CHECKLIST FOR COURSE FILE

Lecturer's name   :

Course Name/Code   :

Session/semester   :

Course Owner (Dept)   :

NO.	ITEM	STATUS / REMARKS
1.	Appointment Letter, Timetable & Attendance	
2.	Course Assessment Report (CARS (from each section) and CASR (summary)) & EOC Survey	
3.	Indirect assessment (e.g ePPPK/Students' feedback/ Exit survey / Industry report form)	
4.	Memo/Minutes Meeting on T & L (optional)	
5.	Course Information (including CLO vs PLO Mapping & Weekly Lecture Plan)	
6.	Lecture Notes	
7.	Formative Assessment (Assessment's Question, Marking Scheme, 1 Student's Sample)	
8.	Summative Assessment (Final Exam Question, Marking Scheme, 3 Student's Sample – high, moderate & low achievers)	
9.	Students' Marks (from MyAIMS & OBE)	