



قائمة ملف المقرر – الفصل الدراسي خريف 2021

Course File Completion Requirements:

General Notices:

- 1 Midterm & Final exams sheets to be uploaded as a separate sheets to make it easy to be collected later.**
- 2 Course specification and report are in doc. format. All other CF items to be in pdf. format.**
- 3 All scanned documents to be from the original documents and to ensure clear and readably document for further reviewing.**
- 4 Repetition of assessments questions from previous assessments questions are prohibited and will be monitored by Quality team.**
- 5 Submitting partial CF items before due date, will be considered NOT completely submitted.**
- 6 For MCQ exams to be uploaded on Quality system if no instructor obligation, otherwise the required course file documentation to be send (ONLY) to Quality director. Summary report about exam to be uploaded in CF.**

ASU – FE, Quality Team

Remark: Yellow shaded text, updated from previous CF check list

Course File Content		File Name
1	<p>Course Specification:</p> <p>For bylaw 2018 – the new CS (competences based & LOs) to be used.</p> <ul style="list-style-type: none"> Updated at least one reference 10 years back. Teaching & learning methods and assessments to be updated to include face to face & online teaching activities. 	01- Course Code - Course _Specification
2	<p>Students Activities:</p> <ul style="list-style-type: none"> Printout Assignments, Reports, Sheets, Others and one sample from each activities. Marked samples from students' answers, with their ID to be clearly indicated on all samples. 	02- Course Code _Students_Activities
3	<p>Quizzes:</p> <ul style="list-style-type: none"> Printout quiz sheet Model answer (with marks break-down in detail) Samples from Student Answers Sheets (high – middle – low). At least two Quizzes per semester to be uploaded. 	03 - Course Code Quizzes
4	<p>Mid Term Examination:</p> <ul style="list-style-type: none"> Printout exam sheet, using latest standard approved template. (with marks break-down in detail) Exam model answer with marks annotated. Three Samples from Student Answers Sheets (high – middle – low). 	<p>04 A - Course Code (Midterm Exam Sheet)</p> <p>04 B - Course Code (Midterm Exam model answer & students samples)</p>
5	<p>Final Term Examination:</p> <ul style="list-style-type: none"> Printout exam sheet, using standard approved template. (with marks indicated in detail & ILOs annotated) Exam model answer with marks annotated. Three Samples from Student Answers Sheets (high – middle – low). 	<p>05 A - Course Code (Final Exam Sheet)</p> <p>05 B - Course Code (Final Exam model answer & students samples)</p>
6	<p>Students Assessments, Marks / Grades:</p> <ul style="list-style-type: none"> Detail of all course assessments marks with final letter grades. Total Grades (A+ / A / A-) greater than 30 %, it is required to include detail statistics and graphs for all course assessment. 	06- Course Code _Statistics

Course File Content		File Name
7	<p>Course Report:</p> <ul style="list-style-type: none"> • Detail of Online teaching links to be listed by the end of the report. • Students Questionnaire Report to be uploaded to CF with instructor feedback for indicators less than 50 %. <p>To be send direct from the Quality electronic system. The automated generated file will be directed as separate file on the CF page. Generated file name will be: 07-Course_code_Questionnaire_Report.pdf</p> <ul style="list-style-type: none"> • Instructor feedback and action plan for course teaching activities to be included. • Marks graphical representation to be included with instructor feedback 	07- Course Code _Course_Report
8	<p>Lab activities:</p> <ul style="list-style-type: none"> • List of all experiment's titles (to be extracted from the course specification) • Laboratory instruction sheets for all experiments which distributed to students. • Sample from at least one student marked reports for all performed experiments. To be listed in the experiments list order. With student name & ID clearly indicated. • Students marks for laboratory activities. 	08- Course Code _Lab_Activities
9	<p>Graduation Project CF main components:</p> <ul style="list-style-type: none"> • GP course specification, general for each program • GP proposal, for each project • GP student's delivery (Final submitted report) • GP student's marks 	09- Course Code _GP # 00_Activities