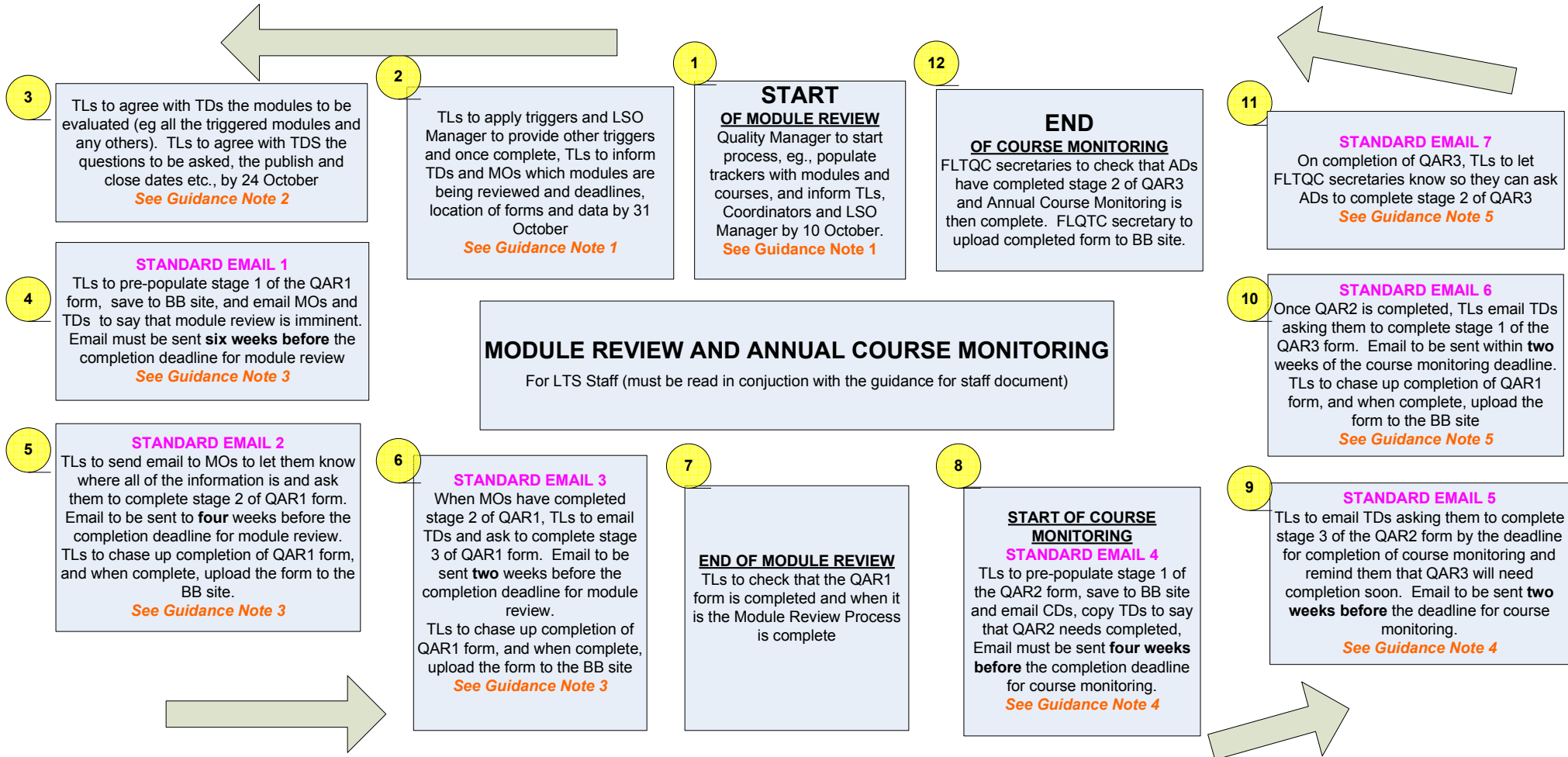


Data – from BIU and LTS BB sites
Marks, box plots, rank orders, student evaluations, comments from examiners, SSLC, employability, good honours, entry standards etc. **IMPORTANT** – TLs to ensure that any data uploaded to BB site is anonymous (i.e., student names and student numbers removed)

Deadlines in TLs' calendars
TLs to insert deadlines for sending reminder emails, notification emails, emails relating to deadlines etc

Documentation
Annual Review Deadline Grid, QAR1, QAR2, QAR3, Module Review Tracker spreadsheet, Annual course review tracker, standard email templates

Trackers
Must be completed immediately after each stage of the process (TLs and Coordinators, and FLTQC secretaries). Modules and course **MUST** be "trackable" at all times by Managers/other stakeholders.



Non Compliance
Annual Module and Course Review is an important element of UEA's Quality Assurance and Enhancement strategy and it must be complied with.
See Guidance Note 10

Reporting
QAR2 and QAR3 to be considered/approved by FLTQC and on completion of this, Quality Manager will report to LTC.
See Guidance Note 7