

**SENARAI SEMAK FAIL KURSUS PENSYARAH UNIVERSITI MALAYSIA
SABAH**

PROGRAM/ *PROGRAMME* :

KURSUS/ *COURSE* :

KOD/ *CODE* :

NO.	ITEM/ <i>ITEMS</i>	CATATAN/ <i>REMARKS</i>
1.	Laporan Borang Maklum Balas Kursus UMS/PK07/ <i>Student Feedback Form</i>	Terkandung di dalam fail/ <i>Included in File</i>
2.	Silibus dan Sinopsis Kursus/ <i>Syllabus and Course Synopsis</i>	Terkandung di dalam fail/ <i>Included in File</i>
3.	Soalan Peperiksaan Akhir beserta jawapan dan 3 contoh set pemarkahan pelajar yang mendapat keputusan baik, sederhana, dan lemah kecuali Projek, Latihan Industri dan subjek yang tidak mempunyai peperiksaan akhir. / <i>Final Exam questions and answer script and 3 examples of marked student answers representing good, average and poor students. However, Project, Industrial Training and subjects that have no final exams are exempted.</i>	
4.	<p>Kerja Kursus mengandungi/ <i>Course file contains:-</i></p> <p>PEPERIKSAAN PERTENGAHAN TAHUN ATAU PEPERIKSAAN PERCUBAAN/ <i>FINAL EXAMS AND MID TERMS</i></p> <p>a. Soalan dan jawapan bagi Peperiksaan Pertengahan Tahun dan Peperiksaan Percubaan (sertakan 3 contoh set pemarkahan pelajar beserta senarai markah keseluruhan pelajar)/ <i>Mid-Term or Tests (inclusive Mid-Term or Tests question and answer script of 3 examples of student marks</i></p>	

	<p><i>representing good, average and poor students and also total marks for all students)</i></p> <p>KERJA MAKMAL/ LABS</p> <p>b. Jadual Makmal dan Kerja Makmal (sertakan 3 contoh set pemarkahan pelajar beserta senarai markah keseluruhan pelajar)/ <i>Lab sessions and 3 examples of student marks representing good, average and poor students and also total marks for all students)</i></p> <p>PROJEK MINI/ MINI PROJECTS</p> <p>c. Penerangan berkenaan Projek Mini yang dijalankan (sertakan 3 contoh set pemarkahan pelajar beserta Laporan Projek dan senarai markah keseluruhan pelajar)/ <i>Description of all mini-projects given and 3 examples of student marks representing good, average and poor students and also total marks for all students)</i></p> <p>KUIZ ATAU TUGASAN / QUIZES OR ASSIGNMENTS</p> <p>d. Soalan dan jawapan bagi setiap kuiz dan tugas yang dijalankan (sertakan 3 contoh set pemarkahan pelajar beserta senarai markah keseluruhan pelajar) / <i>Questions and answers script for each quize and assignment given and 3 examples of student marks representing good, average and poor students and also total marks for all students)</i></p>	
5.	<p>ANALISIS GRED PELAJAR dan GRAF (Borang AKAD/P-11) / <i>Student Grade Analysis and Graph Analysis Grade</i></p>	

6.	Borang Senarai Kehadiran Pelajar/ <i>Student Attendance Form</i>	
7.	Laporan/bukti ketidakhadiran pelajar ke kuliah (surat cuti sakit atau lain-lain)/ <i>Students Report or letter of absences</i>	
8.	Minit Mesyuarat merujuk kepada laporan mesyuarat bersama pelajar yang bermasalah (memperolehi markah keseluruhan dibawah purata yang sepatutnya ATAU peratus kehadiran yang tidak mencukupi)/ <i>Minutes of any meetings between lecturer and student due to any problem (lower then average marks OR non-compliance of attendance)</i>	