**List of Necessary Documents for Archiving**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Academic year** |  | | **Course Code** |  |
| **Semester** | Fall | Spring | **Course Name** |  |
|  |  |
|  | | | | |
| **Instructor(s)** |  | | | |
| **Research Ass.** |  | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of exam** | **Quiz/Ass.** | | | **Midterm** | | | **Final** | |
| YES | | NO | YES | | NO | YES | NO |
|  | |  |  | |  |  |  |
| **Number of exams**  *(If it is more than 1)* |  | | |  | | |  | |
|  | **Format of Exam** | | | **Format of Exam** | | | **Format of Exam** | |
| DIGITAL | HARD COPY | | DIGITAL | HARD COPY | | DIGITAL | HARD COPY |
| Submission |  |  | |  |  | |  |  |
| Written Exam |  |  | |  |  | |  |  |
| Presentation |  |  | |  |  | |  |  |
| Date of exam(s)  *(Classify by 1, 2 if it is more than 1 exam)* |  | | |  | | |  | |
| Invigilator(s) |  | | |  | | |  | |
| Answer Sheet | YES | NO | | YES | NO | | YES | NO |
|  |  | |  |  | |  |  |
| List of students  *(Signed by students)* | YES | NO | | YES | NO | | YES | NO |
|  |  | |  |  | |  |  |
|  | | | | | | | | |
| Course Syllabus | YES | | | | NO | | | |
|  | | | |  | | | |
| Handouts (If any) | YES | | | | NO | | | |
|  | | | |  | | | |
| Course Lectures  (Digital/Hard copy) | YES | | | | NO | | | |
|  | | | |  | | | |

|  |  |
| --- | --- |
| **YES** | **NO** |

**List of students Grade**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed by Course Coordinator** |  |  | **Signed by Chef of Archive** |  |