Procedure for Managing Attendance Monitoring and Extenuating Circumstances

1. Purpose/Goals/Objectives
- Ensure students meet the 90% attendance requirement for module examinations.
- Provide a consistent and fair approach to managing extenuating circumstances affecting attendance or academic performance.
- Maintain transparency in recording and addressing attendance issues and claims for extenuating circumstances.

2. Responsibilities
Administrative Staff:
- **Attendance Monitoring:**
  - Record attendance hours per student in the database.
  - Report attendance concerns to the Head of Department for students below thresholds.
- **Extenuating Circumstances (EC):**
  - Collect and verify EC forms and supporting evidence.
  - Update the attendance and marks database upon receipt of approved EC documentation.
  - Flag suspicious EC to the Head of Department.

Head of Department:
- Communicate with students regarding attendance issues and implement resolution plans.
- Investigate flagged EC claims and finalize resolutions.
- Chair the Extenuating Circumstances Panel to assess student EC.

Students:
- Submit EC forms promptly within five working days after assessments, including all required evidence.
- Declare themselves fit to participate in assessments unless EC conditions apply.

3. Steps of Managing Attendance and Extenuating Circumstances
Attendance Monitoring:
1. **Tracking Attendance:**
   - Administrators log attendance daily and monitor trends.
   - Notify the Head of Department for any student whose attendance falls below 90%.
2. **Resolving Issues:**
   - The Head of Department communicates with students, investigates reasons for low attendance, and personalizes resolution plans.
3. **Final Actions:**
   - Attendance discrepancies due to valid EC forms are rectified in records upon approval.

Handling Extenuating Circumstances (EC):
1. **Claim Submission:**
   - Students complete the Extenuating Circumstances Form and provide necessary evidence such as medical certificates, death certificates, or employer letters.
   - EC must be submitted within five working days after the assessment.
2. **Evidence Validation:**
   - Admin staff verify the evidence provided and log the EC in the shared folder for review.
   - Suspicious EC are reported to the Head of Department.
3. **Evidence Review:**
   - The Head of Department, reviews the documentation confidentially.
   - **The HoD the validity based on evidence and determines one of the following:**

- Not acceptance of EC
- Not acceptance of EC and fail examination

4. **Outcome Communication:**
   - The Head of Department informs the student, module leaders, and the Examination Board of the decision.
   - Students are provided written explanations for rejected claims and directed to the Appeals process if applicable.

5. **Documentation and Appeals:**
   - All claim-related documents are securely stored, and students may appeal the panel's decision if deemed unfair.

Role	Attendance Monitoring Responsibilities	Extenuating Circumstances Responsibilities
Administrative Staff	- Record attendance hours per student in the database.	- Collect and verify Extenuating Circumstances (EC) claim forms and evidence.
	- Monitor attendance trends and report concerns (e.g., below 90%) to the Head of Department.	- Update attendance or marks databases upon approval of EC claims.
	- Maintain attendance records and ensure accuracy.	- Report suspicious EC claims to the Head of Department.
Head of Department	- Communicate with students about low attendance and implement resolution plans.	- Investigate flagged EC claims and make final decisions.
	- Provide support plans to help students meet attendance requirements.	- Chair the Extenuating Circumstances Panel to assess claims and recommend outcomes.
Students	- Ensure at least 90% attendance to access exams.	- Submit EC claims promptly with supporting evidence (e.g., medical certificates, employer letters).
	- Notify staff of valid absences in advance where possible.	- Clearly link circumstances to affected assessments in the EC claim form.
Extenuating Circumstances	N/A	- Review EC claims confidentially and validate based on evidence

Panel		provided.
		- Recommend outcomes (e.g., retake permission, late submission acceptance, or module repetition without penalty).
Program Leader	N/A	- Ensure academic staff are informed of the EC procedure and its scope.
		- Attend the Extenuating Circumstances Panel as required.
Invigilators/ Assessors	N/A	- Endorse and log "Fit to Sit" declarations when students report issues but proceed with assessments.
Examination Board	- Review attendance reports for overall compliance.	- Act upon the Extenuating Circumstances Panel's recommendations without discussing confidential claim details.

Checklist for Validating Digital Documentation

1. Authenticity Verification

- **Source and Format:**
  - Is the document in an acceptable digital format (e.g., PDF, JPEG, PNG)?
  - Was the document submitted directly from an official source (e.g., institutional email, secure online portal)?
  - Does the document include visible security features such as digital watermarks, QR codes, or digital signatures?
- **Issuer Details:**
  - Does the document provide the issuer's official contact information for verification?
  - Can the document be verified directly with the issuing body if needed?

2. Integrity and Security

- **File Integrity:**
  - Is the document unaltered (e.g., file metadata shows no edits after issuance)?
  - Does the document include version tracking or encryption that ensures its originality?
- **Electronic Signature:**

- If electronically signed, is the signature valid and verified through a trusted certificate authority (e.g., DocuSign, Adobe Sign)?
- Does the signature match the issuer's known credentials or contact information?

3. Date and Time Accuracy

- Are the dates in the digital document consistent with the student's claim?
- Does the timestamp in the metadata match the issuance date or event described?

4. Cross-Referencing Evidence

- Do all digital documents align with other provided evidence?
- Are there discrepancies between the digital evidence and the details in the claim?

5. Red Flags for Fraudulent Digital Documents

- Suspicious file properties (e.g., unusually large file size, mismatched metadata).
- Poor image quality or evidence of tampering (e.g., uneven fonts, inconsistent text alignment).
- Inconsistencies in document issuer details (e.g., unverifiable email domains or contact information).