

UNIVERSITI TUNKU ABDUL RAHMAN

FORM TITLE : COURSE FILE RECORD

Form Number : FM-ICS-CFR-001

Rev No : 0

Effective Date : 06/04/2016

INSTITUTE OF CHINESE STUDIES

COURSE CODE				
COURSE DESCRIPTION				
LECTURER				
TUTOR				
FACULTY		INSTITUTE OF CHINESE STUDIES		
ACADEMIC YEAR		20 / 20		
PROGRAMME		Bachelor of Arts (Hons) Chinese Studies		
SESSION				
TRIMESTER		Jan / May / Oct		
Ref. No.	Contents	Action By	(√)	Remarks
AB	Syllabus	Lecturer		Softcopy
CD	Planned Time Table for Lecturer	Lecturer		Softcopy
EF	<u>Teaching Plan</u>	Lecturer		Softcopy & Hardcopy (Both copies are with signature)
	Lectures			
	Tutorials			
	Practical			
GH	<u>Tutorial & Practical</u>	Lecturer		Softcopy
	Questions			
	Marking Guidelines / Key Points			
IJ	<u>Test / Quiz</u>	Lecturer		Softcopy
	Questions			
	Marking Guidelines / Key Points			
	*Samples	Lecturer		Hardcopy
KL	<u>Assignment</u>	Lecturer		Softcopy
	Questions			
	Marking Guidelines / Key Points			
	*Samples	Lecturer		Hardcopy
MN	Continuous Assessment Marks	Lecturer		Softcopy
OP	Attendance List	Lecturer		Hardcopy (with students' original signature)
	Overall Student Attendance List	Lecturer		Softcopy
QR	Exam Moderation Form	FGO		Hardcopy
ST	Examination Paper & Marking Scheme	Lecturer		Softcopy & Hardcopy
	* Samples	Lecturer		Hardcopy
UVW	Examination Result Analysis	Lecturer		Hardcopy
	Course Report	Lecturer		Softcopy & Hardcopy (Both copies are with signature; to submit after DCDC Meeting)

Note: (1)* Please attach 3 samples for each of the following categories: Verified by:

- (a) good
- (b) average
- (c) poor

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Head of Department

(2) Marking guidelines / key points as indicated above
has to be attached to the Course File.

Name:
Date: