



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

<b>POLICY NUMBER</b>	<b>RO-21-02-004</b>
<b>TITLE OF POLICY</b>	Grade and Class Attendance Records
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	All previous procedures and protocols regarding grade and class attendance records
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2027
<b>PURPOSE OF THE POLICY</b>	To identify the procedures by which accurate, complete and up-to-date records are maintained on student grades and class attendance
<b>REVISION NUMBER</b>	Version I
<b>ACCOUNTABILITY</b>	Office of Academic Affairs
<b>RELATED POLICIES/PROCEDURES</b>	Policy on Class Attendance Policy on Grading
<b>APPENDICES</b>	None

### 1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) acknowledges that accurate and reliable record keeping is an important aspect of the teaching learning experience. Authentic and accessible student records help students track their progress towards the fulfilment of course and programme requirements and the successful completion of their degree, certificate or diploma programme. BTVI also acknowledges that authentic and accessible student records help the institution manage resources, plan academic programmes and implement services and policies which facilitate student success.

### 2.0 Scope

This policy identifies the procedures by which accurate, complete and up-to-date records are maintained with regard to student grades and class attendance.

### 3.0 Policy

- 3.1 Instructors shall use the online platform provided by the Office of the Registrar to input the grades and class attendance of each student.
- 3.2 Instructors shall post individual student grades on a regular basis and upload the student's attendance record after each class session.



- 3.3 Once posted to the online platform, any change or correction to the grade or attendance record shall require the initial approval of the relevant head of department who will forward the change to the dean who, in turn, will forward the final approval to the Registrar.
- 3.4 To protect the privacy of each student, instructors shall ensure that
  - 3.4.1 grade and attendance information is never left visible on computer screens.
  - 3.4.2 students, including work study students, do not have access to mark books or the online platform.
  - 3.4.3 all information regarding student grades and attendance is kept strictly confidential.
  - 3.4.4 information on a student's grade or class attendance is not released to a third party without the student's written consent.
- 3.5 Students may access their grade and attendance records by logging on to [www.btvi.edu.bs](http://www.btvi.edu.bs) and clicking the My BTVI link on the website.
- 3.6 At the end of each semester/session, instructors shall use the online platform provided by the Office of the Registrar to submit their grade sheet and attendance register to their head of department.