



CHECKLIST FOR COURSE FILE
UTeM Quality Management System
ISO 9001 : 2015

CODE & SUBJECT NAME :

COORDINATOR/LECTURER :

SESSION / SEMESTER :

(To be filled by the Coordinator)

					Undergraduate & Diploma		Postgraduate	
NO.	ITEMS	STANDARD FORMAT	YES	NO	NOTES	YES	NO	
1.	a) STUDENT ATTENDANCE LIST	SMP						
	b) BA FROM FINAL EXAM FORM 	Borang UTeM(ISO)/PP/PK04/F4 Semakan 5			Date of signature: * W12 for submitting to FKP if there are students to be barred. * W15 for filing.			
	c) WARNING LETTER	Borang UTeM(ISO)/PP/PK04/F3 Semakan 4			* 3 credit : three times absent without reason (total = 6hrs). * 2 credit : two times absent without reason (total = 4hrs).			
	d) MEDICAL CERT., LETTERS, etc. regarding to class absence.	free format						
2.	TEACHING PLAN	FKP			Location: OBE system			
	1st Approval (week before Sem. begin).	Approved by Head of Department						
	2nd Approval (Mid-sem break).							
	3rd Approval (W16 - Study week).							
3.	TIME TABLE (all lecturers)	FKP			Location: Faculty administration file.			
4.	SAMPLE LECTURE NOTES/SLIDES	free format			Location: u-learn			
5.	MID-TERM TEST	FKP format			Location: Vetting file			
	Answer script and scheme mark							
6.	TUTORIAL	free format			Location: u-learn			
	Answer script							
7.	QUIZ	free format						
	Answer script and scheme mark							
8.	INSTRUCTION OF ASSIGNMENT/PROJECT	FKP format			Location: u-learn			
	Rubric	free format						
9.	LAB INSTRUCTION	FKP format						
	Rubric	free format						
10.	FINAL EXAM QUESTIONS	FKP format			Location: Vetting file			
	Answer script and scheme mark	free format						
11a	ROOM BOOKING (Lecture room/hall)	Form from Faculty/Library/PBPI/PPS						
11b	ROOM BOOKING (FKP Laboratory)	FKP						
12.	"NOTIS GANTIAN/PINDAAN KELAS"	DITIGAL			U-LEARN (Announcement) 			
13a	CARRY MARK - Mid-Term Test (week 12)	OBE/Excell			Location: OBE system.			
13b.	RESULT ANALYSIS (LO-PO achievement)	FKP format			Location: OBE system, U-Learn (only distribution graph) located in activity-file at Introduction part). A complete set in softcopy submit to provided link at FKP.			
13c.	FINAL MARK - GRADING	OBE						

Location : Course File

NOTE: The semester week has included Semester break. PG - Postgraduate

Confirmed by : _____

Date : _____

(Subject Coordinator)