



**University of
Nottingham**

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Card Reader Project FAQs

Questions for all

Why are students in some schools being asked to register their attendance using their cards?

We are carrying out a small pilot where students will be asked to use cards to register their attendance in addition to signing registers. It has been a long-established process that attendance is taken at certain teaching sessions. This pilot is not changing the data we collect; it is simply changing the way in which it is collected.

Why isn't my school participating?

We have a limited number of card scanners to use in the pilot so we have limited the pilot to students in three areas only.

Will I have to use this system in the future?

This is purely a pilot at this stage. There has been no decision made on its future use. We will be asking for feedback from staff and students at the end of the pilot and we will compare it to their experience in using manual processes elsewhere.

How long is the pilot going to last for?

We will be using it during the Autumn semester 2018. We will then evaluate this and make a decision on whether to do something on a similar scale for the Spring semester.

Is progression through my course dependent on my attendance?

Information on attendance is laid down in the [University Quality manual](#). This requirement remains unchanged by this pilot.



Questions for students involved in the pilot

Do I have to sign in with my card for every taught session I attend?

No. The pilot will only be used in certain sessions and you will be told which they are by your School.

Why do some taught sessions require me to sign in while others do not?

We do not take attendance at all sessions. Each School decides what sessions they will use and these vary depending on a number of differing criteria, eg professional requirements of the course, health and safety regulation, visa regulations, etc.

Do I need to sign out again when I leave the teaching session?

Not in most sessions. The only area where there will be a requirement to sign out is in the Chemistry laboratories, and this is due to the health and safety requirements of the area.

Why do I have to sign out in Chemistry labs?

In the Chemistry labs, it is a health and safety requirement to know exactly who is in the lab at any one time, which is why the six scanners we will use in this area will be set up differently and will have a sign-out function as well as a sign-in function.

What do I do if I forget to sign in or out?

Staff will remind students to sign in. If you think you have forgotten to sign in for a session, you can inform your module lecturer at the next session. Only students in the Chemistry labs will need to sign out and staff will remind them of the need to do this too. Please note that in labs, it is imperative that students sign in and out each time for safety reasons and so if you forget, you must take corrective action and sign in immediately.

What data are you collecting about me?

The scanner will read your student ID and name only. It will also note the location and time card was scanned.



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What will you do with my data?

We will use this data, together with all the manual registers we collect, to confirm a student's engagement on their programme. If a student is an international student on a student visa, this information will be used to confirm attendance to UK Visas and Immigration (UKVI) as per the conditions of the visa.

How are you storing my data?

The data will be stored securely within the University data centres, encrypted in the same system used for door card access to buildings. Limited data exports will be produced for reporting purposes and will be kept securely.

How long will my data be stored for?

Six years, in accordance with our attendance monitoring policy.

What if I forget to bring my student card with me?

We will have a paper sign-in sheet available to use instead.

What do I do if my card isn't working?

We will have a paper sign-in sheet available to use instead.

I've already swiped in with my card. Why am I being asked to sign a paper register too?

This is the first time the University has run this pilot. To ensure that we continue to collect data accurately, we are going to continue to use the paper system. We record your attendance for safety purposes.

Can I swipe my friend in using their card?

Standard University policy prohibits using other students' cards. Under no circumstances should you use your friend's card to swipe them into a session. Please see our [University card terms and conditions](#).



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I've lost my card – how do I get a new one?

Details are available on the [University card webpage](#).