# Assessment Conversation for Equity and Enhancement (ACEE) – Meeting record (Suggested Guide Form)

To support Programme Teams with the enhancement of their assessments and the related strategy they should have an ongoing dialogue with their EEs. This dialogue will be supported by having an ACEE meeting with them. This will set out the priorities for the year including assessments to be reviewed and student work seen. For further information see Learning and Quality Enhancement Handbook, Section 4, Guidance 4vi.

Please use this form to record items agreed at the ACEE meeting:

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| **Department:** |  |
| **Director of Programme:** |  |
| **Programme Leader/s:** |  |
| **Name of Programme/s:** |  |
| **Campus / Franchise Details if applicable** |  |
| **PSRB requirements? If yes, please provide details:** |  |

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| **Name of External Examiner/s:** |  |
| **Date of ACEE Meeting:** |  |
| **Academic Year:** |  |
| **Main Assessment Board** |  |

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| **Modules agreed for the External Examiner:**  ***Any CPD, Continuing Education or short course validated as a new standalone credit bearing module, must have External Examiner oversight within its first cycle.*** | | | | |
| **Module code** | **Module name** | **Module leader** | **External Examiner** | **Rationale for selection\*** |
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\*Brief rationale for selection, for example dissertation/capstone module, performance review (achievement/progression rates), part of rotation for all modules needing to be sampled over EE tenure

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| 1. **Placement visits required by the External Examiner**   *Please note any placement visit details agreed at the meeting:* | |
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| 1. **Programme and Module Specific Information required at the beginning of the academic year** | |
| Programme handbook including programme specification and module narratives  Has this been received by the EE? | Yes  No  *If no, please note here, when it should be received by, and from who?* |
| 1. **Any requirements for the External Examiner attendance or involvement at exhibitions or performances throughout the year**   *Please list anything agreed with the EE at this meeting* | |
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| 1. **Any requirements for the External Examiner to meet and have discussions with students throughout the year**   *Please note anything agreed with the EE at this meeting* | |
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