CHECK LIST FOR COURSE FILE

ISO 9001:2000 No SIJIl KLR 404870

UNIVERSITI
TEKNOLOGI
MARA

Name of Staff		Staff No.	
Course Name		Course Code	

No. of Group Taught [ ]   Total No. of Student [ ]

NO	ITEMS	DETAILS	TICK IF AVAILABLE	VERIFIED BY AUDITOR
1	SYLLABUS	1. Updated version with CO-PO authenticated		
2	TIMETABLE	2. Current & Signed by the Dean		
3	LESSON PLAN	3.Weekly Lecture Schedule		
		4.Test/Assignment/Presentation/Field trip Indicated in Plan		
4	CLASS ATTENDANCE	5. HEA Form Adopted		
		6. Completed the 14-Week Schedule		
5	COURSE NOTES	7. Start With Learning Outcomes		
		8. Summarized Notes/Notes on PPT Format Given		
		9. Uploaded Copy in i-learn Portal		
6	COURSE WORK WITH SAMPLES (Based on OBE)	10. Sample Test/Assignment Included		
		11. Assessment based on OBE Format (POs) (Evidence included)		
7	FINAL ASSESSMENT (Exam/Common Test)	12. Final Exam Paper and Answer Scheme with breakdown marks		
		13. Assessment based on OBE Format		
8	TEACHING EVALUATION	14. Summary Available with grade/LEO/Other Format		
9	CONTINUAL QUALITY IMPROVEMENT	15. Format as set by Academic Office FCE/ Others		
		16. Shortcomings for the Current Sem. Identified		
		17. Improvement for Next Sem. Outlined		

Total Detail Items to Check [17]   No. of Detail Items Complied [ ]   Percentage Compliance [ ]

Signature of Auditee: Date:	Audited by: Date: