



## CONTINUOUS ASSESSMENT MARK VERIFICATION FORM

<b>Faculty</b>	
<b>Name of Programme</b>	
<b>Course Code</b>	
<b>Course Name</b>	
<b>Semester/Session Offered</b>	
<b>Name of Lecturer</b>	

### A. DOCUMENT CHECKLIST FOR LECTURER

Please attach the following documents with this form for the review process.

NO.	DOCUMENTS	MARK WITH A TICK (✓)
1.	Continuous Quality Improvement (CQI) form	
2.	Detailed Course Information (DCI)	
3.	List of students from <i>Portal Pengurusan Pelajar</i> > Course Registration Report > Student Attendance	
4.	Assessment Management list from <i>Portal Pengurusan Pelajar</i> > Assessment Management	

## B. INSTRUCTION TO REVIEWER

Please write your evaluation on this form by marking (√) in the specified statements and providing comments (if any) in the designated comments section.

NO.	ITEM	YES	NO	COMMENTS
1.	The list of students from <i>Portal Pengurusan Pelajar</i> is aligned with the list of students in the CQI.			
2.	The mapping of MQF domain for each CLO in the CQI form is aligned with the MQF domain in the DCI.			
3.	The percentage of each assessment marks in the CQI form is aligned with the percentage of assessment marks in the DCI.			
4.	The percentage of assessment marks for each CLO in the CQI form is aligned with the percentage of marks for each CLO in the DCI.			
5.	The marks in the CQI form are aligned with the marks in Assessment Management list from <i>Portal Pengurusan Pelajar</i> > Assessment Management.			

### C. ADDITIONAL COMMENTS

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### D. APPROVAL AND VERIFICATION

Approve	
Approve with amendments	

<p><b>Checked by:</b></p>       <div style="text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>(Signature &amp; Official Stamp) Reviewer</p> </div> <p>Date:</p>	<p><b>Verified by:</b></p>       <div style="text-align: center;"> <hr style="width: 80%; margin: 0 auto;"/> <p>(Signature &amp; Official Stamp) Head of Department</p> </div> <p>Date:</p>
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