

## MBBS Attendance and Engagement

From academic year 2021/22 all Absence Reports and Requests for Exceptional Leave are now submitted and stored via the Medical School's Curriculum Map/Academic Support Record (ASR).

Submitted Absence Reports and the status of Requests for Exceptional Leave can now be viewed online. Reports and Requests can be filtered by site, year, module, speciality, start date, end date and approval status.

### Viewing Student submitted Absence Reports and Requests for Exceptional Leave

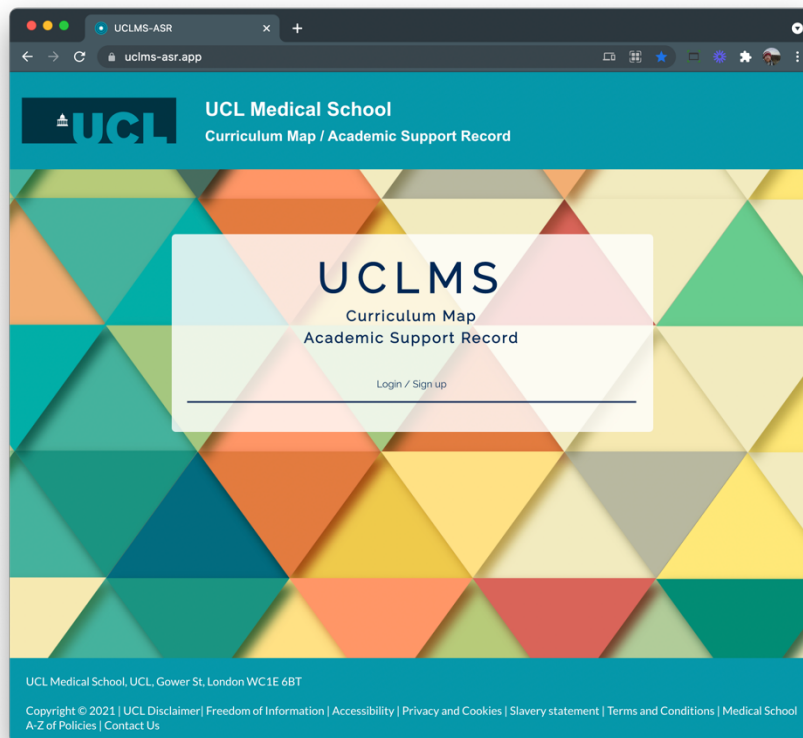
To view submitted forms you will first need to Login / Sign up to the Medical School's Curriculum Map/Academic Support Record (ASR).

You can do this in 2 ways:

- 1) Use your UCL Account
- 2) Signup using an email and password (best for external or NHS accounts)

To do this please navigate to <https://uclms-asr.app/>

Next click Login / Sign up

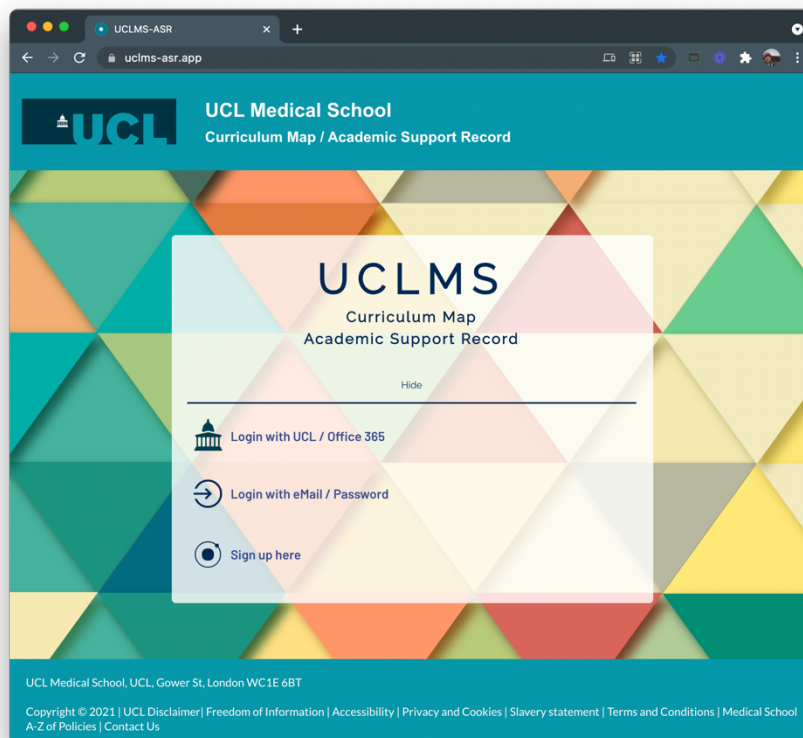


Select the correct option

- Option 1 for UCL email account, please click and enter your [username@ucl.ac.uk](mailto:username@ucl.ac.uk) and then your password

*\*You can also sign up with @hotmail.com accounts*

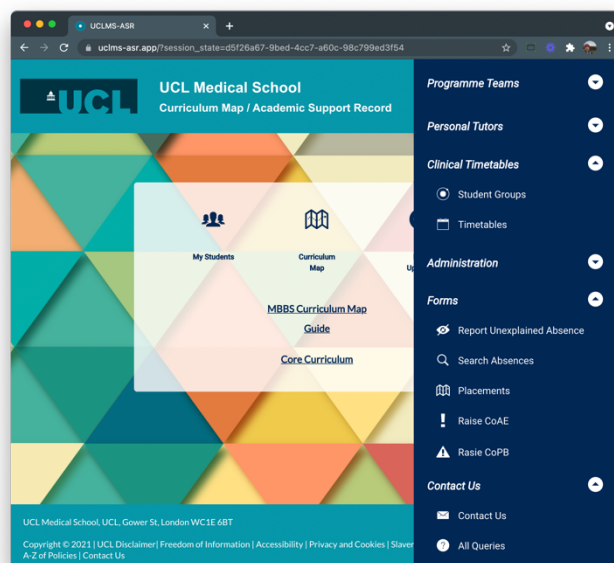
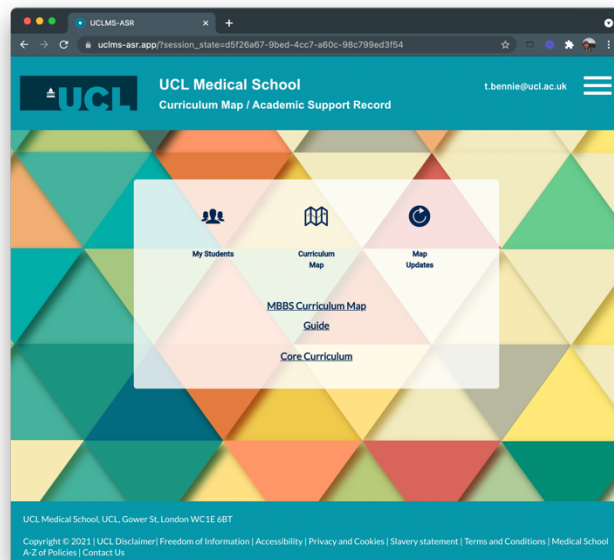
- Option 2 for existing users with non UCL emails
- Option 3 for new users, please follow the sign-up steps



Once you have signed up or logged in you will have access to the curriculum map and a few other options. To access the additional absence features please email [medsch.mbbs-tech@ucl.ac.uk](mailto:medsch.mbbs-tech@ucl.ac.uk), or use the contact us form and we will grant you the relevant permissions.

## Accessing the forms

Once you have logged in and permissions have been granted, the options on the home page and menu will be expanded.



Please use the menu top right and then the Forms section.

To search absences, click on the search absences menu option.

 Search Absences

This will navigate to the following page

The screenshot shows a web browser window with the URL `uclms-asr.app/module_mangers`. The page header includes the UCL logo, the text "UCL Medical School Curriculum Map / Academic Support Record", and a user email `t.bennie@ucl.ac.uk`. The main heading is "Module Manager - Absence Checker". Below this, a sub-header states: "Please use this page to view details student absence and leave. You can search for a student by name, email or student ID".

The interface features a series of filters: "AC" (set to 2021/22), "Site", "Year", "Module", "Speciality", and "Leave Status". Below these are three search input fields: "Search by name", "Search by email", and "Search by Student ID".

At the bottom of the filter section, there are "Start Date" and "End Date" fields, both set to "Monday, 6 September, 2021", and a "Total # of Absences 57".

The main content area displays three rows of student records. Each row has a "Student Details" box on the left and an "Absence" box on the right. The first row shows an absence from Wednesday 10th Nov 2021 to Sunday 5th Sep 2021 (0.5 days). The second row shows an absence from Friday 24th Sep 2021 to Friday 24th Sep 2021 (1 day). The third row shows a "Leave Status approved" from Friday 24th Sep 2021 to Friday 24th Sep 2021 (1 day). Each row also includes "Full Day / Half Day", "AM / PM", and "CPP: No" information.

The footer contains the UCL Medical School address, copyright information, and various policy links.

From here you can filter the displayed reports

Filters include:

- Academic Year
- Site
- Year
- Module
- Specialty
- Leave Status
- Start Date (this could be module or speciality start date)
- End Date (this could be module or speciality end date)

You can also search for students to display all their records or records based on your filters.

You can search for students in 3 ways:

- Student name
- Student email
- Student Number/ Student ID

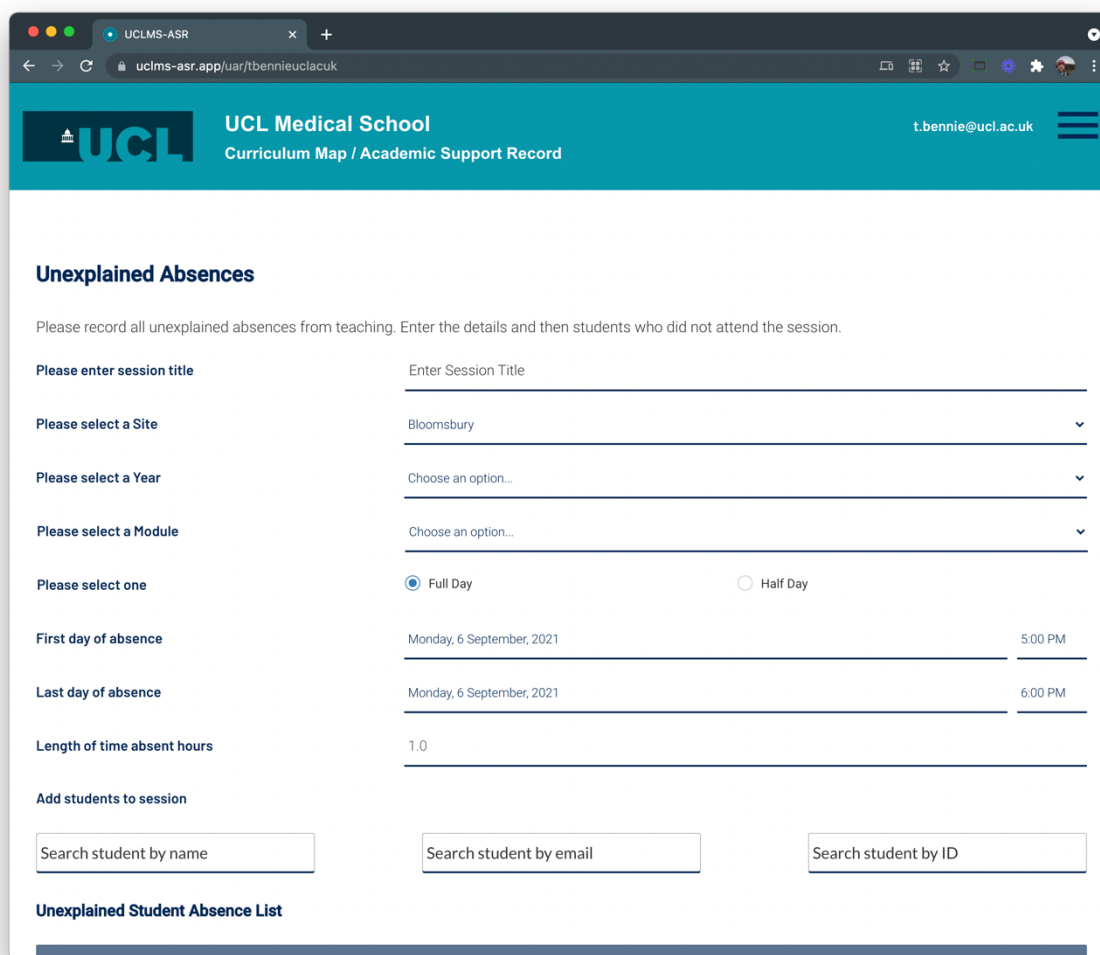
## Reporting Unexplained Absences

From Academic Year 2021/22 all unexplained absences should be reported via Curriculum Map/Academic Support Record (ASR).

To report unexplained absences please login or sign up, and then from the menu chose the option Report Unexplained Absence.



This will navigate to the following page <https://uclms-asr.app/uar/>



The screenshot shows a web browser window with the URL [uclms-asr.app/uar/tbennieuclacuk](https://uclms-asr.app/uar/tbennieuclacuk). The page header includes the UCL logo, 'UCL Medical School', and 'Curriculum Map / Academic Support Record'. The user's email 't.bennie@ucl.ac.uk' is displayed in the top right corner.

The main section is titled 'Unexplained Absences' and contains the instruction: 'Please record all unexplained absences from teaching. Enter the details and then students who did not attend the session.'

The form fields are as follows:

- Please enter session title:** A text input field with the placeholder 'Enter Session Title'.
- Please select a Site:** A dropdown menu with 'Bloomsbury' selected.
- Please select a Year:** A dropdown menu with 'Choose an option...' selected.
- Please select a Module:** A dropdown menu with 'Choose an option...' selected.
- Please select one:** Two radio buttons: 'Full Day' (selected) and 'Half Day'.
- First day of absence:** A date and time input field showing 'Monday, 6 September, 2021' and '5:00 PM'.
- Last day of absence:** A date and time input field showing 'Monday, 6 September, 2021' and '6:00 PM'.
- Length of time absent hours:** A text input field with '1.0' entered.

Below the form fields is a section titled 'Add students to session' with three search input fields: 'Search student by name', 'Search student by email', and 'Search student by ID'.


At the bottom of the form is a section titled 'Unexplained Student Absence List'.

Please enter the required details.

To add students to the form please search for a student by name, email or student number

The search will display the result as shown below


Add students to session



Mr Taylor Bennie | Student ID 123123

[t.bennie@ucl.ac.uk](mailto:t.bennie@ucl.ac.uk)

Academic Year - 2021/22 | Year - 5

Create Absence 

Click the green plus icon to add the student to the report


Note that students you have submitted Absence Reports or Requests for Exceptional Leave cannot be added to the report and the details of their submission will be displayed below the student card.

Once you have added a student you can then search for another student and add that student to the form.


Once you have added all the students a list will be displayed of the students associated to the report.

Add students to session

No Appointments Please | Student ID No Appointments Please  
n/a  
Academic Year - 2018/19 | Year - 1

Create Absence 


**Unexplained Student Absence List**



Mr Taylor Bennie | Student ID 123123

[t.bennie@ucl.ac.uk](mailto:t.bennie@ucl.ac.uk)

Academic Year - 2021/22 | Year - 5

Remove Student 

You can at this point remove a student from the list if needed.

Next click Submit

At this point the system will create an unexplained absence record for each student listed. The page will then refresh and allow you to enter another report.

Once unexplained absences have been created and a student has 3 or more, a CoAE will be created atomically for that student.

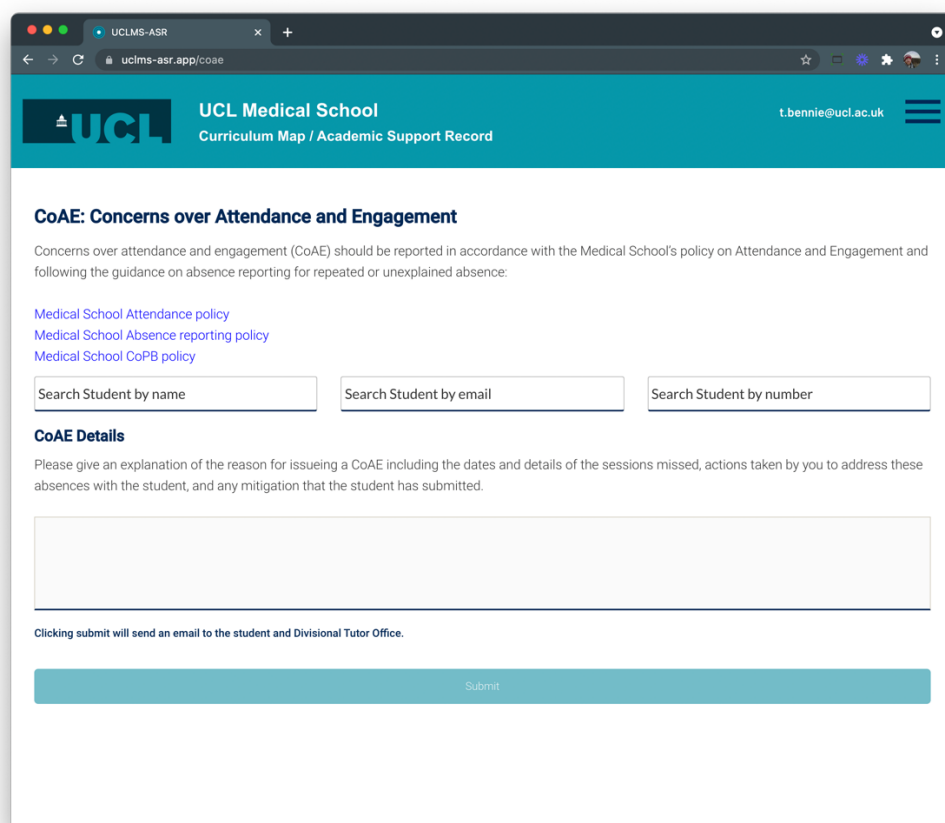
## Submitting a CoAE: Concerns over Attendance and Engagement

From Academic Year 2021/22 all CoAE's should be reported via Curriculum Map/Academic Support Record (ASR).

Should the need arise, you can submit a CoAE form. To do this please login or sign up and then chose Raise CoAE from the main menu.



This will navigate you to the following page <https://uclms-asr.app/coae>



The screenshot shows a web browser window with the URL <https://uclms-asr.app/coae>. The page header includes the UCL logo, 'UCL Medical School', and 'Curriculum Map / Academic Support Record'. The main heading is 'CoAE: Concerns over Attendance and Engagement'. Below this, there is a paragraph explaining that CoAE should be reported in accordance with the Medical School's policy on Attendance and Engagement. There are three links: 'Medical School Attendance policy', 'Medical School Absence reporting policy', and 'Medical School CoPB policy'. Below the links are three search input fields: 'Search Student by name', 'Search Student by email', and 'Search Student by number'. The 'CoAE Details' section follows, with a paragraph asking for an explanation of the reason for issuing a CoAE. Below this is a large text area for details. At the bottom, there is a note: 'Clicking submit will send an email to the student and Divisional Tutor Office.' and a 'Submit' button.

Please search for a student and enter the required details

Once completed click submit.

A notification will be sent to the Divisional Tutor's Office, and the student that the submission has been raised for.

Once the submission has been reviewed you will get a notification of the outcome, as will the student.

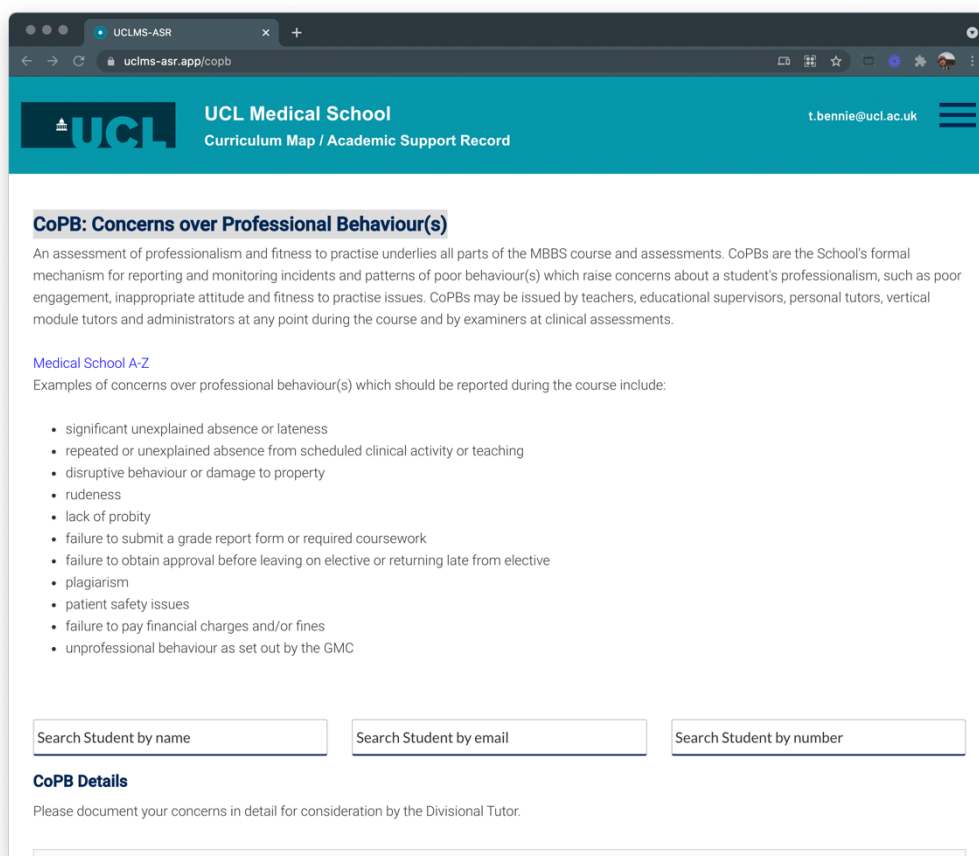
## Submitting a CoPB: Concerns over Professional Behaviour(s)

From Academic Year 2021/22 all CoPB's should be reported via Curriculum Map/Academic Support Record (ASR).

Should the need arise, you can submit a CoPB form. To do this please login or sign up and then chose Raise CoPB from the main menu.



This will navigate you to the following page <https://uclms-asr.app/copb>



**CoPB: Concerns over Professional Behaviour(s)**

An assessment of professionalism and fitness to practise underlies all parts of the MBBS course and assessments. CoPBs are the School's formal mechanism for reporting and monitoring incidents and patterns of poor behaviour(s) which raise concerns about a student's professionalism, such as poor engagement, inappropriate attitude and fitness to practise issues. CoPBs may be issued by teachers, educational supervisors, personal tutors, vertical module tutors and administrators at any point during the course and by examiners at clinical assessments.

[Medical School A-Z](#)

Examples of concerns over professional behaviour(s) which should be reported during the course include:

- significant unexplained absence or lateness
- repeated or unexplained absence from scheduled clinical activity or teaching
- disruptive behaviour or damage to property
- rudeness
- lack of probity
- failure to submit a grade report form or required coursework
- failure to obtain approval before leaving on elective or returning late from elective
- plagiarism
- patient safety issues
- failure to pay financial charges and/or fines
- unprofessional behaviour as set out by the GMC

Search Student by name      Search Student by email      Search Student by number

**CoPB Details**

Please document your concerns in detail for consideration by the Divisional Tutor.

Please search for a student and enter the required details

Once completed click submit.

A notification will be sent to the Divisional Tutor's Office, and the student that the submission has been raised for.

Once the submission has been reviewed you will get a notification of the outcome, as will the student.