

Attendance Policy & Procedure Addendum COVID-19

This document is to be used in conjunction with the academies Attendance Policy and Procedure.

Period of Use: 13/04/20 – 26/06/20 (as at 07/04/20)

Attendance

ELICOS students are expected to study 20 hours per week. This is made up of

- 10 hours live or recorded zoom classes and
- 10 hours of self-paced study

Live zoom classes are run on Monday to Thursday from 9am-3.15pm each week. Zoom class recordings are accessible via the Online Learning Centre (OLC) webinar forum.

Self-paced study includes attending extra live zoom classes, watching recorded zoom classes, textbook study offline and oxford online practice.

Monitoring Attendance

ELICOS hours will be monitored by using

- OLC and zoom logged hours for an entire week: Monday 12am to Sunday 12am. **It is extremely important that student's login to OLC for all online and offline study.**
- As some students have internet access issues and limits, offline hours will be acknowledged without login for up to 6 hours per week. Offline self paced hours will only be acknowledge for students who have proven they are actively studying (E.g. logged into OLC, attended zoom classes, etc).

Student hours will be calculated by adding online logged hours (OLC/Zoom) to the self-paced study hours (textbook/oxford).

OLC Logged Hours

Please note that

- You must login at the beginning of all study sessions for your hours to be logged for attendance.
- After 4 hours of no activity you will be automatically logged out. If you are in a zoom class you should make sure that you are remaining active within OLC at least once every 4 hours (access resources etc).
- Sessions under 30 minutes will not count toward the total hours for the week. Please make sure you are logging in for longer than 30 minutes when studying online or offline.
- The maximum hours to be recorded for each day is capped at 10 hours. Any hours over 10 hours in a single day will not count toward the total hours for the week.
- The maximum hours to be recorded for a week is capped at 22 hours. Any hours over 22 hours for the entire week will not count toward the total hours for the week.