# Who to Contact

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| ***For Enquiries About:*** | ***Service*** |
| ***Assessment Board Meetings Arrangements*** | ***Assessment Unit*** |
| ***Draft Assessments******Script Samples/Moderation*** | ***Relevant Module Leader or School point of contact*** |
| ***Moodle*** | ***Relevant Module Leader or School point of contact*** |
| ***Travel Arrangements*** | ***School Designated Bookers – please see attachment.*** |
| ***Contract******Terms of Reference******Fee/Expenses******EE Report Proforma*** | ***Caroline Quirk (QAE)*** |
| ***General Queries*** | ***Module Leader or School point of contact******Mentor******Caroline Quirk (QAE)*** |

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| ***School*** | ***Point of Contact for School*** | ***Assessment Unit*** |
| ***School of Business & Law*** | ***Eda Sefik******E.Sefik@uel.ac.uk*** | ***assess.bl@uel.ac.uk*** |
| ***School of Education & Communities***  | ***Sabiha Daria******S.Daria@uel.ac.uk*** | ***assess.educom@uel.ac.uk*** |
| ***School of Architecture, Computing and Engineering***  | ***Jane Hodgson******S.J.Hodgson@uel.ac.uk*** | ***assess.ace@uel.ac.uk*** |
| ***School of Arts and Digital Industries***  | ***Nicole Haye******N.Hay@uel.ac.uk*** | ***assess.adi@uel.ac.uk*** |
| ***School of Health, Sport and Bioscience***  | ***Will Munday******W.P.Munday@uel.ac.uk*** | ***assess.hsb@uel.ac.uk*** |
| ***School of Psychology***  | ***Susy Ajith******S.Ajith@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*** | ***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 | 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  |

For further information on travelling please visit the UEL Travel portal link below where you will find up to date information regarding travel.

<https://portal.ianallantravel.com/uel/travelling-to-uel/>