KWAME NKRUMAH UNIVERSITY

OFFICE OF THE REGISTRAR

MEMORANDUM

TO	:	**ALL STUDENTS**
FROM	:	**REGISTRAR**
DATE	:	**20TH JANUARY 2025**

SUBJECT: **COMPLIANCE WITH CLASS ATTENDANCE REGISTERS AND CONTINUOUS ASSESSMENT SUBMISSION GUIDELINES**

The above subject refers.

This notice is to remind all students on the guidelines for class attendance registers and Continuous Assessment submissions. Effectively the following guidelines are to be in full implementation:

1. **Class Registers**

   To ensure adherence to contractual obligations, class attendance and excellent service delivery, the following shall be enforced:

   1.1 All class attendance registers shall be generated from Moodle.

   1.2 Course lecturers shall maintain accurate and up-to-date class registers.

   1.3 Only registered students that meet the stipulated financial thresholds shall be captured on the class registers and consequently be allowed to attend classes.

   Note that for one to be eligible to sit for the end of academic year examinations, accumulated class attendance should not be less than 80%.

2. **Continuous Assessment Submissions**

   To effectively address the CA challenges and ensure adherence to the academic policy, you are expected to:

   2.1 Submit all CA work through the official University Moodle platform.

2.2 Adhere strictly to CA submission deadlines outlined in the Academic Calendar.

2.3 Ensure financial obligations and thresholds are met to access Moodle.

2.4 Receive clear instructions from course lecturers on accessing and submitting CA work on Moodle.

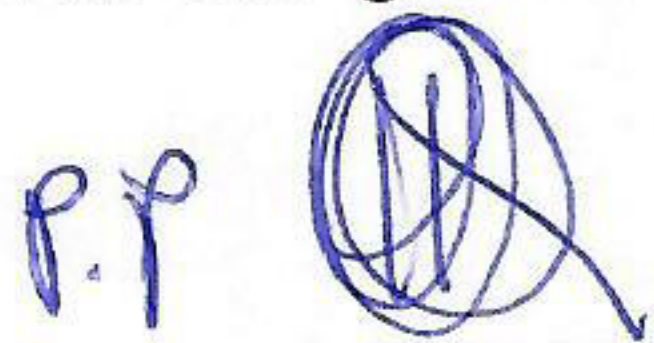2.5 Receive timely and constructive CA feedback from your course lecturers.

Note that for one to be eligible to sit for the end of academic year examinations, all courses registered must have the CA grades appearing on the examination slip.

3. Moodle Orientation

Given the foregoing, you are advised to visit the IT Department for orientation on how to use Moodle. This will ensure familiarity with the platform and its functionalities.

For inquiries or technical assistance regarding Moodle or guidelines, please contact your School Deans, Academic Office, Finance and the IT Support Team.

You are guided accordingly.

Chilombe Polity

Cc: Vice-Chancellor
Cc: Deputy Vice-Chancellor
Cc: Chief: Financial Officer; Librarian; Internal Auditor
Cc: Deans and Directors
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Cc: Deputy Registrar Academic
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