Brighton Business School Attendance Monitoring Pilot

# Introduction

BBS is conducting a pilot for a new university-wide attendance monitoring service. Data on student attendance for timetabled sessions will be collected through one of two mechanisms:

1. You tutor taking an online register where the session is in a small seminar room
2. By students swiping their Unicards against card readers at the entrance of all other teaching rooms

The aims of the service will be to:

* Get a better understanding of student attendance and help the university identify how to best support students
* Gather room utilisation data to help the university make the most efficient use of its teaching spaces

# What is involved in the pilot?

The pilot study will gather data for the Business School with a view to:

* Assessing the accuracy of the data
* Determining how to consistently capture attendance data
* Identify processes for monitoring and analysing the data gathered
* Identify processes to ensure student support is offered in a timely and appropriate manner

As part of the pilot, you will be expected to swipe your Unicard as you enter each teaching session where the room has a card reader. In smaller rooms, your tutor will take a register. You may be contacted by school staff during the pilot to help check the accuracy of data being captured or to see whether you require any additional support in circumstances where the data suggests you are struggling to attend sessions.

# What data will be gathered?

The following data will be gathered and used to monitor attendance and room utilisation. The data will be held in data centres within the EU and a full data protection assessment has been undertaken.

* UNICARD unique ID
* Student number
* Student Name
* Timetabled event names/description
* Location (campus, building and room)
* Start and end times
* Module or course name and group name if applicable

# What will the data be used for?

The data gathered will be used for the following purposes:

1. To evaluate the accuracy of data collected
2. To evaluate the accuracy and potential data issues relating to our timetable
3. To determine relevant thresholds and triggers for intervention
4. To determine processes relating to interventions including who has access to the data reports
5. To determine processes for retrospectively changing attendance marks for, e.g. authorised absences or circumstances where data collection errors have occurred
6. To evaluate the processes for data collection including:
   1. Ensuring tutors take web registers where applicable
   2. Ensuring students swipe their cards where applicable
   3. Ensuring the synchronisation of data collected for attendance and data extracted from our timetabling system is accurate and appropriate
   4. Ensuring undue bottle necks at the start of lectures are not caused by collecting attendance data
7. To evaluate room utilisation and help improve timetabling and space use efficiency

# What if I have questions?

If you have any questions about this pilot, please contact

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