**Hard copy items – agreed procedure**

1. College Office sends list of those staff who wish to send hard copy items to QPU.
2. QPU contacts relevant remote reviewers (RR) to obtain home/work address of RR.
3. QPU sends list of RR addresses to College Office (addressed to College Manager). QPU will also draw up a standard letter with instructions to be sent to each RR by College Office.
4. College Office sends hard copy items to RRs by courier (paid for by College Office) commencing week of 2 February 2015 *(please note that each hard copy item needs to go to two RRs and so two copies of each hard copy item will be required).*
5. RRs send hard copy items back to College Office. DHL account details will be included in original letter of instructions. QPU will pay for return post.
6. College Office responsible for following up with RRs if hard copy items are not sent back.
7. College Office to ensure that hard copy items are distributed back to staff members.

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| **Responsibilities of QPU** | **Responsibilities of College Office** |
| Source addresses for relevant RRs | Send list of staff with hard copy items to QPU |
| Write standard instruction letter for RRs | Ensure that hard copy items are sent to both RRs (2 RRs for each member of staff) |
| Set up account with DHL to pay for return of hard copy items | Ensure that hard copy items are returned to their owner |
| Keep record of staff, hard copy item and RR to which they were sent |  |