

Electronic Attendance Policy

Excellence Visions Training Center is committed to ensuring the quality of the training process by establishing a clear attendance policy for electronic training programs. This policy equates virtual participation with traditional in-person attendance, while also setting guidelines to ensure seriousness and commitment. The following terms must be followed:

- To receive a **Certificate of Attendance**, the trainee must attend at least 75% of the total training hours.
- The **login name** used during the workshop/session must match the name registered in the official registration system.
- Trainees must log in **15 minutes** before the session to check the connection and audio.
- Training materials should be **downloaded** from the registration portal in advance for review before the session.
- **Microphones must remain muted** during the session unless the trainee is actively participating, and should be muted again afterward. For optimal experience, trainees are advised to attend via a computer.
- The center **will not issue a certificate** to any trainee who attends less than **75%** of the course hours.
- Attendance in **live (synchronous) virtual classes is officially** considered equivalent to traditional in-person attendance.
- A **minimum of 25%** of the program hours must be conducted through live virtual sessions.
- The center is committed to **not exceeding 25 trainees** per trainer or assistant trainer in synchronous virtual classes.

1. Equivalence of Online and In-Person Attendance

Participation in training sessions via virtual classrooms or the e-learning platform is officially recognized as equivalent to in-person attendance, provided that the trainee is present and engaged within the scheduled time of each session.

2. Minimum Attendance Requirement

Trainees are required to attend **no less than 75%** of the total training program/course hours. Exceeding the allowed **25% absence limit** is sufficient cause to deny the trainee access to the final evaluation or issuance of a certificate of completion.

3. Procedures for Non-Compliance with Attendance Policy

If a trainee fails to meet the minimum attendance requirement, the following actions will be taken:

- A **first written warning** will be sent via email.
- The trainee may be **denied access** to complete the program or take the final exam.
- **No certificate** will be granted, even if the trainee has fulfilled other program requirements.

4. Commitment to Monitoring Attendance

The center is committed to:

- **Closely tracking attendance** in synchronous training (e.g., live virtual sessions) through login/logout reports and monitoring trainee interaction during sessions.
- **Monitoring attendance** in asynchronous training through content access logs, task completion, and time spent on each module.
- **Providing attendance reports** to trainees via their personal dashboards on the platform.

5. Compliance with Virtual Attendance Requirements for Long Programs

For training programs that **exceed one month**, the center commits to the following:

- Delivering **no less than 25%** of the total program hours via live virtual sessions when training is conducted asynchronously.
- In **blended learning programs**, the same **25% minimum** applies, whether fulfilled through **virtual or in-person sessions**, to ensure direct interaction with the trainer.

6. Trainee Acknowledgment

By registering for any of the training programs offered via our platform, the trainee acknowledges and fully agrees to abide by all terms and conditions stated in this attendance policy.

For inquiries related to attendance or absence, please contact our support team at: Email: info@ex-visions.com

Last Update: 01/06/2025



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