FBK MANUAL FOR E-COFI

Note : PLEASE create folders and subfolders to organize the items in your e-CoFi.

eCofi Item No	Item	Details of Requirements
1	**Teaching Appointment Letter**	• Upload **first page of the appointment letter** for the corresponding semester • If there are more than 1 lecturer assigned for a course, **ALL LECTURERS have to upload their appointment letters.**
2	**Teaching Timetable**	For **team teaching or co-teaching**, each lecturer has to **upload** their **corresponding teaching timetable.**
3	**Detailed Course Info (DCI)**	DCI used for that particular semester (Sign and Stamp by Lecturer, PJKeP and TDA)

4	**Record of Students' Attendance**	• Upload **Borang Kehadiran Kelas Pengajaran (UniSZA-PT01-PK01-BR002-S01) (signed and stamped) :**
		
		  i) Attendance list of registered students can be downloaded from: Portal Staf → Aplikasi Akademik → Pendaftaran Kursus – Laporan Pendaftaran → Senarai Pelajar → Sesi → Kod Kursus → Muat turun Kehadiran Kelas Pengajaran (Excel or pdf)
		
		  ii) Use record of attendance from KeLiP ([Tutorial Attendance Kelip | Tutorial Kehadiran dalam Kelip | By Bahagian Inovasi Pendidikan - BIP - Unisza | Facebook](#))
		
		• Lecturers have to upload the **attendance based on their corresponding AKP** with signature and stamp
		
		• Upload **separate attendance sheets for lectures, laboratory sessions or tutorial sessions**
		
		• Provide other supplementary documents (if any):
		  i) Medical Certificate (MC)
		  ii) *Rekod perubahan jadual*
		  iii) Samples of proofs for the attendance, Webex screenshot for online class, screenshots of discussions via other medium (Telegram, Whatsapp, KeLiP) etc

5	**Blended-mode Certificate**	Blended-mode certificate is auto-imported to e-CoFi
6	**Table of Test Specification (JSU)**	JSU for the course that has been **endorsed/signed during vetting**
7	**CLO Analysis Report**	• CQI is auto-imported to e-CoFi (for SPB user) • Upload corresponding CQI files to OBE system (for non-SPB user)

8	**Continuous and Final Assessment Questions and Rubrics/Answer Schemes**	• Upload all questions and their corresponding sample answers and/or rubrics that have been endorsed based on the vetting process.
		
		• Assessments that have been done in SPB are auto-imported to e-CoFi.
		
		8. Continuous and Final Assessment Questions and Rubrics/Answer Scheme *Soalan Penilaian Berterusan dan Penilaian Akhir beserta Rubrik/Skema Pemarkahan* [i INFO]
		Updated-FinalXm-Sem2Sesi20202021-ITD21103.pdf
		Updated-SampleAnswer-FinalXm-Sem2Sesi20202021-ITD21103.docx.pdf
		Test 1
		  TakeHome-Test1-ITD21103-Sem2-Sesi20202021.docx.pdf
		  SampleAnswer-TakeHome-Test1-ITD21103-Sem2-Sesi20202021.docx.pdf
		[File count: 2]
		
		Test 2
		  Formatted-Test2-Sem2Sesi20202021-ITD21103.pdf
		  SampleAnswer-Formatted-Test2-Sem2Sesi20202021-ITD21103.docx
		[File count: 2]
		
		Assignment
		  ITD21103-Assgt-Sem2Sesi20202021.docx.pdf
		  GpAssgt-Rubrics-ITD21103.pdf
		  Asgt-Answer.docx
		[File count: 3]

9	**Continuous and Final Assessment Answer Scripts Samples**	• 9 sample answers for each **Continuous Assessment** (3 highest, 3 moderate & 3 lowest **based on the total marks for each assessment**) • 9 scripts from the **Final Assessment** that have been endorsed by the auditor (3 highest, 3 moderate & 3 lowest **based on the total marks for the final assessment**)

10	**Lecturer Teaching and Learning Assessment**	Feedback from students based on teaching and learning for the semester : Portal Staf → Aplikasi Akademik → Sistem Penilaian Kursus dan Pengajaran → Laporan Penilaian → Sesi 'X'
11	**Others**	Upload following documents: • SISMAK • Any links or materials deemed relevant to the course file, eg: Vetting form (Internal & external), Result Verification form. • Akta Rahsia Rasmi (Final Exam) • Notes (Link form), Kelip (Link form)

Extra tips:

1) Lecturers:
- Please **create separate folders to upload the materials if there are more than 1 lecturer assigned for the course and separate folders for each program (whenever necessary).**

2) Auditors:
   i. Please **look for the following information: Lecturers assigned to the course and the corresponding programs and AKP (eg : assigned for lectures, tutorial, lab sessions, or any combination)**
   ii. Please **check and make sure that ALL lecturers assigned for a particular course have uploaded the complete materials, then ONLY we can VERIFY the materials**
   iii. If any of the **team teachers HAVE NOT UPLOADED their materials, please click PENDING** and write the necessary comment/s
   iv. **Once an item is VERIFIED, the item is LOCKED** (Lecturers can no longer upload any materials of make changes to the item)