

## Attendance Sheet - Marking your attendance

Support Admin - 2025-06-06 - [General](#)

## Attendance Sheet - Marking your attendance

For a student's name to appear in the system generated printed attendance sheet, a student should have:

- Successfully complete Regular Semester registration and or respective module registration
- Fulfilled fee payment without outstanding fees
- Fulfilled the academic requirements for progression
- Registration status, updated and available in the student portal <https://student360.sliit.lk/> and I AM SLIIT App.

### How to check Your Registration:

1. Log in to your Student Profile portal using your student ID and password
2. Navigate to the → Home Page " My Current registered modules / My Repeat Registration/ My Prorata Registration" section
3. Review your registered module/s for the current semester, Module code/s, Module Title/s, Full module/Final only

A student whose name is in the system generated printed attendance sheet has the right to

- Access SLIIT designated premises
- Participate in lectures, laboratories, libraries and other academic activities
- Sit all assessments offered for the registered module, including mid-semester assessments and the final examinations.

The Faculty Examination System/ Unit will permit only the students whose names are listed on this sheet/student portal to complete any type of assessment.

## Why It Matters

### 1. Final Confirmation of Registration

Simply submitting registration forms or making fee payments does not complete the process. The appearance of your name on the attendance sheet is the final confirmation that your registration has been processed and accepted.

## 2. No Name, No Exam

Students whose names are not listed on the attendance sheet or student portal will not be permitted to enter the exam hall, regardless of prior coursework or attendance. This is to maintain exam integrity and avoid administrative confusion.

## 3. Avoiding Last-Minute Surprises

Students are strongly encouraged to check the student portal and Hall allocation well in advance of the exam date. This allows time to resolve any discrepancies or missing information before it's too late.

## 4. Proof of Eligibility

For students, the attendance sheet is more than just a list — it is a guarantee of your right to be examined. It also serves as a control document for lectures, invigilators and examination unit.

## **What should Students Do?**

- Double-check your registration status on the Student Portal before the deadline.
- Look for your name on the official attendance sheet your department office at least a week before mid term exams.
- Report immediately to the Academic Affairs Service Officer or registration office if your name is missing, even if you think you registered correctly.

## **No Assumptions, Check it yourself !**

Do not assume registration is complete until your name is officially on the exam attendance sheet. This simple step protects your right to take exams and ensures a smooth academic process.

SS/Academic Affairs