



UMK/B01.01.13/15/2021 Pind 2

Tarikh Kkuatkuasa: 21 September 2023

SENARAI SEMAK AUDIT FAIL KURSUS
PUSAT PENGURUSAN KUALITI UNIVERSITI (PPQ)

Kod dan Nama Kursus: <i>Code and Name of Course:</i>	
Program: <i>Programme:</i>	
Fakulti/ Pusat: <i>Faculty/ Centre:</i>	
Sesi Pengambilan: <i>Intake Session:</i>	
Nama Pensyarah: <i>Name of Lecturer:</i>	

Bil. No.	Perkara Item	Keakuran Conformance (√)	Catatan Remarks
Peringkat Perancangan/Planning Level (PLAN)			
1.	Jadual 4 <i>Table 4</i>		
2.	Pelan Pengajaran (Skema Kerja, SoW) <i>Teaching Plan (Scheme of Work, SoW)</i>		
3.	Salinan Surat Pelantikan Sebagai Pengajar Kursus <i>Copy of Appointment Letter as Course Lecturer</i>		
4.	Jadual Kelas Pengajaran Individu <i>Timetable for Individual Teaching Classes</i>		
Peringkat Pelaksanaan/ Implementation Level (DO)			
5.	Bahan Pengajaran <i>Teaching Materials</i>		
6.	Salinan Bahan Pentaksiran Berterusan dan rubrik/skema pemarkahan <i>Copies of Continous Assessment Materials and rubric/markig scheme</i>		
7.	Pentaksiran Akhir <i>Final assessment</i> 1. Peperiksaan Akhir: Salinan Kertas Soalan dan Skema Markah, atau <i>Final Examination: Copy of Question Paper and Marking Scheme, or</i> 2. Penilaian Akhir: Termasuk Salinan Rubrik, Protokol Temuduga dan Salinan Jadual Pelaksanaan. <i>Final Evaluation: Including a Copy of Rubrics, Interview Protocol, Implementation Schedule</i>		
8.	Jadual Spesifikasi Ujian (JSU) <i>Test Specification Table (JSU)</i>		
9.	Rekod Kehadiran Kelas (kuliah, tutorial, studio dll) <i>Class Attendance Record (lecture, tutorial, studio etc)</i>		
10.	Rekod Penerimaan Tugasan Pelajar <i>Record of Receipt of Students' Assignment – (UMK/AKAD/P&P/FK05)</i>		

Bil. No.	Perkara Item	Keakuran Conformance (√)	Catatan Remarks
11.	Salinan Hasil Pentaksiran Berterusan <i>Copies of Student's Continuous Assessment</i> <ul style="list-style-type: none"> ● Satu (1) Jawapan Terbaik <i>One (1) Best Answer Scripts</i> ● Satu (1) Jawapan Sederhana <i>One (1) Moderate Answer Scripts</i> ● Satu (1) Jawapan Lemah <i>One (1) Weak Answer Scripts</i> <p>*Untuk setiap pentaksiran berterusan. *For each continuous assessment.</p>		
12.	Sembilan (9) salinan Skrip Jawapan Peperiksaan Akhir Pelajar: <i>Nine (9) Copies of Student's Final Exam Answer Script:</i> <ul style="list-style-type: none"> ● Tiga (3) Jawapan Terbaik <i>Three (3) Best Answer Scripts</i> ● Tiga (3) Jawapan Sederhana <i>Three (3) Moderate Answer Scripts</i> ● Tiga (3) Jawapan Lemah <i>Three (3) Weak Answer Scripts</i> 		
13.	Rekod Cuti Sakit/ Pelepasan Hadir Kelas Pelajar <i>Record of Student's Medical Certificate/ Class Exemption</i>		
Peringkat Semak/ Evaluation Level (CHECK)			
14.	Salinan Keputusan Peperiksaan atau Penilaian Akhir (termasuk graf) <i>Copy of Final Exam or Evaluation Results (including graphs)</i>		
15.	Keputusan Penilaian Kursus dan Pengajaran oleh Pelajar <i>Evaluation Results of Course and Teaching by Students</i>		
16.	Keputusan Pencapaian Hasil Pembelajaran Kursus (CLO) <i>Results of Course Learning Outcomes (CLO)</i>		
Peringkat Tindakan/ Review Level (ACT)			
17.	Rancangan Penambahbaikan Kursus <i>Plan for Course Improvement</i>		

Disediakan oleh Auditor
Prepared by Auditor

Salinan Diterima oleh Auditee
Copy Received by Auditee

Disahkan oleh Ketua Auditor
Verified by Chief Auditor

.....
Nama/ Name:
Jawatan/ Designation:
Fakulti/ Faculty:
Tarikh/ Date:

.....
Nama/ Name:
Jawatan/ Designation:
Fakulti/ Faculty:
Tarikh/ Date:

.....
Nama/ Name:
Jawatan/ Designation:
Fakulti/ Faculty:
Tarikh/ Date: