

## Who to Contact

<i>For Enquiries About:</i>	<i>Service</i>
<b>Assessment Board Meetings Arrangements</b>	Assessment Unit
<b>Draft Assessments Script Samples/Moderation/Moodle</b>	Relevant Module Leader or School point of contact
<b>Travel Arrangements</b>	School Designated Bookers – please see below
<b>Contract Terms of Reference Fee/Expenses Annual Report Proforma</b>	Caroline Quirk (QAE)
<b>General Queries</b>	Module Leader or School contact Mentor Caroline Quirk (QAE)
<b>IT Access Issues</b>	IT Help Desk 020 8223 2468

<i>School</i>	<i>Contact for School</i>	<i>Assessment Unit</i>
<b>School of Business &amp; Law</b>	<a href="mailto:buslaw@uel.ac.uk">buslaw@uel.ac.uk</a>	<a href="mailto:assess.bl@uel.ac.uk">assess.bl@uel.ac.uk</a>
<b>School of Education &amp; Communities</b>	Early Childhood and Education - <a href="mailto:edu.eceadmin@uel.ac.uk">edu.eceadmin@uel.ac.uk</a> Teacher Education - <a href="mailto:edu.teadmin@uel.ac.uk">edu.teadmin@uel.ac.uk</a> Social Work - <a href="mailto:edu.socialandcommunitywork@uel.ac.uk">edu.socialandcommunitywork@uel.ac.uk</a> Social Sciences - <a href="mailto:edu.socsciadmin@uel.ac.uk">edu.socsciadmin@uel.ac.uk</a>	<a href="mailto:assess.educom@uel.ac.uk">assess.educom@uel.ac.uk</a>
<b>School of Architecture, Computing and Engineering</b>	Architecture - <a href="mailto:architecture@uel.ac.uk">architecture@uel.ac.uk</a> Computer Science & Informatics - <a href="mailto:computing@uel.ac.uk">computing@uel.ac.uk</a> Engineering, Construction & Built Environment - <a href="mailto:Eng-Cbe@uel.ac.uk">Eng-Cbe@uel.ac.uk</a> Visual Arts - <a href="mailto:visualarts@uel.ac.uk">visualarts@uel.ac.uk</a>	<a href="mailto:assess.ace@uel.ac.uk">assess.ace@uel.ac.uk</a>

<b>School of Arts and Digital Industries</b>	Fashion - <a href="mailto:aci.fashion@uel.ac.uk">aci.fashion@uel.ac.uk</a> Media & Comms - <a href="mailto:aci.mediaComms@uel.ac.uk">aci.mediaComms@uel.ac.uk</a> Music Writing & Performance - <a href="mailto:aci.musicwritingperformance@uel.ac.uk">aci.musicwritingperformance@uel.ac.uk</a>	<a href="mailto:assess.adi@uel.ac.uk">assess.adi@uel.ac.uk</a>
<b>School of Health, Sport and Bioscience</b>	Applied Sport & Exercise Science – <a href="mailto:hsbsports@uel.ac.uk">hsbsports@uel.ac.uk</a> Bioscience incl. Bioscience & Health Foundation Level – <a href="mailto:hsbbioscience@uel.ac.uk">hsbbioscience@uel.ac.uk</a> Health & PHS - <a href="mailto:hsbhealth@uel.ac.uk">hsbhealth@uel.ac.uk</a> Nursing - <a href="mailto:registrynursing@uel.ac.uk">registrynursing@uel.ac.uk</a>	<a href="mailto:assess.hsb@uel.ac.uk">assess.hsb@uel.ac.uk</a> <a href="mailto:assess.nursing@uel.ac.uk">assess.nursing@uel.ac.uk</a>
<b>School of Psychology</b>	Psychological Sciences – <a href="mailto:psychologicalSciences@uel.ac.uk">psychologicalSciences@uel.ac.uk</a> Professional Psychology - <a href="mailto:professionalPsychology@uel.ac.uk">professionalPsychology@uel.ac.uk</a>	<a href="mailto:assess.psy@uel.ac.uk">assess.psy@uel.ac.uk</a>
<b>Tavistock &amp; Portman NHS Foundation Trust</b>	Academic Quality Officer <a href="mailto:academicquality@tavi-port.nhs.uk">academicquality@tavi-port.nhs.uk</a>	
<b>Quality Assurance &amp; Enhancement</b>	Caroline Quirk 020 8223 2011 <a href="mailto:c.t.quirk@uel.ac.uk">c.t.quirk@uel.ac.uk</a>	<a href="mailto:gae@uel.ac.uk">gae@uel.ac.uk</a>

## 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:

School	Travel Mailbox for School
School of Business & Law	<a href="mailto:rdsbltravel@uel.ac.uk">rdsbltravel@uel.ac.uk</a>
School of Education & Communities	<a href="mailto:educom.travel@uel.ac.uk">educom.travel@uel.ac.uk</a>
School of Health, Sport and Bioscience	<a href="mailto:hsbexecutive@uel.ac.uk">hsbexecutive@uel.ac.uk</a>
School of Psychology	<a href="mailto:psychologytravel@uel.ac.uk">psychologytravel@uel.ac.uk</a>
School of Arts and Digital Industries	<a href="mailto:aditravel@uel.ac.uk">aditravel@uel.ac.uk</a>
School of Architecture, Computing and Engineering	<a href="mailto:acetravel@uel.ac.uk">acetravel@uel.ac.uk</a>