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SENARAI SEMAK DOKUMEN PENGAJARAN & PEMBELAJARAN (PdP)

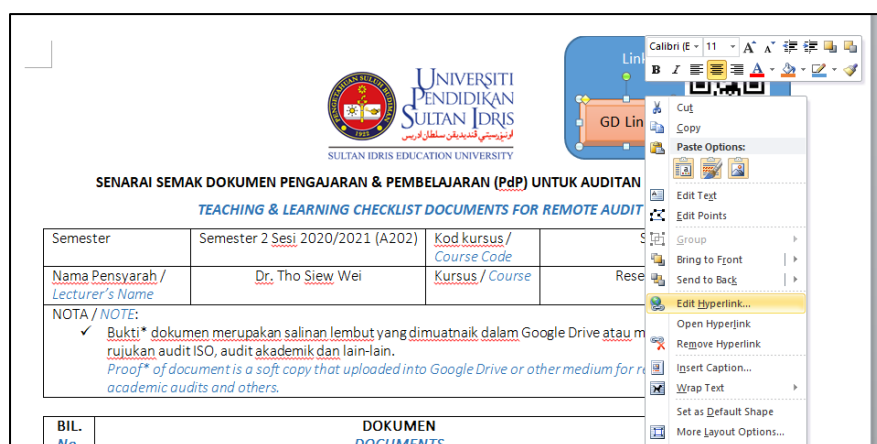
TEACHING & LEARNING DOCUMENT CHECKLIST

Semester	Semester 2 Sesi 2020/2021 (A202)	Kod kursus / <i>Course Code</i>	SFR3996
Nama Pensyarah / <i>Lecturer's Name</i>	Dr. Tho Siew Wei	Kursus / <i>Course</i>	Research Project
NOTA / <i>NOTE</i> : ✓ Bukti* dokumen merupakan salinan lembut yang dimuatnaik dalam Google Drive atau medium lain untuk rujukan audit ISO, audit akademik dan lain-lain. <i>Proof* of document is a soft copy that uploaded into Google Drive or other medium for reference of ISO audits, academic audits and others.</i>			

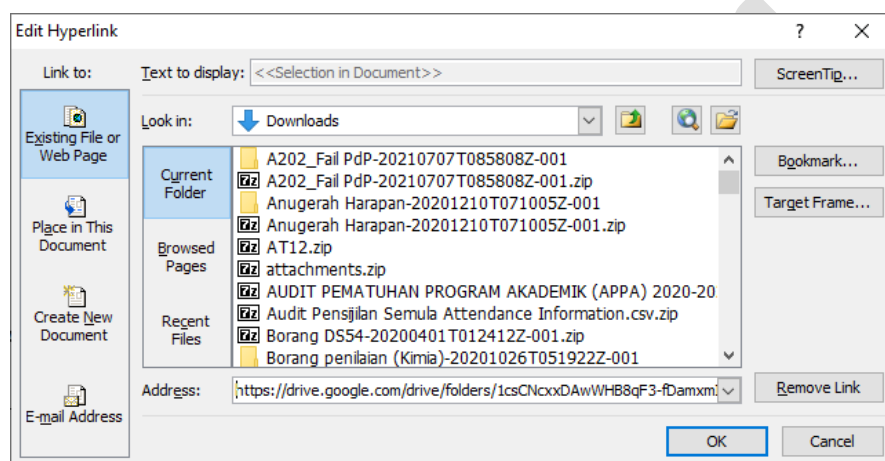
BIL. <i>No.</i>	DOKUMEN <i>DOCUMENTS</i>	BUKTI* <i>PROOF*</i>
1.	Takwim Akademik <i>Academic Calendar</i>	✓
2.	Senarai Beban Tugas <i>List of Workload</i>	✓
3.	Jadual Kuliah Individu <i>Individual Lecture Timetable</i>	✓
4.	Pro Forma Kursus <i>Course Pro Forma</i>	✓
5.	Arahan Tugas Pelajar berserta Rubrik <i>Student Assignment Instruction with Rubric</i>	✓
6.	Rekod Penghantaran Tugas Pelajar <i>Record of Student Assignment Submission</i>	✓
7.	Contoh Tugas Pelajar/ Laporan Amali Pelajar yang telah Disemak bagi Setiap Satu Tahap (Tinggi, Sederhana & Rendah) <i>Example of Student Assignment / Student Practical Report with Marking for Each Level (High, Average & Low)</i>	✓
8.	Senarai Kehadiran Kuliah (Pelbagai Kaedah Diterima) <i>List of Lecture Attendance (Any Platform is Accepted)</i>	✓
9.	Rekod Ketidakhadiran Pelajar (Sijil Sakit, Surat Pengecualian Kuliah dll.) <i>Student Absent Record (MC, Exemption Letter for Not Attending Lecture, etc.)</i>	Nil
10.	Laporan Pemantauan Minggu Ke-8 Kecuali LM, LI, Projek Tahun Akhir, Tesis, & Disertasi <i>Week-8 Monitoring Report Except for LM, LI & Final Year Project, Thesis, & Dissertation</i>	N/A
11.	Markah Kerja Kursus <i>Coursework Mark</i>	✓
12.	Sampel Nota Kuliah <i>Lecture Notes Sample</i>	✓
13.	Penilaian Pembelajaran <i>Learning Evaluation</i>	✓
14.	Surat Peringatan atau Amaran (Jika Ada) <i>Reminder or Warning Letter (If Available)</i>	Nil
15.	Rekod Ganti Kuliah atau Perubahan Waktu Kuliah (Jika Ada) <i>Lecture Replacement Record or Change in Lecture Timetable (If Available)</i>	Nil
16.	Soalan dan Skema untuk Kuiz atau Ujian (Bagi Kursus yang mempunyai Kuiz dan Ujian) <i>Question and Scheme for Quiz or Test (For Courses that have Quizzes and Tests)</i>	N/A

Tarikh kemaskini: 15 Julai 2021 (Date of update: 15th July 2021)

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01_Academic Calendar

02_List of Workload

03_Individual Lecture Timetable

04_Course Pro Forma

05_Student Assignment Instruction with Rubric

06_Record of Student Assignment Submission

07_Example of Student Assignment (H, M, L)

08_List of Lecture Attendance

09_Student Absent Record

10_Week-8 Monitoring Report (N/A for FYP)

11_Coursework Mark

12_Lecture Notes Sample

13_Learning Evaluation

14_Reminder or Warning Letter

15_Lecture Replacement Record or Change in Lecture Timetable

16_Question and Scheme for Quiz or Test (N/A)

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