**The University of Jordan**

**King Abdullah II School for Information Technology**

**Department**

 **CS CIS IT**

**Course File**

|  |  |  |
| --- | --- | --- |
| **Course Name:** | **Course No.:** | **Course level:** |
| **Academic Year: /**  | **Semester:**  |
| **Comments:**  |
| **Course Coordinator:** |
| **Instructor Name**  | **Section(s) No.**  | **Office No. & Extension**  |
|  |  |  |
| **Instructors** |
| **Instructor Name**  | **Section(s) No.**  | **Office No. & Extension**  |
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This File contains the following documents:

|  |  |
| --- | --- |
| **Document** | **Attached?**(✓/🗶) |
| Course Syllabus |  |
| Midterm/ (First and Second) Exam(s) |  |
| Midterm/ (First and Second) Exam(s) Answer Key |  |
| Midterm/ (First and Second) Exam(s) Moderation and Double Checking form |  |
| Midterm/ (First and Second) Exam(s) Evaluation Report |  |
| Midterm/ (First and Second) Exam(s) samples:* *Student Exam sample for the max grade*
* *Student Exam sample for the min grade*
* *Student Exam sample for the average grade*
 |  |
| Other Exams (Quiz, practical exam, etc.)  |  |
| Answer Key |  |
| Moderation and Double Checking form (optional) |  |
| Evaluation Report (optional) |  |
| samples:* *Student Exam sample for the max grade*
* *Student Exam sample for the min grade*
* *Student Exam sample for the average grade*
 |  |
| Final Exam |  |
| Final Exam Answer Key |  |
| Final Exam Moderation and Double Checking form |  |
| Final Exam Evaluation Report |  |
| Final Exam samples:* *Student Exam sample for the max grade*
* *Student Exam sample for the min grade*
* *Student Exam sample for the average grade*
 |  |
| Assignments and Projects samples:* *One sample for the best Assignment/ project*
* *One sample for the worst Assignment/ project*
* *One sample for the average Assignment/ project*
 |  |
| Course Report |  |

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# Course syllabus

**Course objective:**

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

**Full Course syllabus**

The course syllabus is attached in Appendix A.

Please [click here](#_Appendix_A).

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**King Abdullah II School for Information Technology**

# Course Exams

The following Exams were held for this course:

|  |  |
| --- | --- |
| *Exam* | *Date* |
| Midterm |  |
| Quiz |  |
| Final |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **1** | Faculty |  |
| **2** | Department |  |
| **3** | Program title |  |
| **4** | Program code |  |
| **5** | Course title |  |
| **6** | Course number |  |
| **7** | Credit hours (theory, practical) |  |
| Contact hours (theory, practical) |  |
| **8** | Level of course |  |
| **9** | Year of study and semester (s) |  |
| **10** | Date of report (academic year, semester) |  |
| **11** | Course Coordinator/other instructors |  |

12: Content delivery

|  |
| --- |
|  ⊡ All topics were covered as planned |
|  ⊡ Not all topics were covered | Reasons for variation:Consequences:*Suggested compensation:*  |
|  ⊡ Modifications to the content were made | Reasons for variation: |

13. Teaching and Learning strategies

|  |
| --- |
|  ⊡ Were effective for the specified ILOs of the course  |
|  ⊡ Not all effective | Reasons for ineffectiveness:*Suggested modifications to improve:*  |

14. Assessment strategies

|  |
| --- |
|  ⊡ Were effective for the specified ILOs of the course.  |
|  ⊡ Not all effective | Reasons for ineffectiveness:*Suggested modifications to improve:*  |

15. Course Results

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. Number of student registered in the course:
2. Number of student attended the Final examination:
3. Grades:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade** | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F | **Total** |
| **No. of students** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Percentage** |  |  |  |  |  |  |  |  |  |  |  |  | 100% |
| Passed: | Failed: |

1. Student Performance values according to **Student** outcomes[[1]](#footnote-1).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ABET outcome | 1 | 2 | 3 | 4 | 5 | 6 |
| Tripwire |  |  |  |  |  |  |
| Student Performance |  |  |  |  |  |  |

1. How are the results of the course as compared to previous/expected results?
2. Feedback of marks accreditation commission/department:
 |

16. Facilities, resources, and administrative issues:

|  |  |
| --- | --- |
| **Difficulties (if any)** | **Consequences on student learning** |
| In facilities and resources |  |
| In organization/administration |  |

 17. Course Evaluation:

|  |  |  |
| --- | --- | --- |
| Evaluator | **Most important criticisms & strengths**  | **Response of instructor/s to this evaluation**  |
| Student evaluation (Attach survey results) |  |  |
| Head of department |  |  |
| Peers/colleagues |  |  |
| External examiners/visiting reviewers.  |  |  |

18. Plans/Actions for Improving the Course:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| *Measures proposed in previous report*  |  (Suggested measures to improve the quality of the course, implemented or not, and its impact on course if undertaken or not)  |
| *Measures taken this semester/year* | (Measures taken and results achieved)  |
| *Action plan for next semester/year*  | (Measures will be taken, responsibility for implementing measures, deadline for completion)  |

Recommendations to Head of Department: |

19. Focus Group Report (Optional)

|  |
| --- |
| **Pre-requisite(s) (Course Name and Number):**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Q.** | **Question** | **Appropriate** | **Needs Minor Change** | **Needs Major Change** | **Comments** |
| 1 | Course Objectives |  |  |  |  |
| 2 | Duplication with other courses |  |  |  |  |
| 3 | Course content to teaching hours |  |  |  |  |
| 4 | course material relation to program objectives (PO) |  |  |  |  |

**Additional Comments:**

|  |
| --- |
|  |

**Focus Group Members Name(s) and Signature(s):**

|  |  |
| --- | --- |
|  (1) | (2) |
| (3) | (4) |
| (5) | (6) |

20. Date and Signature

Date: -------------------------

Name of Course Coordinator: -------------------Signature: -------------------------

Program Director: ------------------------- Signature: ---------------------------------

Head of curriculum committee/Department: ------------------- Signature: -------------------

Head of Department: ------------------------- Signature: ---------------------------------------------

Head of curriculum committee/Faculty: ------------------------- Signature: --------------------

Dean: ------------------------------------------- -Signature: -------------------------------------------

Copy to:

Head of Department

Assistant Dean for Quality Assurance

Course File

 Course Coordinator

# Appendices

**Appendix A:** Course Syllabus

**Appendix B:** Exam Moderation and Double Checking form

**Appendix C:** Exam Evaluation Report

**Appendix D:** Exam Questions, Key Answer and Samples.

**Appendix E:** Assignments and Projects Samples

## Appendix A

*Course Syllabus*

*Please fill the following syllabus form…*

|  |  |  |
| --- | --- | --- |
|  | Course title |  |
|  | Course number |  |
|  | Credit hours (theory, practical) |  |
| Contact hours (theory, practical) |  |
|  | Prerequisites/corequisites |  |
|  | Program title |  |
|  | Year of study and semester (s) |  |
|  | Final Qualification |  |
|  | Other department (s) involved in teaching the course |  |
|  | Language of Instruction |  |
|  | Date of production/revision |  |
|  | Required/ Elective  |  |

1. Course Coordinator:

|  |
| --- |
| *Office numbers, office hours, phone numbers, and email addresses should be listed.* |

1. Other instructors:

|  |
| --- |
| *Office numbers, office hours, phone numbers, and email addresses should be listed.* |

1. Course Description:

|  |
| --- |
| *As stated in the approved study plan.* |

1. **Course aims and outcomes:**

|  |
| --- |
| **A- Aims:****B- Intended Learning Outcomes (ILOs):** Upon successful completion of this course students will be able to … |

1. Topic Outline and Schedule:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| Topic | Week | ILOs | Program SOs[[2]](#footnote-2) | TLA (teaching, learning and Assessment) |
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(Please mention instructors per topic if the course topics are being taught by more than one instructor) |

1. Evaluation Methods and Course Requirements (Optional):

|  |
| --- |
| Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements: |

1. Course Policies:

|  |
| --- |
| A- Attendance policies:B- Absences from exams and handing in assignments on time:C- Health and safety procedures:D- Honesty policy regarding cheating, plagiarism, misbehavior:E- Grading policy + Weighting (i.e. weight assigned to exams as well as other student work)F- Available university services that support achievement in the course:G- Statement on Students with disabilities**Students with Disabilities:**Students with disabilities who need special accommodations for this class are encouraged to meet with the instructor and/or their academic advisor as soon as possible.  In order to receive accommodations for academic work in this course, students must inform the course instructor and/or their academic advisor, preferably in a written format, about their needs no later than the 4th week of classes. |

1. Required equipment:

|  |
| --- |
|  |

1. References:

|  |
| --- |
| 1. Required book (s), assigned reading and audio-visuals:
2. Recommended books, materials, and media:
 |

1. Additional information:

|  |
| --- |
|  |

Date: -------------------------

Name of Course Coordinator: -------------------Signature: -------------------------

Head of curriculum committee/Department: ------------------------- Signature: ---------------

Head of Department: ------------------------- Signature: ---------------------------------

Head of curriculum committee/Faculty: ------------------------- Signature: ----------------------

Dean: ------------------------------------------- -Signature: ---------------------------------

Copy to:

Head of Department

Assistant Dean for Quality Assurance

Course File

## Appendix B

*Exam Moderation and Double Checking*

*Please use the following Moderation and Double Checking form –peer review- every time you make an exam for your course, create one form for each exam and attach all Moderation and Double Checking forms here …*

**The University of Jordan**

**King Abdullah II School for Information Technology**

**Department**

 **CS CIS BIT**

**Exam Moderation and Double Checking Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Exam** | **۝ Midterm****۝ Final****۝ Other: \_\_\_\_\_\_\_\_\_\_** | **Questions Type** | **۝ Essay/Written****۝ MCQ****۝ Mix** | **Count of questions** |  | **Exam Weight** |  |
| **Course Name:** | **Course No.:** |
| **Exam Date:** | **Exam Time:** | **Author:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam Question** | **Yes** | **No** | **Comments** |
| The exam evaluates ILOs |  |  |  |
| The questions are free of typos |  |  |  |
| Questions are clear, complete, and not misleading  |  |  |  |
| Covers various level of difficulties |  |  |  |
| Number of questions and length are appropriate to the allocated exam time |  |  |  |
| Exam instructions are written clearly at the beginning of the exam |  |  |  |
| The weights of marks are assigned on each questions |  |  |  |
| The exam adheres to the approved exam form |  |  |  |

**Additional Comments:**

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**Reviewer(s) Name(s) and Signature(s):**

***This form should be filled by one or more Focus Group member(s) related to the course.***

## Appendix C

*Exam Evaluation Report*

*Please use the following Evaluation Report every time you make an exam for your course, create one report* ***for each exam*** *and for* ***all sections*** *and attach all Evaluation reports here*

**The University of Jordan**

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**Department**

 **CS CIS BIT**

**Exam Evaluation Report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Exam** | **۝ Midterm****۝ Final****۝ Other: \_\_\_\_\_\_\_\_\_\_** | **Questions Type** | **۝ Essay/Written****۝ MCQ****۝ Mix** | **Count of questions** |  | **Exam Weight** |  |
| **Course Name:** | **Course No.:** |
| **Exam Date:** | **Exam Time:** | **Author:** |
| **Coordinator:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Instructor**  | **No. Of Registered Students** | **No. Of Attendees** | **No. Of Absentees** | **Highest Grade** | **Lowest Grade** | **Average Grade** | **Total%** |
| **1** |  |  |  |  |  |  |  |  |
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| **…** |  |  |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |  |  |
| **All Sections** |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Instructors Notes:** |

**Instructor/ Coordinator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Appendix D

*Exam questions, answer key and samples*

*Please attach your exam questions, answer key and samples here…*

* *Exam question*
* *Answer key*
* *Students Sample exams for max/ min / average marks.*

*Please attach previous documents to all exams*

* *Midterm exam*
* *Final exam*
* *Quiz*

*Use the following exam cover pages templates (please note that there are two templates for cover pages; the first one is a multiple choice questions exam template, and the second one is an essay questions exam temple, use the exam sample that fits your exam type or mix both templates together).*

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**King Abdullah II School for Information Technology**

**Department**

⬜ CS ⬜CIS ⬜BIT

**Version \_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** |  | **Course No.** |  |
| **Academic Year** |  | **Semester** |  | **Exam Type** |  |
| **Exam Date** |  | **Exam Time** |  |

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| --- | --- |
| **الرقم الجامعي:** | **اسم الطالب )بالعربي(:** |
| **الرقم المتسلسل:** | **وقت المحاضرة:** | **رقم الشعبة:** | **اسم المدرس:** |

**Important Instructions**

* This is a closed (opened) book exam; all related material must be placed away from your desk.
* Cell phone use is prohibited for any purpose: Your cell phone must be turned off and placed off of the desk. Cell phones may not be accessed during the exam. Failure to comply may be treated as a violation of the Honor Code.
* Headphones of any kind are not permitted.
* This exam is ( ) minutes long.
* Make sure that you have ( ) pages including this page.
* This exam has ( ) MCQ questions. Read each question carefully before answering.
* Calculators can (not) be used.
* When you finish, you must:
	+ Check that you have written your information in the spaces provided.
	+ Transfer all answers onto the table on page ( ) ; only this table will be graded.
	+ Give the exam package (all papers) to the proctor before you leave.

**For Teacher’s Use Only for Proctor’s Remarks**

***KPI: Key Performance Indicator, ILO: Intended Learning Outcomes, SO: ABET Student Objectives,
DL: Difficulty Level (DL: Difficulty Level (1. Easy, 2. Average, 3. Hard, 4. Very Hard))***

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| **Total** |  |  |

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**King Abdullah II School for Information Technology**

**Department**

⬜ CS ⬜CIS ⬜BIT

**Version \_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** |  | **Course No.** |  |
| **Academic Year** |  | **Semester** |  | **Exam Type** |  |
| **Exam Date** |  | **Exam Time** |  |

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| **الرقم الجامعي:** | **اسم الطالب )بالعربي(:** |
| **الرقم المتسلسل:** | **وقت المحاضرة:** | **رقم الشعبة:** | **اسم المدرس:** |

**Important Instructions**

* This is a closed (opened) book exam; all related material must be placed away from your desk.
* Cell phone use is prohibited for any purpose: Your cell phone must be turned off and placed off of the desk. Cell phones may not be accessed during the exam. Failure to comply may be treated as a violation of the Honor Code.
* Headphones of any kind are not permitted.
* This exam is \_ (\_\_\_\_) minutes long.
* Make sure that you have ( ) pages including this page.
* This exam has ( ) essay questions. Read each question carefully before answering.
* Calculators can (*not*) be used but can (*not*) be shared.
* When you finish, you must:
	+ Check that you have written your information in the spaces provided.
	+ Give the exam package (all papers) to the proctor before you leave.

**For Teacher’s Use Only For Proctor’s Remarks**

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DL: Difficulty Level (DL: Difficulty Level (1. Easy, 2. Average, 3. Hard, 4. Very Hard))***

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| **QN** | **ILO** | **SO** | **DL** | **Mark** | **Weight** |
| **1** |  |  |  |  |  |
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| **4** |  |  |  |  |  |
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| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |
| **Total** |  |  |  |  |

## Appendix E

*Assignments and Projects Samples*

*Please attach students sample assignments and projects here, as follows:*

* *Students Sample assignments for best / worst / average*
* *Students sample project statements for best / worst / average.*
1. The ABET outcomes [↑](#footnote-ref-1)
2. The ABET outcomes [↑](#footnote-ref-2)