



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	
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	

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

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 list ¹	
v) Peer evaluation rubric ¹	
Laboratory report:	
i) Laboratory manual	
ii) Assessment Rubric	
iii) Sample of students' work	
Mid-semester Exam:	
i) Question	
ii) Answer scheme	
iii) Moderation form ²	
iv) Vetted exam question and answer scheme ²	
v) Sample of students' work	
Final Exam:	
i) Question	
ii) Answer scheme	

iii)	Moderation form ²	
iv)	Vetted exam question and answer scheme ²	
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 (FILIA) 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

A. 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	

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	

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

A. 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	

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

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	