eCAF Evaluation Form

This eCAF Evaluation Form shall be completed by the Program Team Leader/Line Manager by week 6 of the subsequent term. Upon completion, the Program Team Leader/ Line Manager shall save the eCAF Evaluation Form in the eCAF Evaluation Report folder.

Academic Faculty:	Education	**Campus Code:**	02A
Program Name:	Early Childhood Education (ECE)	**Term Code:**	202110
Faculty Name:	Marwa Eltanahy		
Course Code	2503		
Course Name:	Capstone Research Project		
CRN:	12259		

The attributes under each component are to be considered in providing the rating. The rating is as follows:
Exemplary *– Fully meets/ exceeds all requirements/ expectations*
Satisfactory *– Meets the requirements/ expectations in most of the attributes*
Unsatisfactory *– Does not meet the requirements/ expectations in some attributes*

The remarks column may contain a justification for the rating or any comment with regard to the appropriateness or completeness of the requirements.

Component/ Attribute	Rating	Remarks
1. **Syllabus** • The required course syllabi are uploaded as per the Course Files Guidelines. • The current course syllabus includes the faculty name and contact information.	*Exemplary*	**Uploaded**
2. **Teaching Materials** • The link for the teaching materials is uploaded. • Self-developed supplemental teaching materials are uploaded, as applicable.	*Exemplary*	**Uploaded**
3. **Assessment Instruments** • All assessment instruments as per the syllabus are uploaded. • The CAP/ ASD is uploaded.	*Exemplary*	**Uploaded**
4. **Model Answers and Marking Schemes** • Model answers/ marking schemes are uploaded for all assessments. • The marking scheme provides a full and detailed breakdown of how marks are to be allocated.	*Satisfactory*	**Model answers are not included**
5. **Student Performance** • High, medium and low student performance samples are uploaded for each assessment. • Samples have student information, scores for question and the final score. • The final product or a sample of its development along with score sheet is uploaded, as applicable.	*Exemplary*	**Uploaded**
6. **Student Attendance** • The student attendance report is uploaded.	*Exemplary*	**Uploaded**

Component/ Attribute	Rating	Remarks
7. **Course Assessment Report (CAR)** • Faculty course feedback is complete. • The analysis of student course feedback is complete. • The analysis of grade distribution data is complete. • Attainment of Course Learning Outcomes data is complete, as applicable. • Recommendations/ actions for course improvements are provided and supported by an appropriate rationale.	*Exemplary*	**Uploaded**
8. **Student Grade Report** • Student grade report includes the score for all assessments and the final grade.	*Exemplary*	**Uploaded**
9. **eCAF Organization** • Folders are appropriately organized. • The documents uploaded follow the naming convention as per the Course Files Guidelines.	*Exemplary*	
Overall ***Exemplary*** *if most components are rated exemplary with no rating below satisfactory* ***Satisfactory*** *if most components are rated satisfactory with no more than 2 components rated unsatisfactory* ***Unsatisfactory*** *if more than 2 components are rated unsatisfactory*	*Exemplary*	

eCAF Evaluation Date:	15/3/2022
Evaluated By:	*Aysha Saeed AlShamsi*