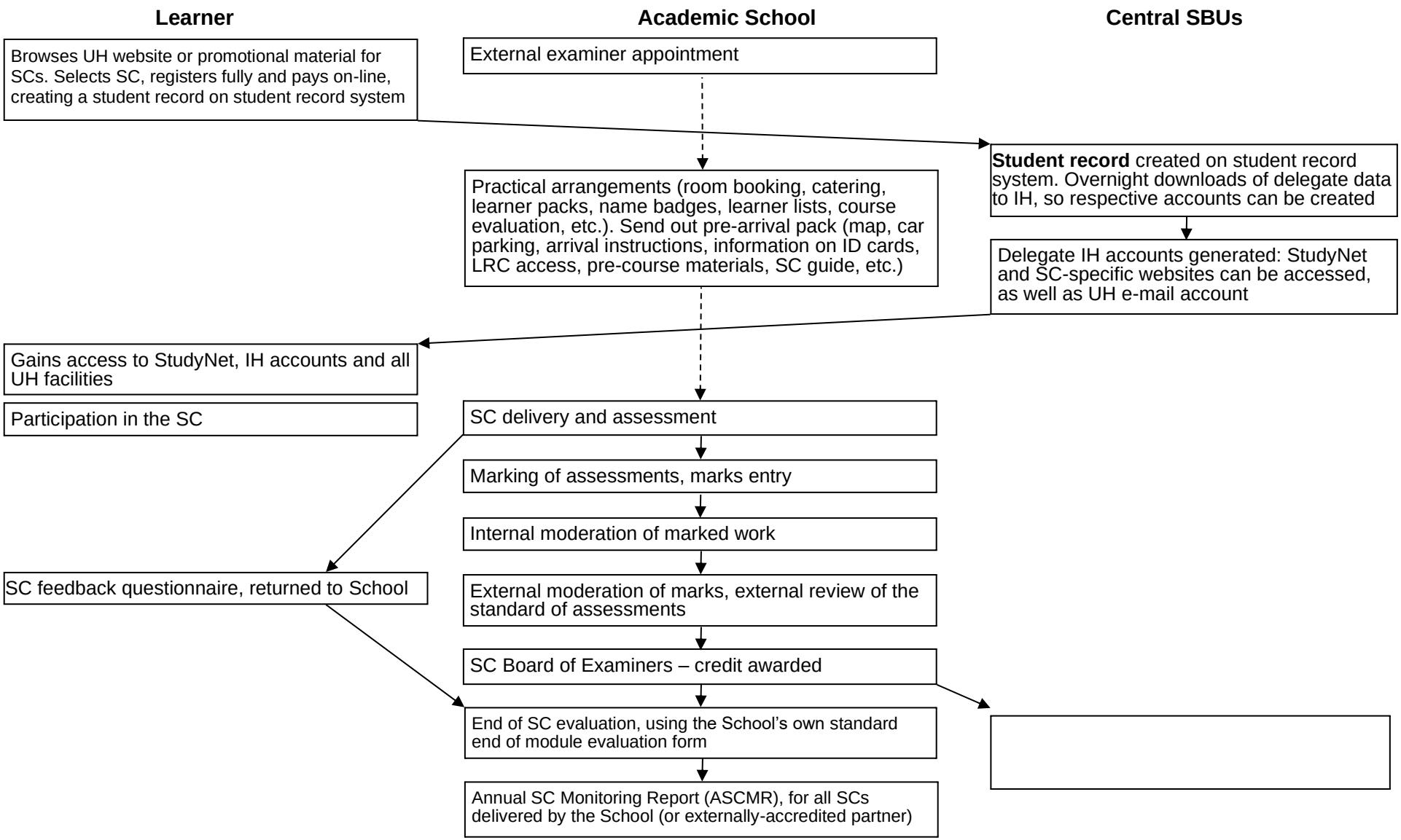
Learner
Academic School
Central SBUs
Browses UH website or promotional material for SCs. Selects SC, registers fully and pays on-line, creating a student record on student record system
External examiner appointment
Student record created on student record system. Overnight downloads of delegate data to IH, so respective accounts can be created
Practical arrangements (room booking, catering, learner packs, name badges, learner lists, course evaluation, etc.). Send out pre-arrival pack (map, car parking, arrival instructions, information on ID cards, LRC access, pre-course materials, SC guide, etc.)
Delegate IH accounts generated: StudyNet and SC-specific websites can be accessed, as well as UH e-mail account
Gains access to StudyNet, IH accounts and all UH facilities
Participation in the SC
SC delivery and assessment
Marking of assessments, marks entry
Internal moderation of marked work
SC feedback questionnaire, returned to School
External moderation of marks, external review of the standard of assessments
SC Board of Examiners – credit awarded
End of SC evaluation, using the School's own standard end of module evaluation form
Annual SC Monitoring Report (ASCMR), for all SCs delivered by the School (or externally-accredited partner)