

وكالة الجامعة للتخطيط والتطوير والجودة
Vice Rectorate of Planning, Development and Quality



Course Files QA


	Question	Answer
1.	How to Find Pre-requisites for courses? *required in Course outline and course specification	Can be found in Program study plan.
2.	Is it important for learning outcomes in Course Report to match learning outcomes in Course specification?	Learning outcome in course report should exactly match learning outcome in course specification as well as integrated report.
3.	What content in Course Report should match Course specification?	<ul style="list-style-type: none">• Learning outcomes.• Assessment Tasks for Students.• Contact hours for each Topic.• Total contact hours and credits per semester.• Teaching Strategies set out in Course.
4.	How to find survey result?	Sent by Email from quality@seu.edu.sa .


	Who receives Survey results?	Course report (section) results are sent to Course instructor. Integrated report (all sections) results are sent to coordinators.
	Where to attach the survey results?	At the end of course report form. (for all all sections)
5.	How to Find Program(s) in which the course is offered?	Can be found in Program study plan.
6.	How many sample should I provide for students activities?	<p><u>In case there were no exams held during the semester, In some exceptional cases, ,Each CRN has to provide 5 activities samples as a minimum, including exams samples.</u></p> <p>Every course file must include:</p> <ul style="list-style-type: none"> • 9 different random samples from assignments. • All 9 samples to be submitted should be on 3 levels (3 samples for High grade, 3 samples for medium grade and 3 samples for low grade)
7.	How many sample should I provide for students exams?	<p>For exams 6 samples should be provided :</p> <ul style="list-style-type: none"> • 3 samples for mid-term exam (1 sample for High grade, 1 sample for medium grade and 1 sample for low grade)

		<ul style="list-style-type: none">• 3 samples for Final exam (1 sample for High grade, 1 sample for medium grade and 1 sample for low grade)
8.	If there was no exam held during the semester, what activates shall be provided instead?	In this case, instructors should provide the assessment methods that have been used in the course and have been approved by the collage council. In addition, a note should be attached within the course file explaining assessment methods that have been used
9.	Student's assignments grades are not shown in electronic versions, how can I attach grades?	Grades must be attached in order to facilitate comparison with the rest of the grades in the three levels (high, medium, low). Grade should be added in file name as recommended Please adhere to the file name we sent you where you add course code, semester, section number, grade and grade level.
10.	What should a complete sample of student activity include?	Assignments or Activities must include: <ul style="list-style-type: none">• Student Name.• Student ID.• Section (CRN).• Semester.• Grades must be attached in order to facilitate comparison with the rest of the grades in the three levels (high, medium, low).If the class has only one or two levels, a note should be attached to clarify.

		<ul style="list-style-type: none"> For each grade level samples should be from the same assignments (with same questions), <u>if the assignment has or activates have different questions, a note will be attached explaining reason of difference in question.</u> <p>Samples should be from different assignments (course file does not require providing samples for each assignment presented to students)</p>																				
11.	What does number of students starting the course mean?	Number of students who enrolled and actually started attending classes at the beginning of the semester.																				
12.	What does number of students completing the course in Course Report mean?	Number of students who attended classes until the end of the semester regardless of whether they passed or failed.																				
13.	How can I get university teaching philosophy?	A copy of the teaching philosophy was sent to quality coordinator at your college.																				
14.	How to calculate contact hours in Course Identification and General Information in course report?	<table border="1"> <thead> <tr> <th>No</th> <th>Activity</th> <th>Planned</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Lecture</td> <td>28</td> <td>28</td> </tr> <tr> <td>2</td> <td>Laboratory/Studio</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Tutorial</td> <td></td> <td></td> </tr> </tbody> </table>	No	Activity	Planned	Actual	.				1	Lecture	28	28	2	Laboratory/Studio			3	Tutorial		
No	Activity	Planned	Actual																			
.																						
1	Lecture	28	28																			
2	Laboratory/Studio																					
3	Tutorial																					

		<table border="1"><tbody><tr><td>4</td><td>Others (Interactive learning)</td><td>28</td><td>28</td></tr><tr><td colspan="2">Total</td><td>56</td><td>56</td></tr></tbody></table>	4	Others (Interactive learning)	28	28	Total		56	56
4	Others (Interactive learning)	28	28							
Total		56	56							
15.	What should we add in student's attendance for each CRN folder?	<ul style="list-style-type: none">• Through the link: Apps.seu.edu.sa/php_apps/attend/index.php (as shown in the picture below), obtain attendance of students from "Attendance of all classes" icon.• Save students attendance in PDF format• Attach to course file.								

		
16.	Can course files be delivered in Arabic if course teaching language is Arabic?	No, files must be delivered in English. If teaching language is Arabic, only exam and activities samples can be delivered in Arabic.
17.	How do we get overall students number and results?	<ul style="list-style-type: none">• Through the link: Apps.seu.edu.sa/php_apps/attend/index.php (as shown in the picture below), obtain attendance of students from “Report of students’ grades” icon.• Total number of overall students will appear only after final grades entrance.• Save students grades in PDF format

		<ul style="list-style-type: none"> • Attach to course report and use needed information in it. 
18.	Do I have to comply with file names requested by the Accreditation Department?	Exact names should be adhered to all files. Because file name shows necessary information for the attached file and makes it easier for you to save and transfer.
19.	If a section has less than 3 students, how can I attach required number of samples?	If there are less than 3 students in a section, a note will be attached explaining reason of missing

		samples.																				
20.	What should I attach with Field Experience Course file?	Kindly review “ Field Experience Training Guide ” . A copy of the Field Field Experience Training Guide was sent to quality coordinator at your																				
21.	How to fill out Course identification schedule in specific course report and integrated course report?	<ul style="list-style-type: none"> In individual course report each instructor has to fill out only specific CRN information. <p>A.Course Identification</p> <table border="1"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Instructor(s)</th> <th rowspan="2">Location</th> <th rowspan="2">Number of Sections</th> <th colspan="2">Number of Students</th> </tr> <tr> <th>Starting the course</th> <th>Completing the course</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Course Identification (instructor name, location, section and number of students starting and finishing course). In Integrated course report all CRNs combined (all instructors , all locations..) 	No	Instructor(s)	Location	Number of Sections	Number of Students		Starting the course	Completing the course												
No	Instructor(s)	Location					Number of Sections	Number of Students														
			Starting the course	Completing the course																		