



# Attendance Monitoring Procedures

## 1. Introduction

- 1.1 For awards validated by the University of Gloucestershire, the College's Attendance Monitoring Procedures sit within the University's regulations for assessment. For awards validated by the College they sit beneath *Academic Framework 10: Awards and Assessment*, and should be read in conjunction with that document.
- 1.2 These procedures assist the College to assess students in modules where there are attendance requirements by ensuring that assessment is reliable, consistent, fair, valid and that procedures are explicit and transparent.
- 1.3 If no attendance requirement is explicitly identified in the "special assessment requirements" of the module descriptor, this policy does not apply.

## 2. Attendance Requirements

- 2.1 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.
- 2.2 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 require the completion of the attendance requirement (see 2.6 for a restriction on this).
- 2.3 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.
- 2.4 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 Programme Leader.

- 2.5 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.
- 2.6 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. It should be noted that this applies in reassessment situations as it does in first assessment. In some modules or in some deliveries of modules, the module tutor may seek the agreement of the Programme 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.
- 2.7 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.

### **3. Approval for absence**

- 3.1 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 Programme 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.

### **4. Assessment attendance**

- 4.1 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 Programme Leader.
- 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 Programme 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.
  - 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.
- 4.2 The Programme Leader should consult with the relevant module tutor in taking these decisions.

## 5. Document History

25 April 2014	Draft presented to Christchurch Teaching Team for input
28 April 2014	Approved by Academic Board, incorporating some suggestions.
3 September 2015	Minor alteration of alternative attendance processes, added by Vice-Principal (Academic), following discussions with Christchurch Teaching Team.
12 April 2016	Academic Board approved clarification that evidenced listening to recordings is normally appropriate as alternative attendance, and that the Course Leader signs off all forms.
1 March 2017	Initial mapping against Quality Code.
7 September 2017	Approved by Academic Board: changes to language to reflect deliveries in study blocks (rather than semesters); requirement for panel to publish dates for alternative attendance evidence.
14 September 2017	Approved by Academic Board: change of consequence of non-attendance from zero to capped 29 to be ready for academic regulations change so that modules can only be taken twice.
12 September 2018	Vice-Principal (Quality): change from 29 to 39 to match Feedback Expectations approved by Academic Board.
4 December 2019	Approved by Academic Board: addition of specification of maximum grade for Foundation Year fails because of non-attendance; addition of requirement of fulfilling attendance in reassessment tasks, where attendance was an issue; change from assumption that all programmes are subject to attendance requirements to linking to modules specified as with attendance requirement and consequent removal of specific percentages of attendance; alignment to 2018 QC.
31 August 2021	Approved by Director of Academic Quality: Incorporated into Academic Framework, including orientating first paragraph, and matching style. Replacement of "Course" with "Programme".
7 April 2022	Approved by Academic Board: Clarification that restriction on making up attendance by alternative methods applies to reassessment as well as first assessment.