Labs & Tutorials – Attendance records

Academic year & semester: ……..................

Module code:…………………….................

Module name: …………………………..

Timeslot (day&time): ……………………..

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12

Notes:

1. If a lab / tutorial was not held in a particular week (e.g. Bank Holiday / exam), please mark as appropriate for that week with:
   BH – bank holiday OR *E* – exam

2. If someone covers your class in a particular week, please ask them to send you the exact headcount for that class and enter it in the above table. Please do not leave empty slots.

3. Please update this document weekly, and **e-mail it back** to me at codrin.andrei@ucd.ie no later than the end of week 13 (the week right after all classes are finished). There is no need to print this page, just fill it in and e-mail it to me please.