

SharePoint Heading Table

SharePoint Heading	SharePoint Sub-heading	What documents are stored in this area?
Operations	Operational Support	This is where you will find this Operations Manual, Operations Manual Appendix and the Operational Calendar.
	Administrative Support	This is an area for Administrative staff to store relevant supporting documents.
	Academic Support	This is an area for Academic staff to store relevant supporting documents.
	Staff Access Forms	This is a restricted area for the exchange of staff UWE ID request forms.
Student Admissions and Registration	Admissions	The batch upload spreadsheet listing acceptable student applicants is uploaded here for transfer into UWE Bristol's application system.
	Registrations	Copies of student registration forms and excel spreadsheets confirming the numbers of students registered are uploaded here.

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	Record Updates	Any forms confirming that a student has changed their personal information or left their course either permanently or temporarily is uploaded here.
Assessment Approval	Assessments	Draft coursework assignments, coursework moderation forms and marked samples of coursework assignments are uploaded here. Draft exam papers and any accompanying case studies/formula sheets, model answers and

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		moderation forms are uploaded here. Also marked samples of exam papers and marks lists are uploaded here.
	Archive	Assessment papers from previous academic years are stored in the archive area and can be accessed for reference.
Examining Boards	Examining Boards	Copies of field/module board meeting paperwork are uploaded here.

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		Copies of award board meeting paperwork and results are uploaded here.
		Paperwork and evidence relating to personal circumstance applications and their outcome is uploaded here.
	Paperwork and evidence relating to assessment offences allegations and their outcome is uploaded here.	
Quality Assurance	Ongoing Monitoring and Evaluation	Programme and Partnership Lead Reports are stored in this area.

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	Staff CVs	Copies of partner staff CVs are retained in this area.
	Student Staff Meetings	Any note produced following UWE meetings with partner students are stored here.