COURSEFILE CHECKLIST UiTM CAWANGAN SARAWAK

Name of Staff :   **Staff No :**

Course Name :   **Course Code :**

Semester :

No. of Group Taught :   **Total no. of student :**

NO	ITEMS	DETAILS	(√ /NA) BY COURSE OWNER	(√) VERIFIED BY AQA	Auditors Comments
1	COURSE FILE COVER	1. Coursefile Cover (Standard template)			
2	COURSE INFORMATION	2. Course Information (Standard template)			
		3. Course Information (dari AIMS)			
		4. Dokumen SLT (dari AIMS)			
3	TIMETABLE	5. Current & verified by the KPP/HEA			
4	SCHEME OF WORK/LESSON PLAN	6. SOW/Lesson plan (Standard template) / template faculty (endorsed)			
5	CLASS ATTENDANCE	7. Evidence - monthly/weekly records			
6	COURSE NOTES	8. Lecture Notes (any format)			
7	COURSE WORK WITH SAMPLES	9. Continous Assessments (Question paper/Instruction document and Answer Scheme/Rubric) - current semester only			
		10. Samples of Continous Assessments Answer (One sample for every Lower, Middle and Top Mark) - current semester only			
8	FINAL ASSESSMENT / FINAL EXAM	11. Final Assessment/Examination Question paper - current semester only			
		12. Final Assessment/Examination Answer Scheme/Rubric - current semester only			
		13. Lampiran A - Second examiner validation document (PDF)			
9	TEACHING EVALUATION	14. Complete set of eRES documents (PDF)			
		15. OBE: CDL-CQI Report (PDF)			

Total detail items to check	15

No. of detail items compiled | 0 | Percentage compliance | 0 |

Name (Auditee)	:
Date	:

Name (Auditor)	:
Date	: