

Recording Your Attendance

Remember to SWIPE your SMART card



- S** **WIPE** your card **EVERY TIME** you enter a room which has a scanner - watch for the green light flashing!
- M** **AKE** sure you always carry your card
- A** **TTEND** your timetabled classes to avoid being marked absent
- R** **EMEMBER** you only need to swipe **ONCE** if classes follow each other in the same room
- T** **HIRTY** minutes before your class and up to **THIRTY** minutes before the end is your time to scan

Don't worry if you forget your card. You don't need to tell your lecturer, just bring it next time.