

**1. Submission of documents for ULAB/UHB/ULAM/Foreign Language courses will be as follows:**

Date	11/1/2015 (Sunday)
Time	10 a.m. - 1 p.m. only
Place	DG LAB A
Hardcopy	To be submitted to the course coordinator/committee
Softcopy	To be transferred to the computer(s) designated for the respective courses. A committee member for the respective course should be there to assist you. (Note: Coordinators, please assign at least one member for this purpose. Thank you.)

**2. Things to submit for each course and section:**

No.	Document	Hardcopy	Softcopy	Remark
1.	Attendance Sheets	√		<b>COMPULSORY</b> for all courses (as instructed by Head of Dept. on 30/12/2014)
2.	AIMS printout	√		<ul style="list-style-type: none"> <li>Total grades should <b>tally</b> with your CRR P2</li> <li><b>Separate printouts</b> for ULAB and UHB students</li> </ul>
3.	AIMS analysis	√		<ul style="list-style-type: none"> <li>Total grades should <b>tally</b> with your AIMS printout</li> <li><b>Separate printouts</b> for ULAB and UHB students</li> </ul>
4.	Excel Marksheet (i.e. Lecturer's class marksheet in Excel form)	√	√	<ul style="list-style-type: none"> <li>Marks should be the <b>same</b> as in CRR Marksheet</li> <li>Total marks are <b>round numbers</b></li> <li>Requested by Course Coordinators</li> </ul>
5.	CRR Marksheet	√	√	<ul style="list-style-type: none"> <li>Marks should be the <b>same</b> as in Excel Marksheet</li> <li>Total marks are <b>round numbers</b></li> <li><b>Separate printouts</b> for ULAB and UHB students (as agreed on 12/6/2014)</li> </ul>
6.	CRR P2	√	√	<ul style="list-style-type: none"> <li>Total grades should <b>tally</b> with your AIMS printout</li> <li><b>Separate printouts</b> for ULAB and UHB students (as agreed on 12/6/2014)</li> </ul>
7.	CRR	√	√	<ul style="list-style-type: none"> <li>Fill in for the <b>respective faculties</b> involving your students only i.e. if you have 24 FKM students and 4 FKA students in your section you have to fill in the CRR for FKM and FKA only</li> <li>Fill in the <b>Student's Feedback and Reflection</b> in the CRR (<b>COMPULSORY</b>)</li> <li><b>Separate printouts</b> for ULAB and UHB students (as agreed on 12/6/2014)</li> </ul>
8.	Failure/Problem Overview Form	√	√	
9.	P3 Form (If relevant)	√	√	If you reported any <b>failure</b> in the Failure/Problem Overview Form
10.	P4 Form (If relevant)	√	√	<p>If you reported <b>problematic students</b> in the Failure/Problem Overview Form, i.e.:</p> <ul style="list-style-type: none"> <li>those who attended your classes but whose names do not appear in AIMS</li> <li>those who did not attend your classes but whose names appear in AIMS</li> <li>those who withdrew [<i>tarik diri</i> (TD)] from the course.</li> </ul>

### 3. Softcopies

- Name each file as **COURSE CODE\_FACULTYSECTION NUMBER\_LLECTURER'S NAME\_DOCUMENT**. For examples:
  - ULAB3132UHB3032\_FCSECTION04\_NUR-ALHUDA HASHIM\_EXCEL MARKSHEET
  - ULAB3132UHB3032\_FCSECTION04\_NUR-ALHUDA HASHIM\_CRR (note: this softcopy contains CRR Marksheet, CRR P2, and CRR)
  - ULAB3132UHB3032\_FCSECTION04\_NUR-ALHUDA HASHIM\_FAILUREPROBLEM
  - ULAB3132UHB3032\_FCSECTION04\_NUR-ALHUDA HASHIM\_P3
  - ULAB3132UHB3032\_FCSECTION04\_NUR-ALHUDA HASHIM\_P4
- Put all file in a folder named **COURSE CODE\_FACULTYSECTION NUMBER\_LLECTURER'S NAME**. For example ULAB3132UHB3032\_FCSECTION04\_NUR-ALHUDA HASHIM

### 4. CRR--use the updated version i.e JAN2015 CRR. Things to remember when using the CRR:

- **DO NOT TAMPER** with the **coloured columns** (i.e. for **Total, Grand Total Grade, and Faculty**). These columns have **formulas attached** to them that will automatically sum up the total or assign a grade. Manually changing the marks or grades in the coloured columns will disrupt the whole CRR.
- If the box for the total for a particular row turns **GREEN**, it means that there is a decimal in the total. You have to **round the number**, by changing the course work marks. **DO NOT CHANGE** the total in the **GREEN** box.
- Ensure there is **NO SPACE** before the year of study and course in the KURSUS column i.e. no space before or after number 2 for 2SKMM.
- **DELETE** all **excess rows** in the CRR Marksheet. In each CRR template, there are 50 rows already allocated for students' names and marks. If you have only 30 students in your section, delete rows number 43 – 62 in the excel template (not simply from column A for number 31-50). By deleting them correctly, the summary of CLOs at the bottom of the page (in row 66) will move up closer to the last name of your student.
- **Steps to use the CRR template:**
  - Copy the matric number, section, name, and course from your AIMS list or Excel Marksheet and paste into the CRR Marksheet.
  - Copy and paste all coursework marks **before** the SUBTOTAL. Ensure that the **order** of the coursework columns in the Excel Marksheet is **similar** to the order in the CRR Marksheet. If they are different, **change** the order in the **Excel Marksheet** to resemble the order in the CRR Marksheet.
  - Copy and paste the Final Exam marks from your Excel Marksheet to the CRR Marksheet.
  - Check that the number of grades in CRR P2 and CRR tallies with the number of students in the section and the number grades in AIMS.
  - Fill in relevant information in the CRR

#### **Note: For those who teach students from the Faculty of Management (FM) this semester**

- If you have students from SPT programme in your class, you have to **rename** their programme in the KURSUS column from **SPT to SPTT**. This is because the Faculty of Education (FP) also has an SPT programme. If you do not change the programme name in the KURSUS column, the system will categorise your students as FP students and not FM students.
- Attached is a powerpoint slide prepared by Encik Faizal Yamimi to assist you further.

### 5. Templates

- CRR @ [languageacademy.utm.my](http://languageacademy.utm.my) → Undergraduates → **JAN2015 CRR TEMPLATES** → Click [HERE](#) – Password: **myulab** (small letters. **DO NOT** share this password with your students)
- Failure/Problem Overview, P3, & P4 Forms @ [languageacademy.utm.my](http://languageacademy.utm.my) → Undergraduates → **OTHER TEMPLATES**

### 6. Submission of Revised Exam Marks

- Changes or revisions to the exam marks after appeal must be submitted the **LATEST** by Sunday, **26 January 2014** to the **respective coordinators**. This is to ensure that coordinators are aware and have the updates on changes made.
- Any instructor making changes without notifying the coordinator will have to answer any question that may arise during the JKA meeting.

Thank you for your attention.

*Prepared by:*

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