

eRegisters for students

The eRegisters system, launched in 2015, allows students to keep track of and monitor their own attendance at teaching events. We have provided card readers in most Birkbeck classrooms. In locations without card readers, your attendance will usually be recorded manually, and entered into the system by a member of staff.

Schools will monitor attendance and talk to students who they think are at risk due to poor attendance. By understanding patterns of attendance and engagement, we can ensure that we have effective mechanisms to identify students who might need support and put in place measures to assist.

What do I have to do?

All centrally-managed Birkbeck teaching rooms - as well as those in Friends House and University Square Stratford (USS) - are equipped with eRegisters card readers, either inside or just outside. In any room with a card reader, all you have to do is tap in with [your Student ID Card](#) and it will record your attendance.

- You can do this up to 15 minutes before the session starts or 15 minutes after the class ends.
- You do not need to touch in and out - one tap is enough.
- The light on the card reader will change colour to show you that the tap has been successful. In some locations there will be an audible 'beep' as well.
- If you have back-to-back teaching sessions in the same venue you will need to tap in for each one.



At University Square Stratford there are also electronic card readers. These are small square black devices, located just inside the room as you enter - see the examples below.



Teaching events in other locations

If your teaching event is not in one of the rooms with an eRegisters card reader, your attendance will be recorded in one of the following ways:

- **Online register:** The member of teaching staff will mark you present via a web page.
- **Paper register:** The member of teaching staff will provide a sign-in sheet, where you can just sign against your name. This will then be used to update the central attendance register.
- **Hand-held card reader:** A small handheld reader will be passed round for you to scan the barcode on your student card

Viewing your attendance data

You can view all your attendance data from the eRegisters system by logging into your [My Birkbeck Profile](#). From there, you will be able to see:

- **My weekly class attendance:** This gives you a view similar to 'My teaching timetable' and shows you your attendance records over a seven-day period. By default, it will show you data from the last seven days but you can change the date to any that interest you. For each event, you can view your card swipes or any other related data.
- **My attendance summary:** This summarises your attendance, by module, over a date range. You can see your expected attendance and actual attendance for each module. This allows you to keep track of your entire attendance record.
- **My card swipes:** This will show you all recorded card swipes from your card

Only you and authorised Birkbeck staff are able to view your data.

Useful links

- [My Birkbeck Profile](#)
- [Birkbeck's attendance framework](#)
- [Your Student ID Card](#)

If you have any questions or would like to provide some feedback about the eRegisters system, please submit it via the [Ask system](#).

Why is Birkbeck recording student attendance?

It is important that we know you are attending regularly as research has shown that consistent attendance and good academic performance are closely linked. We understand that attendance can be difficult at times because of conflicting external demands; however missing more than two sessions can be a concern.

By checking student attendance we plan to be able to identify students who require support at an early stage and put measures in place to help them continue their studies. This will help us improve our student support services and develop targeted, timely personalised interventions.

In addition, Birkbeck has a number of legal and contractual obligations to check students' progress and inform certain external bodies of students' temporary or permanent absence, which may affect entitlement to support from the Student Loan Company or other financial support.

What if I forget my ID card or forget to tap in?

If you forget your card or forget to tap your card on an odd occasion, don't worry. You can make a comment against your expected attendance using the 'My weekly class attendance' option in your My Birkbeck Profile which will help explain your apparent absence should your school staff be concerned about your attendance. For a student who is usually recorded as present, an occasional absence will not cause alarm. However, you should make every effort to attend all timetabled classes.

How long does it take for my attendance to show on my profile?

If you tap into class, it can take up to 12 hours for your Birkbeck Profile page to update your attendance status to 'Present'. For rooms where there is no reader and you sign a paper register it can vary but we aim to have the forms processed within a couple of days.

I do not have a Birkbeck ID Card.

Once you have completed enrolment you are entitled to a [Birkbeck ID card](#). This will take a few days to be printed and posted to you; in the meantime you will be able to print out a temporary card. You should plan to order your ID card as soon as possible because this also acts as your College ID, library and access card as well as being used for recording attendance.

Don't worry if you don't have a card to record attendance for a few days. The main aim of eRegisters is to capture your pattern of attendance and we will take into account the fact that, especially at the start of the academic year, some students will not have a card.

If you are a student on a Tier 4 Visa, please see the notes below.

For more details on who is entitled to an ID card and how to obtain one, and what happens if you have lost your card, please visit [Your Birkbeck ID Card](#).

What happens if I am absent because I am ill or have an important appointment?

You can let us know, either through your tutor or the course administrator, if you have been ill or cannot attend, for example because you have a doctor's appointment.

Submitting an absence notification does not change your attendance figure, but it does help explain your absence. Students who have an above-average level of absence may be contacted, as it is important that you are aware of how much learning is being missed. This could have a negative effect on academic performance and we may be able to offer support and assistance.

In the future we may provide a service through your My Birkbeck Profile to allow you to inform us about illness, work or other commitments that prevent you from attending.

What is Birkbeck's obligation to notify international students' continuous non-attendance to UKVI?

Birkbeck is legally required to notify UK Visas and Immigration (UKVI) of poor attendance by students who need a student visa in order to study in the UK.

The eRegisters card reader is not working.

If you think the card reader is not working (because there is no light flashing AND no sound), please report faults to the [Ask system](#). Please note that the 'beep' on card read is deliberately disabled on some readers.