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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**