

Attendance Monitoring – sharing experiences

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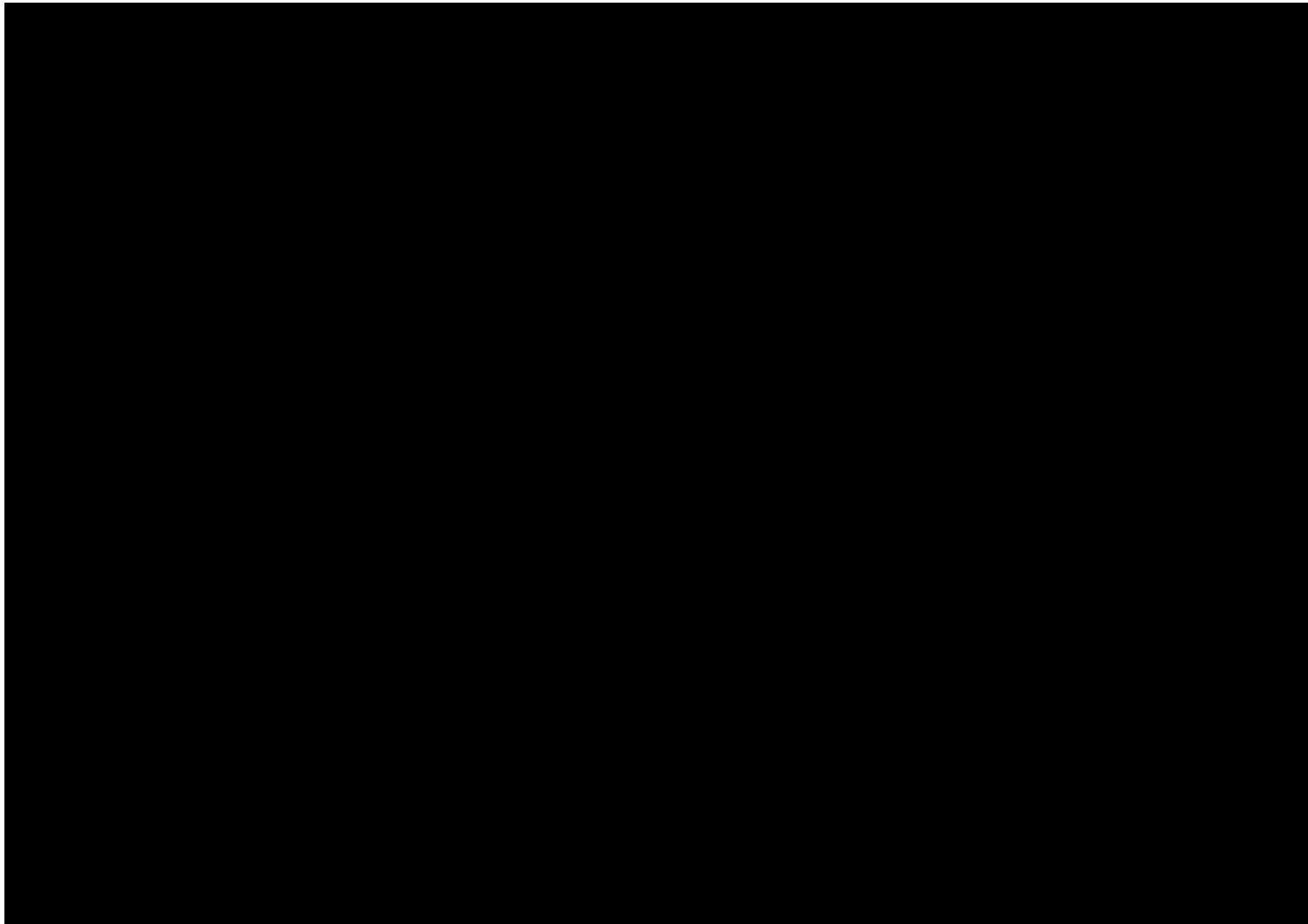
This session – what's covered

► Sharing experience

- Starting from scratch
- Organisation & structure of the project
- What's happening at Bangor?
- Information gathering

Setting the Scene

School of Law



% Withdrawals 07/08: 11.54% 08/09 3.57% 09/10 3.47%

Project Initiation Meeting (PIM)

► Objectives and Goals (1)

- To improve student retention
- To provide management information on student attendance
- To potentially provide additional functionality (e.g. email lists, weekly uploads, coursework distribution to tutors) by linking to existing databases and systems.

PIM – continued

- ▶ **Objectives and Goals (2)**
 - Assist compliance with statutory requirements
 - HEFCW
 - HESA
 - SLC
 - UKBA
 - Research Councils
 - Professional Bodies (e.g.NMC)
 - Overseas governments and other sponsors
 - US Financial Aid

PIM – continued

► Objectives and Goals (3)

- Identify ‘at risk’ students
- Identify withdrawals in a timely manner
- ‘Satisfy’ student expectation
- Evolve from attendance to engagement monitoring

Milestones & Outcomes

► Phase 1

- Presentation of Phase 1 at the Student Record Officers conference 2011 (13th April)
- Identify & document good practice and systems used by other institutions
- Exploration of possible initiatives that could be adopted

► Phase 2

- An implementation phase to establish a University wide monitoring system

Project Team Representation

- ▶ Academic Registry
- ▶ University Schools eg
 - School of Biological Sciences
 - Bangor Business School
 - School of Law
 - School of Psychology
- ▶ Planning Office
- ▶ Students

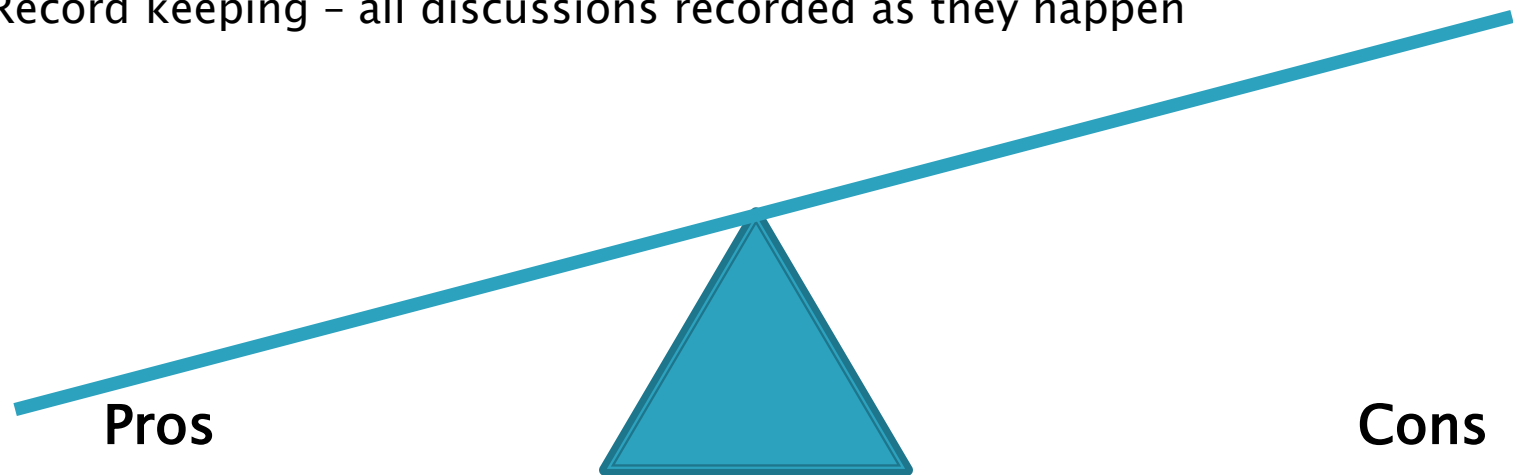
Actions

- ▶ Create web page of project resources
- ▶ Set up LinkedIn group for better communication
- ▶ Identify any examples of good practice from existing Bangor University processes
- ▶ Identify current practice from the HE sector
- ▶ Consult with students
- ▶ Review regulations

LinkedIn: Pros and Cons

Resistance/Culture

- ▶ Create a group identity
- ▶ Increase communication – message easily
- ▶ Grow our network
- ▶ Initiate and participate in discussions
- ▶ Share news articles, blogs, URL's
- ▶ User friendly
- ▶ Time efficient
- ▶ Central site
- ▶ Record keeping – all discussions recorded as they happen



Case Study 1:

The School of Psychology







Annwen Owen
500010028 – Year 1

Tracking Attendance

BSc Psychology
Module PSY2021 – Learning and Language

POPS



Small Groups



Stats



Example e-mail Student Receives When Absence Occurs

Hi Joe,

I am writing because I have noticed that you have recently missed some of your POPPS classes, small groups, and weekly tests. I am just emailing now to check that all is well.

Please remember that attendance at your small group and POPPS group is extremely important in order for you to pass the module Scientific Writing and Communication. Similarly, successful completion of your weekly tests is absolutely essential for you to pass the core module Research Methods and Statistics – if you have missed one of these tests due to illness or other unavoidable circumstances, please remember that you can bring a late take request form to me so that you can re-sit the test at a later time.

I would also like to take this opportunity to remind you that I am here to talk if you are experiencing any problems – it is always better for us to deal with difficulties sooner rather than later so please email me to arrange an appointment if you would like to chat.

All the best,

Fay

School of Psychology

Case Study 2:

School of Biological Sciences

- ▶ Registers are signed at all practical sessions.
- ▶ Students download an anonymous barcode from the intranet and attach this to their assignments.
- ▶ Administrative staff scan the barcodes on submission deadline.
- ▶ A report is produced from the SIS of students who have not submitted.
- ▶ Intermittent checks are made of past registers in comparison to assignments handed in.

Case Study 2 – continued:

2.3 Assessment

Deadlines

You will normally be required to hand in assignments by 5pm on Friday. Specific deadlines for each module are listed on the CNS webpages (www.cns.bangor.ac.uk). It is important that you keep to deadlines – each year students lose marks and some even fail the year by failing to hand in assessed work on time. Not knowing that an assessment was required will not be accepted as a reason for missing it. See also section 2.4 Sickness/Absence for instructions and guidance on handing in late work.

Bar Code System

A bar code system is used for processing work that is handed in. All assignments that are completed in your own time must have your personal bar code sheet attached to the front cover. Cover sheets are printed from the CNS webpages and uniquely identify both the student and the piece of work. An example is shown below. They also include a plagiarism declaration that you must sign to indicate that it is your own work.

Work handed in without a bar-coded cover sheet or with the plagiarism declaration unsigned will not be marked.

Student Name - S00XXXXX
MODULE - Component Name - Due: DD-MMM-YYYY



1234567890123

Plagiarism

"Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing somebody else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarise is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use other person's words and thoughts, they must be acknowledged as such (by the use of the appropriate reference, and by the insertion of quotation marks around any words directly quoted)."

MLA Handbook for Writers of Research Papers, Theses and Dissertations (6LA: New York, 1977, 994-3)

I declare that I have read the above, the relevant information concerning academic dishonesty in the undergraduate handbook and that the work I am submitting for assessment is entirely my own, except where I have explicitly attributed it to others.

Student's signature:

Mark:

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Mark: Out of

(For Academic Use Only)

Student Name - S00XXXXX
MODULE - Examination - Due: DD-MMM-YYYY

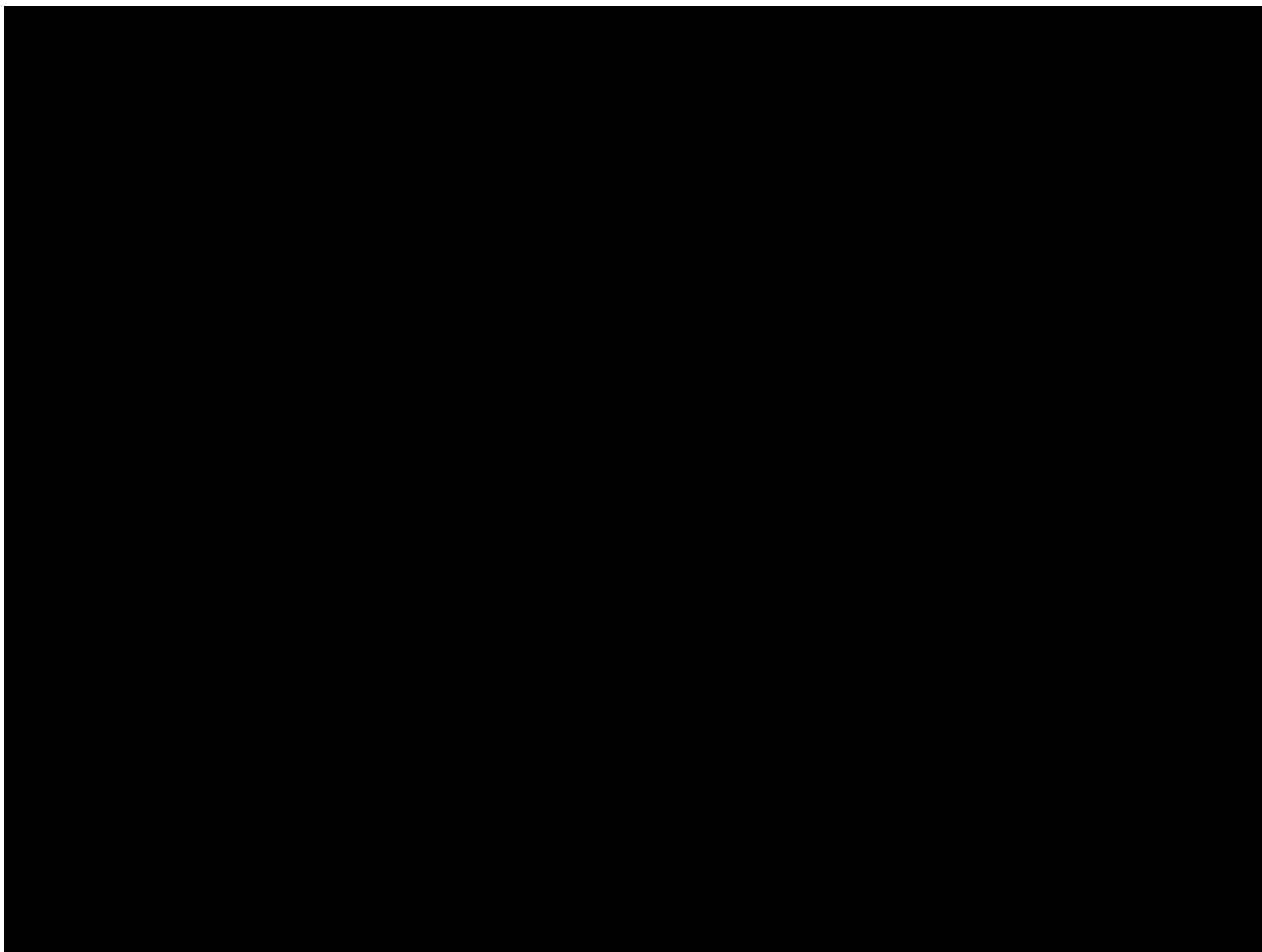
If you are handing in work late or not submitting the work you must complete a 'CNS Report of Special Circumstances' form.

Date Submitted: ____ / ____ / ____

Case Study 3:

Bangor Business School





Observations (1)

- ▶ One size does not fit all
- ▶ Minimise manual data input
- ▶ Identify events rather than physical attendance:
 - Blackboard
 - Assessment
 - Tutor engagement
 - Library usage

Observations (2)

- ▶ Class registers (card readers)
- ▶ Computer usage

SWOT Analysis

Strengths	Weaknesses
<ol style="list-style-type: none"> 1. No fixed system in place 2. Open book 3. All options are viable 	<ol style="list-style-type: none"> 1. Adoption of various methods employed University wide 2. Regulations need amending 3. No clear path
Threats	Opportunities
<ol style="list-style-type: none"> 1. Finance & Acceptability of final process 2. This will take time 3. Investment is required Sustainability is a must 	<ol style="list-style-type: none"> 1. To create a new system that Schools can adopt 2. Tighten up the system 3. Funding may be possible

Any Questions?

