Course File Handling template

Lecturer:Click or tap here to enter text. Department:Click or tap here to enter text.

Course Title: Click or tap here to enter text. Course Code:Click or tap here to enter text.

Academic Year: Click or tap here to enter text. Semester: Click or tap here to enter text.

|  |  |
| --- | --- |
|  | Items |
|[ ]  Cover page (Attached). |
|[ ]  Approved course specification (attached new form) |
|[ ]  Course syllabus (First day material) |
|[ ]  Assignments with model answer and three samples of student answers (Low-grade, Mid-grade, and high-grade) |
|[ ]  Quizzes with model answer and three samples of student answers (Low-grade, Mid-grade, and high-grade) |
|[ ]  First midterm exam with model answer  |
|[ ]  First midterm exam with three samples of student answers (Low-grade, Mid-grade, and high-grade) |
|[ ]  Second midterm exam with model answer  |
|[ ]  Second midterm exam with three samples of student answers (Low-grade, Mid-grade, and high-grade) |
|[ ]  Mini-term-project with three samples of student works (Low-grade, Mid-grade, and high-grade)  |
|[ ]  Final exam with model answer |
|[ ]  Final exam with three samples of student answer (Low-grade, Mid-grade, and high-grade) |
|[ ]  Other assessment, provide three samples of student answer with (Low-grade, Mid-grade, and high-grade)(If the assessment is oral, provide the assessment form and answer key). |
|[ ]  Students grade record. (Copy from the system)  |
|[ ]  Marks distribution form (attached)  |
|[ ]  Course report (attached new form) |
|[ ]  CLOs measurement form |

Lecturer Signature: