac.uk  |
| ***School of Arts and Creative Industries***  | Fashion - aci.fashion@uel.ac.uk  Media & Comms - aci.mediaComms@uel.ac.uk  Music Writing & Performance - aci.musicwritingperformance@uel.ac.uk  | assess.adi@uel.ac.uk  |
| ***School of Health, Sport and Bioscience***  | Applied Sport & Exercise Science – hsbsports@uel.ac.uk Bioscience incl. Bioscience & Health Foundation Level – hsbbioscience@uel.ac.uk Health & PHS - hsbhealth@uel.ac.uk Nursing - registrynursing@uel.ac.uk  | assess.hsb@uel.ac.ukassess.nursing@uel.ac.uk  |
| ***School of Psychology***  | Psychological Sciences – psychologicalSciences@uel.ac.uk Professional Psychology - professionalPsychology@uel.ac.uk  | assess.psy@uel.ac.uk  |
| ***Quality Assurance &******Enhancement*** | Caroline Quirkc.t.quirk@uel.ac.uk  | qae@uel.ac.uk  |

## Expenses and Travel

In each School there are Designated Bookers for travel who are available to assist in the booking of your travel arrangements for UEL visits. Please complete the Travel Request Form for External Examiners and submit the form to your school. Please see below for contact mailboxes:

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| School | Travel Mailbox for School |
| School of Business & Law | B&L.deansouteroffice@uel.ac.uk  |
| School of Education & Communities | educomschooloffice@uel.ac.uk |
| School of Health, Sport and Bioscience | hsbexecutive@uel.ac.uk |
| School of Psychology  | psychologyexecutive@uel.ac.uk  |
| School of Arts and Creative Industries | acideansoffice@uel.ac.uk  |
| School of Architecture, Computing and Engineering  | acetravel@uel.ac.uk  |