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| --- | --- |
| Lecturer Name : |  |
| Course Name & Code : |  |
| Semester / Year : |  |

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| **NO.** | **ITEM** | **REMARKS (/)** |
| 1 | Teaching appointment |  |
| 2 | Teaching plan |  |
| 3 | Syllabus (Table 4) |  |
| 4 | Final candidate list |  |
| 5 | Attendance |  |
| 6 | Course evaluation – Total marks & overall marks distribution report |  |
| 7 | Course Learning Outcome (CLO) analysis |  |
| 8 | Progress test – Question paper |  |
| 9 | Progress test – Answer scheme |  |
| 10 | Assignment sheet – Instructions |  |
| 11 | Teaching materials – Slides or other relevant materials |  |
| 12 | Teaching materials – Tutorial questions and answer (if relevant) |  |
| 13 | Final examination question paper – Set A & Set B |  |
| 14 | Answer Scheme for final exam – Set A & Set B |  |
| 15 | Final examination – Student samples [Minimum 3 sets of each Excellent; Moderate; Poor] |  |
| 16 | Supplementary Examination – Student samples [Minimum 3 sets of each Excellent; Moderate; Poor] (if relevant) |  |
| 17 | Others [Please specify: ) |  |

**Checked by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(School Administrator)

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| Name : |  |
| Date : |  |