

## Course Report Revision Check List Template

College:		Department:		Program:	
Course Title:	Code:	Compulsory/Elective:		Credit Hours:	
Instructor(s):		Course Coordinator:			
Reviewer:	Academic Year:	Semester:		Date:	

No.	Revision Items (Item Code in the content list of NCAAA-T7)	Fulfilment			Evidence(s)	Comments/Recommendations
		Yes	Partial	No		
1	Report on the approved template					
2	Course specification and information					
3	Comparing the covered topics with what is planned in the program (if there is a difference of more than 25% of the number of hours planned), a brief explanation is given (B-1, B-2)					
4	Explaining compensation actions for any of the topics not given in the planned time (B-2)					
5	Explaining the effectiveness of planned teaching strategies to achieve desired learning outcomes (B-3) and referring to proposed changes or improvement processes (B-6)					
6	Course results are complete and include the number of students who started and completed the course, distribution of grades, summary of results and any special factors that affect the distribution of grades (C1)					
7	It is indicated, with the reasons, if there is a discrepancy in the evaluation processes of students (including the planned schedule and assessment strategies) (B-4, C-2)					



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		Yes	Partial	No		
8	Explanation of what has been done to ensure that the criteria applied in evaluating students' work are sound and appropriate (C-1, C-2)					
9	Explanation and summary description if there are any difficulties in accessing the resources or facilities required for the course and any consequences for the student's learning process (C-3, F)					
10	Assessment of all course learning outcomes (CLO's) (according to what is exactly stated in the course specifications) with various methods (D-1)					
11	Availability of comprehensive recommendations according to CLO's assessment (D-2)					
12	Attach the students' evaluation results of the course and include the most important criticisms and strengths and the response of the instructor or the course team (they may or may not admit, agree or provide an explanation) (E-1)					
13	A description of any other evaluations from diverse sources has been included, for example: the head of the department, colleagues' comments, or an external review, with mentioning the most important criticisms and strengths, and the presence of the instructor or course team's response (E-2)					
14	A summary explanation of the administrative or organizational difficulties and any difficulties that					



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		Yes	Partial	No		
	affected the course and the student's learning during the teaching of the course (F)					
15	A brief description of any actions taken because of a previous course evaluation or improvement plans described in the course report with commentary on the results achieved (G1).					
16	Include other actions to improve the course and commenting on the results achieved (G-1)					
17	Include the proposed action plan to improve the course for the next semester / academic year, including the date of completion and the person in-charge for each activity (G-2)					
18	Include recommendations that are taken into consideration by the department head or program coordinator, which require a decision at this level or that may affect other courses in the program (G-2)					

### General Comments

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### Reviewer(s)

Name:

Signature:

Date: / / H, / /

