**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** |  |