



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:	ECE	Term Code:	202110
Faculty Name:	Marwa Hamdy Eltanahy		
Course Code	4909		
Course Name:	Practicum 4b		
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 <ul style="list-style-type: none">The required course syllabi are uploaded as per the Course Files Guidelines.The current course syllabus includes the faculty name and contact information.	<i>Exemplary</i>	All uploaded with cover page.
2. Teaching Materials <ul style="list-style-type: none">The link for the teaching materials is uploaded.Self-developed supplemental teaching materials are uploaded, as applicable.	<i>Exemplary</i>	Link to teacher materials is available.
3. Assessment Instruments <ul style="list-style-type: none">All assessment instruments as per the syllabus are uploaded.The CAP/ ASD is uploaded.	<i>Exemplary</i>	Uploaded
4. Model Answers and Marking Schemes <ul style="list-style-type: none">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.	<i>Satisfactory</i>	Model answers do not include samples and final assessment marking scheme are not available.

5. Student Performance <ul style="list-style-type: none"> 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. 	<i>Exemplary</i>	All uploaded
6. Student Attendance <ul style="list-style-type: none"> The student attendance report is uploaded. 	<i>Exemplary</i>	Uploaded



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7. Course Assessment Report (CAR) <ul style="list-style-type: none"> 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. 	<i>Exemplary</i>	Uploaded
8. Student Grade Report <ul style="list-style-type: none"> Student grade report includes the score for all assessments and the final grade. 	<i>Exemplary</i>	Uploaded
9. eCAF Organization <ul style="list-style-type: none"> Folders are appropriately organized. The documents uploaded follow the naming convention as per the Course Files Guidelines. 	<i>Exemplary</i>	
Overall <i>Exemplary if most components are rated exemplary with no rating below satisfactory</i> <i>Satisfactory if most components are rated satisfactory with no more than 2 components rated unsatisfactory</i> Unsatisfactory <i>if more than 2 components are rated unsatisfactory</i>	<i>Exemplary</i>	

eCAF Evaluation Date:	2020-01-08
Evaluated By:	Aysha Saeed AlShamsi

