

Attendance



Using your ARUL Attendance Card to record your Attendance:

MORNING

- 1) Touch in at the **main entrance** upon arrival at ARU London in the morning.
- 2) Touch in at the **classroom before entering** your lecture.
- 3) **If you swipe after 10.30am, you will be marked as absent.**
- 4) Touch out of the **classroom upon leaving** the lecture.

AFTERNOON

- 5) Touch in at the **classroom before entering** the lecture.
- 6) **If you swipe after 14.30pm, you will be marked as absent.**
- 7) Touch out of the **classroom upon leaving** the lecture.
- 8) Touch out at the **main entrance** before leaving ARU London at the end of the day.

In addition to this, International Students must present their ID card to the security desk once a week for Supervised Weekly Attendance.



Attendance corrections will **only** be made for **technological issues**. If you believe you are having a technological issue with your attendance card then please put an attendance enquiry through your VLE for assistance, including ALL of the following

- **Student Id:**
- **Attendance Date:**
- **Attendance Session: including AM / PM /or EV**
- **Further enquiry details:**

Please note that forgetting to swipe will not result in any amendments to your attendance.