# 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.

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| **Academic Faculty:** | Education | **Campus Code:** | 02A |
| **Program Name:** | Early Childhood Education (ECE) | **Term Code:** | 202120 |
| **Faculty Name:** | Marwa Eltanahy | | |
| **Course Code** | EDU 1713 | | |
| **Course Name:** | Arabic first language acquisition | | |
| **CRN:** | 26191 | | |

*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**<br>• The required course syllabi are uploaded as per the Course Files Guidelines.<br>• The current course syllabus includes the faculty name and contact information. | *Exemplary* | The required course syllabi are uploaded as per the Course Files Guidelines. |
| 2. **Teaching Materials**<br>• The link for the teaching materials is uploaded.<br>• Self-developed supplemental teaching materials are uploaded, as applicable. | *Exemplary* | **All available.** |
| 3. **Assessment Instruments**<br>• All assessment instruments as per the syllabus are uploaded.<br>• The CAP/ ASD is uploaded. | *Exemplary* | **Available** |
| 4. **Model Answers and Marking Schemes**<br>• Model answers/ marking schemes are uploaded for all assessments.<br>• The marking scheme provides a full and detailed breakdown of how marks are to be allocated. | *Exemplary* | **Available** |
| 5. **Student Performance**<br>• High, medium and low student performance samples are uploaded for each assessment.<br>• Samples have student information, scores for question and the final score.<br>• The final product or a sample of its development along with score sheet is uploaded, as applicable. | *Exemplary* | **Available** |
| 6. **Student Attendance**<br>• The student attendance report is uploaded. | *Exemplary* | **Available** |

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

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| **eCAF Evaluation Date:** | *2022-09-026* |
| **Evaluated By:** | Aysha AlShamsi |