

COURSE FILE CHECKLIST

Note: Course files are due for completion two weeks after the end of each semester

PROGRAM INFORMATION			
College		Program	
COURSE INFORMATION			
Course Title		Course Code	
Course Coordinator Name		Date of Completion	
COURSE FILE COMPONENTS			
No	Item	Status	Remarks
1	Course Specification		
2	Course Syllabus		
3	Course Report (Separate Course Report for each section)		
4	A combined, comprehensive Course Report inclusive of the students off all sections prepared by the course coordinator (this is required when the same course is being taught in different sections during a particular semester).		
5	Students' attendance Records		
6	Assessment Instructor Material: all question papers for each Assessment task/tool mentioned in the Course Specifications		
7	Rubrics, Instructor models and answer keys: Rubrics + all answer keys for each Assessment task/tool mentioned in the Course Specifications		
8	Course Intended Learning Outcomes Assessments: Course ILOs Assessment templates provided by the Quality Unit should be used for each Assessment task/tool mentioned in the Course Specifications		
9	Final grade report with breakdown as per the grading system		
10	Examples from across the range of student performance of graded responses to all assessment instruments: excellent, average and poor performance responses		
11	Summary of the student feedback on the evaluation of the course (for each section)		
12	Faculty CVs and Teaching philosophies (in case of new faculty members)		
13	Copies of all teaching materials		
SIGNATURES			
Course Coordinator	Signature: _____ Date: _____	Program Coordinator	Name: _____ Signature: _____ Date: _____

Please note that all course file components have to be submitted in electronic formats (Word, PDF, etc.)