



SCHEDULE L. Visual Confirmation Policy

Policy Statement: In accordance with Ministry regulations, AAPS College shall develop a Visual Confirmation Policy for all virtual/online learning environments. Visual confirmation means remotely using audio-visual technology where the Institution and the student can see, hear, and communicate with each other in real time.

1. Participation in Online Programs

Participation in online/virtual programs at AAPS College is defined as active engagement in the learning process. This includes attending scheduled classes, actively participating in discussions, submitting assignments as per course requirements, and any other activities deemed necessary by the course instructor.

2. Meeting Active Participation Requirements

AAPS College considers students to have met active participation requirements in online/virtual programs when they fulfill the following criteria:

- Attend at least 75% of scheduled classes.
- Actively engage in class discussions, as determined by the course instructor.
- Submit assignments and assessments as required by the course syllabus.

3. Attendance Tracking Method

AAPS College will track student attendance in online/virtual classes using an online learning management system (LMS) that records student logins and participation in real-time. The LMS will serve as the primary method for tracking attendance.

3.1. Non-Attendance Definition

AAPS College defines non-attendance as any of the following:

- Failure to log in to a scheduled class.
- Failure to actively participate as defined in the course syllabus.
- Failure to submit assignments or assessments as required.

3.2. Scenarios and Late Sign-In

In scenarios where students sign off after a break, sign in mid-way through the class, or are late when signing in after the start of a class, the following policies apply:

- Attendance Status after a Break:* If a student signs off after a break, they will be marked as "attended" for the class unless they fail to return within a reasonable time, in which case they will be marked as "non-attended."
- Attendance Status for Mid-way Sign-In:* If a student signs in mid-way through the class, they will be marked as "attended" for the portion of the class they participated in.



- c. *Late Sign-In*: Students who sign in after the start of a class will be marked as "late" for that class, and their attendance for that portion of the class will be recorded separately.
- d. *Timing of Attendance Checks*: Attendance will be checked and tracked by AAPS College at the beginning of each class, after scheduled breaks, and at the end of each class.

3.3. Notification of Non-Attendance

AAPS College will notify students when they accumulate three occurrences of non-attendance or late attendance within a single course. Notification will be sent via email, providing students with an opportunity to address attendance issues and seek guidance from course instructors or academic advisors.

These proposed policies aim to provide clarity and transparency regarding attendance and active participation in online/virtual programs at AAPS College while aligning with Ministry regulations and best practices in online education. It is essential to communicate these policies clearly to all students and faculty members and to regularly review and update them as needed to ensure their effectiveness.

Tracking Student Participation, Progress, and Performance in Virtual/Online Learning

AAPS College is committed to tracking student participation, progress, and performance in virtual/online learning environments to ensure quality education and compliance with Ministry regulations. The institution shall employ an appropriate online/e-learning student management system that captures information consistently and accurately with real-time reporting.

Confirmation of Student Identity

AAPS College is committed to verifying the identity of each student to maintain the integrity of its academic programs and ensure compliance with Ministry regulations. Student identity confirmation may be conducted either in person or remotely using audio-visual technology where both the institution and the student can see, hear, and communicate with each other in real time. This verification process must be completed prior to the start of the program.

1. Identity Confirmation Process

AAPS College shall implement an identity confirmation process that adheres to Ministry regulations. This process includes:

1.1. In-Person Confirmation: When feasible, the institution shall verify a student's identity in person through official government-issued documentation, such as a driver's license, passport, or other approved identification.

1.2. Remote Confirmation: In cases where a student is unable to attend in person, the institution shall employ audio-visual technology to remotely confirm the student's identity. This process should ensure real-time communication and visual confirmation.

2. Documentation and Record Keeping

AAPS College shall maintain accurate records of student identity confirmation to comply with Ministry regulations and for institutional records.



2.1. Recording Identity Confirmation: The institution shall document in the student's file whether their identity was confirmed in person or remotely, clearly indicating the method employed.

2.2. Description of Identification Documents: The institution shall document the type of official government documentation relied upon for identification, such as a driver's license, passport, or equivalent. This information shall be included in the student's record without recording specific details of the document used for identification, respecting privacy regulations.

3. Privacy and Data Security

AAPS College is committed to protecting the privacy and data security of student identification records. Access to such records shall be restricted to authorized personnel only, and measures shall be in place to safeguard the information.

These proposed policies aim to ensure the secure and compliant verification of student identities at AAPS College, whether in person or through remote means, while respecting privacy regulations and Ministry requirements. Communication of these policies to relevant staff members is essential, and periodic reviews should be conducted to ensure continued compliance and data security.