**QMS Uploading Form**

**Department: ------------------------------------- Program: -------------------------------------------**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year** | 2018\2019 | **Semester** | Second |
| **Admin Name** |  |
| **Total number of courses offered with sections** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item** | **Uploaded Courses**  | **Comments** |
| **N0** | **(%)\*** |
| 1 | Course Specifications |  |  |  |
| 2 | Syllabus |  |  |  |
| 3 | Course Report |  |  |  |
| 4 | First Exam with key-solution |  |  |  |
| 5 | Second Exam with key-solution |  |  |  |
| 6 | Final Exam sheet |  |  |  |
| 7 | Final Exam with key-Solution |  |  |  |
| 8 | Final Exam Students response (3 samples) |  |  |  |
| 9 | Homework (Student response) |  |  |  |
| 10 | Quiz (Student response) |  |  |  |
| 11 | Other activity (Micro project, case study) |  |  |  |

*\* number of uploaded divided by number of total courses offered in the semester*

**General Comments**

|  |  |
| --- | --- |
| No | Notes |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |  |  |
| --- | --- | --- |
| **QC Coordinator** | **Date** | **Signature** |
|  |  |  |