

Who to Contact

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

<i>School</i>	<i>Contact for School</i>	<i>Assessment Unit</i>
School of Business & Law	buslaw@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 Work - edu.swadmin@uel.ac.uk Social Sciences - edu.socsciadmin@uel.ac.uk	assess.educom@uel.ac.uk
School of Architecture, Computing and Engineering	Architecture - architecture@uel.ac.uk Computer Science & Informatics - computing@uel.ac.uk Engineering, Construction & Built Environment - Eng-Cbe@uel.ac.uk Visual Arts - visualarts@uel.ac.uk	assess.ace@uel.ac.uk

School of Arts and Digital 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.uk assess.nursing@uel.ac.uk
School of Psychology	Psychological Sciences – psychologicalSciences@uel.ac.uk Professional Psychology - professionalPsychology@uel.ac.uk	assess.psy@uel.ac.uk
Tavistock & Portman NHS Foundation Trust	Academic Quality Officer academicquality@tavi-port.nhs.uk	
Quality Assurance & Enhancement	Caroline Quirk 020 8223 2011 c.t.quirk@uel.ac.uk	gae@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:

School	Travel Mailbox for School
School of Business & Law	rdsbltravel@uel.ac.uk
School of Education & Communities	educom.travel@uel.ac.uk
School of Health, Sport and Bioscience	hsbexecutive@uel.ac.uk
School of Psychology	psychologytravel@uel.ac.uk
School of Arts and Digital Industries	aditravel@uel.ac.uk
School of Architecture, Computing and Engineering	acetravel@uel.ac.uk