Course File Elements Checklist

(Not applicable to Graduation Project and Training courses)

No.	Element	Notes
1	Cover Page	Contains course name and number, instructor name(s), course coordinator, semester, and academic year.
2	Table of Contents	Detailed contents of the course file.
3	Course Description for Current and Previous Semester	Clear grade distribution, especially for midterm work.
4	Lecture Notes and All Teaching Materials Used	All notes if no textbook is used, screenshots from Moodle or other teaching tools.
5	Assignments, Activities, Projects, or Quizzes	Clear description of each item distributed to students with samples of student work and answer keys. Include samples of high, medium, and low grades.
6	Continuous Assessment Exams with Answer Keys and Student Samples	Grade distribution must be clear. Include samples of high, medium, and low grades. Exam separate from answer key.
7	Midterm Exam with Answer Key and Student Samples	Grade distribution must be clear. Include samples of high, medium, and low grades.
8	Final Exam with Answer Key and Student Samples	Grade distribution must be clear. Include samples of high, medium, and low grades.
9	Student Grade Report	Final grade calculation formula must be clear and match course description.

		Include quantitative analysis of grades.
10	Course Learning Outcomes Assessment Form	Attached and very important.
11	Instructor's Course Evaluation Form	Attached and very important.
12	Student Course Evaluation Summary	Include all student evaluation forms. These will be used in analysis. Very important.
13	Other Items	Any additional items not mentioned above, such as coordinator meeting minutes, cheating incident reports, etc.