

# Moorlands College

## Attendance Monitoring Procedures

These procedures assist the College to assess students in modules where there are attendance requirements<sup>1</sup> by ensuring that assessment is reliable, consistent, fair, valid and that procedures are explicit and transparent.<sup>2</sup>

1. Students are required to attend the proportion of the scheduled learning and teaching activities indicated in the special assessment requirement section of each module descriptor in order to pass the module. Students are solely responsible to meet this requirement, and to provide evidence for it.
2. Failure to meet this requirement results in a maximum grade of 39 for level 4-7 modules or a maximum grade of 7 for Foundation Year modules. Reassessment tasks for modules failed (wholly or partly) because of attendance will require the completion of this attendance requirement.
3. Normally, the College's Attendance Monitoring Panel meets around the middle of each semester to review the current statistics for attendance on relevant deliveries. Where possible, students whose levels of attendance cause concern are made aware of their situation and the possible consequences.
4. If a student has not physically attended a session they may seek to fulfil the attendance requirement through alternative methods. The normal alternative method is to listen to a recording of the session and provide notes that evidence attentive engagement with it. A template is provided for this. Alternative attendance is accepted by the student's Course Leader.
5. For some classes, e.g., where recordings are not available or where the majority of the session is composed of activities, such as small group discussions, where listening is not equatable with attendance, it may not be possible to demonstrate alternative attendance in the regular way. In these cases, students should seek direction from the tutor as to what would constitute an equivalent to attendance of the session. This might involve reading specified sources and producing written evidence of having engaged with them. This should not be more onerous than listening to the recordings would be. If a student, on listening to a recording, discovers that a considerable part of the session comprised the kind of activity referred to above, they are responsible to seek the necessary direction from the teacher.
6. Students whose physical attendance is below three fifths of the required proportion will not normally be allowed to make their attendance up by alternative methods. In some modules or in some deliveries of modules, the module tutor may seek the agreement of

---

<sup>1</sup> If no attendance requirement is explicitly identified in the "special assessment requirements" of the module descriptor, this policy does not apply.

<sup>2</sup> QAA, *The Revised UK Quality Code for Higher Education*, 2018, Quality Expectation 1; QAA, *Advice and Guidance Document: Assessment*, 2018, Guiding Principles 2, 5.

the Course Leader to increase this figure from three fifths of the required proportion to four fifths. Permission for this must be sought in good time, at least one working week before the start of the delivery of the module.

7. At the start of the academic year the Attendance Monitoring Panel will publish dates in each semester by which students must reach the required attendance level. These dates might typically be ten working days after the delivery of the semester's modules. Students whose attendance is below the proportion specified in the module descriptor will be informed at least eight working days before the deadline. Following each attendance deadline, the Attendance Monitoring Panel will meet to review the current statistics, and to record any students who are deemed to have failed for lack of attendance.
8. Students who fail to attend a session in which they are due to make an assessment, e.g., a presentation or examination, will normally be deemed to have made a late submission, unless mitigating circumstances are accepted by the Course Leader.
  - a. Where mitigating circumstances are not accepted, the student has a week in which to make their assessment for a maximum grade of 40; this period may be extended by the Course Leader, for example, if more time is needed to create an appropriate alternative assessment. After a week beyond the deadline, the student will receive a zero for non-submission.
  - b. Where mitigating circumstances are accepted, a later date for assessment will be set. In some circumstances, such as group presentations, the original task may need to be altered.

The Course Leader should consult with the relevant module tutor in taking these decisions.

9. When a student foresees that they will not be able to attend a session, they can complete a Request for Approval of Absence Form, which includes input from the module tutor, and present it to the Course Leader for approval. The granting of approval for an absence will not affect the reality of the absence, but the process creates a responsibility for the College to inform the student of the likely consequences of their absence.