

Staff Guidance on Communication and Visits

August	<p>Start of Year Contact Email to be sent by programme team to External Examiner and Programme Consultant <i>*please cc highereducation@blackpool.ac.uk</i></p> <p>Suggested Content:</p> <ul style="list-style-type: none"> • Thank you for previous year where applicable • Welcome to College or welcome back for new academic year
October	<p>Semester 1 Exam Papers Programme team to send semester 1 exam papers</p> <ul style="list-style-type: none"> • Level 4, 5 and 6 to External Examiner & Programme Consultant <p><i>*this will be monitored through the HE Examinations Checklist</i></p>
November	<p>HE Directorate Contact Email to be sent by HE Directorate to External Examiner and Programme Consultant</p> <p>Content:</p> <ul style="list-style-type: none"> • Response to PC / EE Reports • Provisional calendar dates for Board of Examiners
January	<p>Semester 1 Contact Email to be sent by programme team to External Examiner and Programme Consultant <i>*please cc highereducation@blackpool.ac.uk</i></p> <p>Content:</p> <ul style="list-style-type: none"> • Confirm arrangements for schedule for ALL boards • Arrange access to student work where required <p>Semester 2 Exam Papers Programme team to send semester 1 exam papers</p> <ul style="list-style-type: none"> • Level 4, 5 and 6 to External Examiner & Programme Consultant <p><i>*this will be monitored through the HE Examinations Checklist</i></p>
February/March	<p>Mid-Year Contact</p> <p>Programme team to arrange a visit from External Examiner and Programme Consultant (if feasible) to coincide with the Semester 1 Module Board. Alternatively this is an opportunity to ensure the EE / PC has the opportunity to:</p> <ul style="list-style-type: none"> • Meet with the programme team • Review students work • Meet with students <p>During this visit the programme team should complete an EE/PC Visit Pro-forma and email this completed form to highereducation@blackpool.ac.uk</p>

May	<p>End of Year Contact</p> <p>Programme team to remind External Examiner and Programme Consultant about dates of boards and to arrange visit.</p>
June	<p>Board Attendance</p> <p>Programme team to ensure that External Examiner and Programme Consultant have the opportunity to attend the Board of Examiner Meetings where feasible. <i>*this will be monitored through minutes from the Board of Examiners</i></p> <p>This is an opportunity to ensure the EE / PC has the opportunity to:</p> <ul style="list-style-type: none"> • Meet with the programme team • Review students work • Meet with students <p>During this visit the programme team should complete an EE/PC Visit Pro-forma and email this completed form to highereducation@blackpool.ac.uk</p>
August	<p>End of Year Reports</p> <p>HE Directorate to ensure all end of year reports are received and distributed to the programme teams for action.</p> <p>Programme teams to ensure concerns and improvements from either visits of the end of year reports are included in the Annual Programme Review (APR) through the Quality Improvement Plan (QIP).</p>