

Guidelines on Using the Template for a Course Report

Important Note

1. To be completed by course instructors at the end of each course.
2. If the course is taught by more than one instructor, each instructor should prepare her one course report for the section(s) she is teaching, and then a combined report should be prepared by the course coordinator with the course instructors.

From NCAAA Handbook 2 "Internal Quality assurance Arrangement"

These notes are intended to provide additional advice on particular items in the templates.

Institution, College/Department	Show the name of the institution and the college or department principally responsible for the course.
A. Course Identification and General Information	
1. Course title and code	Show the title and institutional code number for the course.
Section of the course	If the course is taught in several different section indicate the section to which this report applies, either by a section number or by indicating the name of the faculty member concerned.
2. Name of the Course Instructor	The name of all the course instructors teaching in the men and women campus should be mentioned her
Location if not on the main campus	If the course was offered in a different location such as an industry setting or in another city or township indicate where this is done. If the course was offered both on the main campus and elsewhere complete two course reports. In that case the separate offering on the different campus should be clearly identified under this item and under item 2.
3. Year and semester to which this report applies	Indicate the calendar year and semester.
4. Number of students starting the course	Indicate the number of students who enrolled and actually commenced attending classes.
Number completing the course	This should be the number who attended classes until the end of the semester regardless of whether they passed or failed.
5. Course components (actual total contact hours and credits per semester):	Indicate how many contact and credit hours are being spent on Lectures, tutorials and Practical assignments.
B. Course Delivery	
1. Coverage of planned program	Complete the table to compare the planned coverage of topics in the planned program with what actually happened. Where there was a large variation (25% or more variation from the plan) give a brief explanation.
2. Consequences of non-coverage of topics	This item is intended to draw attention to consequences for the program when topics could not be given the time that was planned. For any topics that were not given the time planned comment on whether you believe this is a significant problem for the program and suggest possible

	compensating action. For example it might be possible to provide special seminars or include extra topics in a later course.
3. Course learning outcome assessment.	List all the course learning outcomes in the first column . List the specific Direct (RUBRICS, ACTUAL GRADES) or Indirect (COURSE EXIT SURVEY) assessment methods that have been used to assess the specific course learning outcome in the second column Write the assessment result for each CLO Direct (RUBRICS, ACTUAL GRADES) or Indirect (COURSE EXIT SURVEY) assessment methods. Analyze the CLO results.
Summarize any actions you recommend for improving teaching strategies as a result of evaluations.	List of the recommended actions for improving the teaching Strategies based on the CLO evaluation.
4. Effectiveness of planned teaching strategies for intended learning outcomes set out in the Course Specification.	Comment under each of the domains on the recommended teaching strategies indicating whether you believe they were effective for their purpose, noting any difficulties experienced and suggesting responses if changes are needed. For example it might be desirable to provide different support material or prepare students in a different way, for the instructors to gain more practice in the use of a strategy, or for a different strategy to be used for that learning outcome.
C. Results	
1. Distribution of grades	Show the distribution of grades or percentage marks using the system normally applied in the institution.
2. Analyze Special factors	Include a brief explanation if there were any unusual events or circumstances that might have affected the grade distribution.
3. Variations from planned student assessment processes. a. Variations from the planned schedule b. Variations from the from planned assessment processes in Domains of Learning	If there were any variations from the schedule of assessment tasks and or assignment activities indicate the change that was made and the reasons for it. If there were variations from the strategies planned for assessing students learning in different domains of learning as set out in the course specification indicate the changes that were made and the reasons for them.
4. Student Grade Achievement Verification	Explain what was done to check that the standards applied in assessments of students work were valid and appropriate.

D. Resources and Facilities	
1. Difficulties in access to resources or facilities	If there were any difficulties in getting access to the resources or facilities required for the course give a brief description.
2. Consequences of any difficulties experienced for student learning in the course.	For any difficulties that were experienced explain any effect they may have had on student learning.

E. Administrative Issues	
1. Organizational or administrative difficulties encountered	If there were any organizational or administrative difficulties that affected the course give a brief description.
2. Consequences of any difficulties experienced for	Explain what effect difficulties experienced may have had on students learning in the course.

student learning in the course.	
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F. Course Evaluation	
1. Student evaluation of the course	Attach summary of survey results
a. List the most important recommendations for improvement and strengths	List the most common and the most significant recommendations for improvement and strengths as shown in the student evaluations
b. Response of instructor or course team to this evaluation	Provide a brief explanation or comment. These may acknowledge or disagree with strengths or areas in need of improvement or provide an explanation or interpretation.
2. Other Evaluation	Describe any other evaluations received from different sources, for example comment by colleagues or head of department, or visiting reviewers.
a. List the most important recommendations for improvement and strengths	List the most common and the most significant recommendations for improvement and strengths as revealed in these other evaluations.
b. Response of instructor or course team to this evaluation	Provide a brief explanation or comment. These may acknowledge or disagree with strengths or areas in need of improvement or provide an explanation or interpretation.
G. Planning for Improvement	
1. Progress on actions proposed for improving the course in previous course reports (if any).	Provide a summary description of any actions that were taken as a result of previous course evaluations or action plans described in course reports to improve the course and comment on the results achieved.
2. List what other actions have been taken to improve the course (based on previous CR, surveys, independent opinion, or course evaluation).	List other action that was taken to improve the course and comment on results achieved.
3. Action Plan for Next Semester/Year	List action proposed to improve the course for the next semester/year noting for each action the planned completion date and the person responsible.