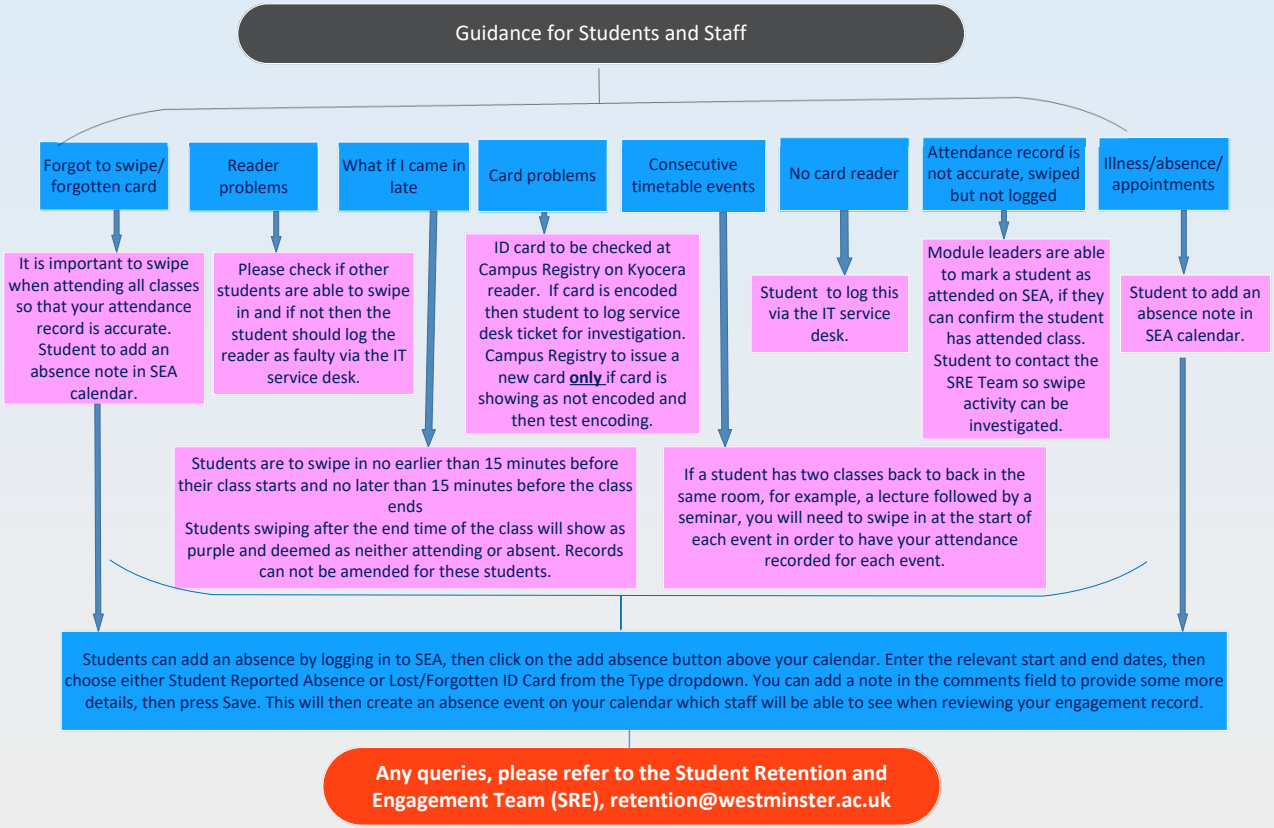
SEA Queries


Guidance for Students and Staff
Forgot to swipe/ forgotten card
Reader problems
What if I came in late
Card problems
Consecutive timetable events
No card reader
Attendance record is not accurate, swiped but not logged
Illness/absence/ appointments
It is important to swipe when attending all classes so that your attendance record is accurate. Student to add an absence note in SEA calendar.
Please check if other students are able to swipe in and if not then the student should log the reader as faulty via the IT service desk.
ID card to be checked at Campus Registry on Kyocera reader. If card is encoded then student to log service desk ticket for investigation. Campus Registry to issue a new card only if card is showing as not encoded and then test encoding.
Student to log this via the IT service desk.
Module leaders are able to mark a student as attended on SEA, if they can confirm the student has attended class. Student to contact the SRE Team so swipe activity can be investigated.
Student to add an absence note in SEA calendar.
Students are to swipe in no earlier than 15 minutes before their class starts and no later than 15 minutes before the class ends
Students swiping after the end time of the class will show as purple and deemed as neither attending or absent. Records can not be amended for these students.
If a student has two classes back to back in the same room, for example, a lecture followed by a seminar, you will need to swipe in at the start of each event in order to have your attendance recorded for each event.
Students can add an absence by logging in to SEA, then click on the add absence button above your calendar. Enter the relevant start and end dates, then choose either Student Reported Absence or Lost/Forgotten ID Card from the Type dropdown. You can add a note in the comments field to provide some more details, then press Save. This will then create an absence event on your calendar which staff will be able to see when reviewing your engagement record.
Any queries, please refer to the Student Retention and Engagement Team (SRE), retention@westminster.ac.uk