Attendance Monitoring: Reflections after the first year
Biological Sciences
Helen Billington
Teaching Support and Undergraduate School Team Manager
• How have we monitored attendance
• How much attendance have we monitored
• How have we dealt with non-attendance
• Thoughts for 2010-11
Attendance Monitoring Policies

Undergraduate School 2008-09

SLTC recommendation to monitor attendance at all practicals and tutorials plus some lectures for level 1 students.

Rigorous procedures for dealing with non-attendance put in place; informal warning, formal warnings and unsatisfactory students.

Supported by our Faculty Student Database (Access), paper registers, manual data entry and reporting
Attendance Monitoring Policies

Graduate School 2008-09
SLTC adopted University Code of Practice on Attendance.

No formal procedures for monitoring attendance
Unsatisfactory student referrals based on non-completion of coursework
Attendance Monitoring Policies

University Procedures 2009-10

Aimed to use e-Voting handsets for level 1 undergraduates and masters students.

Paper registers in practicals and tutorials for level 2 and 3 undergraduates plus occasional lectures & project supervision meetings for level 3 students.

Purchased 700 cricket handsets

Issued to undergraduates (deposit £25) and masters students
Attendance Monitoring using eVoting handsets – Semester 1

• Handsets delivered with faulty batteries
• Bespoke software for extracting attendance data into csv format for uploading into university system arrived late
• Facility to upload csv data into university system delivered late
• Issues with eInstruction software installation in some central teaching rooms and with some MAC operating systems
Attendance Monitoring using eVoting handsets – Semester 2

Software and battery issues resolved (except some CTS space and some MAC OS)

• Low staff uptake due to issues in semester 1

But 50 class registers recorded across 8 first year modules. All extracted and uploaded into the university system by 6 mouse clicks.
‘Upload’ facility in the University attendance monitoring system

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Activity</th>
<th>Attendance Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06-Mar-2010</td>
<td>11:00</td>
<td>12:00</td>
<td>BLDY1270/1/CBL 01/01 &lt;t1&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>2</td>
<td>06-Mar-2010</td>
<td>10:00</td>
<td>11:00</td>
<td>BLDY1270/1/CBL 01/02 &lt;t1&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>3</td>
<td>06-Mar-2010</td>
<td>10:00</td>
<td>11:00</td>
<td>BLDY1270/1/CBL 01/03 &lt;t1&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>4</td>
<td>29-Apr-2010</td>
<td>12:00</td>
<td>13:00</td>
<td>BLDY1270/1/LEC 02/01 &lt;t2&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>5</td>
<td>26-Apr-2010</td>
<td>14:00</td>
<td>15:00</td>
<td>BLDY1270/1/LEC 02/02 &lt;t3&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>6</td>
<td>19-Apr-2010</td>
<td>14:00</td>
<td>15:00</td>
<td>BLDY1270/1/LEC 02/03 &lt;t4&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>7</td>
<td>15-Mar-2010</td>
<td>14:00</td>
<td>15:00</td>
<td>BLDY1270/1/LEC 03/01 &lt;t5&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>8</td>
<td>15-Mar-2010</td>
<td>12:00</td>
<td>13:00</td>
<td>BLDY1270/1/CBL 01/02 &lt;t6&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>9</td>
<td>15-Mar-2010</td>
<td>10:00</td>
<td>11:00</td>
<td>BLDY1270/1/CBL 01/03 &lt;t7&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>10</td>
<td>15-Mar-2010</td>
<td>10:00</td>
<td>11:00</td>
<td>BLDY1270/1/CBL 01/04 &lt;t8&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>11</td>
<td>08-Mar-2010</td>
<td>14:00</td>
<td>15:00</td>
<td>BLDY1270/1/LEC 02/01 &lt;t9&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>12</td>
<td>06-Mar-2010</td>
<td>12:00</td>
<td>13:00</td>
<td>BLDY1270/1/CBL 01/01 &lt;t10&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>13</td>
<td>06-Mar-2010</td>
<td>11:00</td>
<td>12:00</td>
<td>BLDY1270/1/CBL 01/02 &lt;t11&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>14</td>
<td>06-Mar-2010</td>
<td>10:00</td>
<td>11:00</td>
<td>BLDY1270/1/CBL 01/03 &lt;t12&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
<tr>
<td>15</td>
<td>01-Mar-2010</td>
<td>14:00</td>
<td>15:00</td>
<td>BLDY1270/1/LEC 02/01 &lt;t13&gt;</td>
<td>View, Update, Print, Upload Attendance</td>
</tr>
</tbody>
</table>
Attendance Monitoring using VLE Gradebook

The csv upload facility requires a file in the format:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SID</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

An Excel download from the VLE Gradebook can, with a few column operations, generate a ‘register’. Student participation in their degree programme, but not their presence on campus can be monitored this way.
How well have we done?

Total records = 96,875
Max = 176
Min = 1
Average = 46.9

10 or less records = 161
11-20 records = 189

350 (17%) students with less than 20 recorded attendances in 2009-10
Overseas Students

10 or fewer records (17, 10%)
- 3 UG single honours
- 13 UG Study Abroad
- 1 PGT MSc/MRes

11-20 records (32, 20%)
- 1 UG single honours
- 8 UG Study Abroad
- 23 PGT MSc/MRes
Dealing with non-attendance

Issue:

• e-mail overload – non-attendance notifications and student absence notification approvals.
Dealing with non-attendance

SLTC approved procedures for non-attendance for undergraduates

- 8 sessions = informal warning
- 15 sessions = first formal warning
- 25 sessions = second formal warning

706 students missed 8 or more sessions
Of these; 291 students missed 15 or more sessions and 76 students missed more than 25 sessions
Dealing with non-attendance

317 = First informal warning e-mails sent
29 = First formal warnings sent
37 = Students called to meetings to discuss attendance
7 = Second formal warnings sent and students referred to OAAR as unsatisfactory
3 = students excluded + 2 students withdrawn + 1 student continuing and 1 student pending decision
Dealing with self-certification
SLTC approved procedures for self certification for undergraduates

- Self certification request must be within 7 days of absence.
- Agreed guidelines on acceptable reasons for self-certification
- Students who submit self-certification request for more than 8 teaching days to be asked to meet with programme manager.
- Requests for more than 5 consecutive days, for an assessed practical or exam must be accompanied with a mitigating circumstances form.
Dealing with self-certification

685 students submitted 1569 requests (i.e. 14 requests per day for 110 teaching days)
1470 request were acknowledged, 57 rejected and 42 not actioned
19 students submitted 8 or more requests (maximum = 20)

** Request e-mail alert plus link to attendance record when students submit > 8 self certification requests**
Thoughts for 2010-11

1) Targeted attendance monitoring to ensure we meet our statutory and University obligation for all students. Suggestions include:

Use of paper registers for all sessions on compulsory PGT skills modules and for some level 3 modules.

Use of VLE gradebook for all PGT modules and level 3 modules using electronic submission of coursework as a point of attendance.

Engage Study Abroad Office in how we can monitor JYA student attendance across Schools.
Thoughts for 2010-11

2) Minimise manual data entry by using eVoting handsets for Level 1 and 2 attendance monitoring.

Record attendance at level 1 and 2 lectures using the handsets.

Explore possibility of using handsets to record attendance at practicals (e.g. initial slide set up by teaching technicians)
Thoughts for 2010-11

3) Reduce e-mail overload by using student absence notification summary screens in the portal and non-attendance summary reports in Argos.