

### COURSE FILE CHECKLIST

<b>Department</b>		<b>Programme Name</b>	
<b>Academic Year</b>		<b>Semester</b>	
<b>Course Code</b>		<b>Course Name</b>	
<b>Lecturer</b>		<b>No. of Students</b>	

Ref. No.	Items	Contents	√	Remarks
1	Course Syllabus	i. Version endorsed by MQA (Table 4)		
		ii. Version updated during the ongoing semester (Table 4)		
2	Course Outline/ Lesson Plan	i. Weekly topic/ Chapter covered		
		ii. Test and Assignments indicated (Outcomes from each activity are clearly stated with CO, PO and taxonomy level - Optional)		
3	Time-Table	i. Highlight self-taught subjects		
4	Lecture Notes (Full Set)	i. Power points/ Handouts/ References <ul style="list-style-type: none"> <li>• Industrial Linkage (Any materials that are related to industry: Site visit, Projects, etc.) <i>*if applicable</i></li> <li>• VBL (Video Based Learning - Any documentary/ video used in teaching can be taken from DoM website) <i>*if applicable</i></li> </ul>		
5	Continuous Assessment	i. Tutorial/ Assignment/ Project <ul style="list-style-type: none"> <li>• Prepare three sets of assignments per grading category (Good – 3 sets, Average – 3 sets and Poor – 3 sets)</li> </ul>		
6	Final Assessment	i. Moderation Form (Sign and photocopy)		
		ii. Final Examination Paper		
		iii. Marking Scheme		
		iv. Examination Answer Script (Photocopy) <ul style="list-style-type: none"> <li>• Prepare three sets of answer scripts per grading category (Good – 3 sets, Average – 3 sets and Poor – 3 sets)</li> <li>• For artwork and performance either copied in CD or photographed</li> </ul>		
7	Result Analysis	i. Examiner's Report		
		ii. Results Mark's Breakdown		
8	Reassessment/ Examination Re-sit	i. Moderation Form (Sign and photocopy)		
		ii. Re-sit Examination Paper		
		iii. Marking Scheme		
		iv. Re-sit/ Reassessment Report		
		v. Re-sit Examination Answer Script and Mark Sheet (Photocopy)		
9	Student Attendance List	i. Lecture & Tutorial		

<b>Prepared by: (Lecturer)</b>	<b>Checked by: (Programme Coordinator)</b>	<b>Verified by: (Head of Department)</b>
Signature:	Signature:	Signature:
Name :	Name :	Name :
Date:	Date:	Date: