



FACULTY NAME  
 UNIVERSITI MALAYSIA SARAWAK  
 SEMESTER  
 SESSION  
 COURSE CODE AND NAME

### Course File Checklist

A. Course Profile	Tick (/) if complete
Lecturer's Profile	
Course Plan	
Course Outline	
Students attendance list	
Teaching Appointment Letter	
MyMark:	
i) Course marking form	
ii) Examination performance (statistic)	
iii) Students' grade and total mark	
iv) CLO achievements report	
Student Survey Analysis	
Lecture Materials	

B. Delivery method(s)	Tick (/) if applicable
Lecture & tutorial	
Cooperative learning	
Site/Industrial visit	
PBL/ case study	
Project	
Laboratory	
Others (Please state): _____	

<b>C. Assessment Method(s)</b> (3 examples of each excellent, medium and bad samples)	Tick (/) if applicable
Tutorial:	
i) Question	
ii) Answer scheme	
iii) Sample of students' work	
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 list <sup>1</sup>	
v) Peer evaluation rubric <sup>1</sup>	
Laboratory report:	
i) Laboratory manual	
ii) Assessment Rubric	
iii) Sample of students' work	
Mid-semester Exam:	
i) Question	
ii) Answer scheme	
iii) Moderation form	
iv) Vetted exam question and answer scheme	
v) Sample of students' work	
Final Exam:	
i) Question	
ii) Answer scheme	
iii) Moderation form	

iv)	Vetted exam question and answer scheme	
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	

<sup>1</sup> applicable only for group project assessment