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: