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|  | FACULTY NAME  UNIVERSITI MALAYSIA SARAWAK  SEMESTER  SESSION  COURSE CODE AND NAME |

**Course File Checklist**

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| **A. Course Profile** | | Tick (/) if complete |
| Lecturer’s Profile | |  |
| Course Plan | |  |
| Students attendance list | |  |
| Teaching Appointment Letter | |  |
| iMark: | |  |
| i) | Course marking form |  |
| ii) | Examination performance (statistic) |  |
| iii) | Students’ grade and total mark |  |
| iv) | CLO achievements report |  |
| PLO achievement | |  |
| Student Survey Analysis | |  |

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| **B. Delivery method(s)** | Tick (/) if applicable | Evidence(s)  attached |
| Lecture & tutorial |  |  |
| Cooperative learning |  |  |
| Site/Industrial visit |  |  |
| PBL/ case study |  |  |
| Project |  |  |
| Laboratory |  |  |

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| **C. Assessment Method(s)**  (3 examples of each excellent, medium and bad samples) | | Tick (/) if applicable |
| Tutorial: | |  |
| i) | Question |  |
| ii) | Answer scheme |  |
| iii) | Sample of students’ work (optional) |  |
| Quiz: | |  |
| i) | Question |  |
| ii) | Answer scheme |  |
| iii) | Sample of students’ work |  |
| Assignment/ Project: | |  |
| i) | Question |  |
| ii) | Answer scheme |  |
| iii) | Sample of students’ work |  |
| iv) | Group list1 |  |
| v) | Peer evaluation rubric1 |  |
| Laboratory report: | |  |
| i) | Laboratory manual |  |
| ii) | Assessment Rubric |  |
| iii) | Sample of students’ work |  |
| Mid-semester Exam: | |  |
| i) | Question |  |
| ii) | Answer scheme |  |
| iii) | Moderation form2 |  |
| iv) | Vetted exam question and answer scheme2 |  |
| v) | Sample of students’ work |  |
| Final Exam: | |  |
| i) | Question |  |
| ii) | Answer scheme |  |
| iii) | Moderation form2 |  |
| iv) | Vetted exam question and answer scheme2 |  |
| v) | Sample of students’ work |  |
| Problem-based learning (PBL)/ Case Study: | |  |
| i) | PBL/ Case study trigger |  |
| ii) | Implementation Rubric (i.e., i.e., report/ practical and etc) |  |
| iii) | Fact, Idea, Learning Issues, Action (FILA) table |  |
| iv) | Peer evaluation rubric |  |
| Presentation: | |  |
| i) | Rubric |  |
| ii) | Sample of students’ slides |  |

1 applicable only for group project assessment

2 applicable only for FENG

**Checklist Final Year Project (FYP) Course File**

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| 1. **Course Profile** | | Tick (/) if applicable |
| Course Plan | |  |
| Course Outline | |  |
| Students attendance list in seminars | |  |
| Teaching Appointment Letter | |  |
| iMark: | |  |
| i) | Course marking form |  |
| ii) | Examination performance (statistic) |  |
| iii) | Students’ grade and total mark |  |
| iv) | CLO achievements report |  |
| PLO achievement | |  |
| Student Survey Analysis | |  |
| Invited speaker(s): | |  |
| i) | Appointment letter |  |
| ii) | Resume |  |

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| **B. Delivery method(s)** | Tick (/) if applicable |
| Thesis proposal list |  |
| Student-supervisor list |  |
| Students attendance list in seminars |  |
| Seminars’ presentation slides |  |
| Work flow for FYP 1 |  |
| Work flow for FYP 2 |  |
| Thesis Submission Form |  |
| Thesis Writing Manual |  |

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| **C. Assessment Method(s)** | | Tick (/) if applicable |
| Report: | |  |
| i) | Evaluation rubric |  |
| ii) | Sample of students’ reports |  |
| Presentation: | |  |
| i) | Rubric |  |
| ii) | Sample of students’ slides |  |

**Checklist Industrial Visit (LI) Course File**

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| 1. **Course Profile** | | Tick (/) if applicable |
| Course Plan | |  |
| Course Outline | |  |
| Teaching Appointment Letter | |  |
| iMark: | |  |
| i) | Course marking form |  |
| ii) | Examination performance (statistic) |  |
| iii) | Students’ grade and total mark |  |
| iv) | CLO achievements report |  |
| PLO achievement | |  |
| Student Survey Analysis | |  |

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| **B. Delivery method(s)** | Tick (/) if applicable |
| Student placement list |  |
| Work flow for LI |  |
| Log Book |  |

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| **C. Assessment Method(s)** | | Tick (/) if applicable |
| Form: | |  |
| i) | Supervisor’s form |  |
| ii) | Visiting lecturer’s form |  |
| Log book |  |  |
| Report: |  |  |
| i) | Rubric |  |
| ii) | Sample of students’ reports |  |
| Presentation: | |  |
| i) | Rubric |  |
| ii) | Sample of students’ slides |  |