

ATTACHMENT 2 (g)

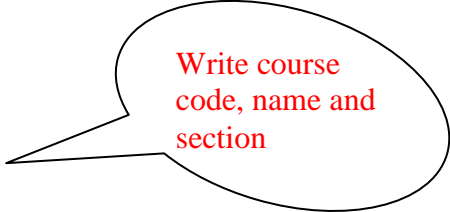
Course Report

Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

**COURSE REPORT
(CR)**

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Write course
code, name and
section

A separate **Course Report (CR)** should be submitted for **every course** and for **each section** or **campus location** where the course is taught, even if the **course** is taught by the **same person**. Each CR is to be completed by the course instructor at the end of each course and given to the program coordinator

A **combined, comprehensive CR** should be prepared by the **course coordinator** and the separate location reports are to be attached.



Course Report

For guidance on the completion of this template refer to the NCAAA handbooks or the NCAAA Accreditation System help buttons.

Institution	Date of Course Report
College/ Department	

A. Course Identification and General Information

1. Course title	Code #	Section #
2. Name of course instructor		Location
3. Year and semester to which this report applies.		

All students who complete the course including failure students

All students start the course including withdrawn students

Number of students starting the course?	<input type="text"/>	Students completing the course?	<input type="text"/>
Components (actual total contact hours and credits per semester):			

	Lecture	Tutorial	Laboratory	Practical	Other:	Total
Contact Hours						
Credit						

This table must match (Table C.2) in course specifications

B. - Course Delivery

1. Coverage of Planned Program			
Topics Covered	Planned Contact Hours	Actual Contact Hours	Reason for Variations if there is a difference of more than 25% of the hours planned

Based on the current semester, how many contact hours you needed to cover each topic

Fill the first two columns According to Course Specifications (Table C.1 column 1 & 3)

Your justifications if the difference between planned and actual contact hours is more than 25%



2. Consequences of Non Coverage of Topics

For any topics where the topic was not taught or practically delivered, comment on how significant you believe the lack of coverage is for the course learning outcomes or for later courses in the program. Suggest possible compensating action.

Topics (if any) not Fully Covered	Effectuated Learning Outcomes	Possible Compensating Action
List topics that are not covered (if exit)	List learning outcomes affected by uncovered topics	What you did to compensate uncovered topics

3. Course learning outcome assessment.

	List course learning outcomes	List methods of assessment	Summary analysis of assessment results
1			
2			
3			
4			
5			
6			
7			
8			

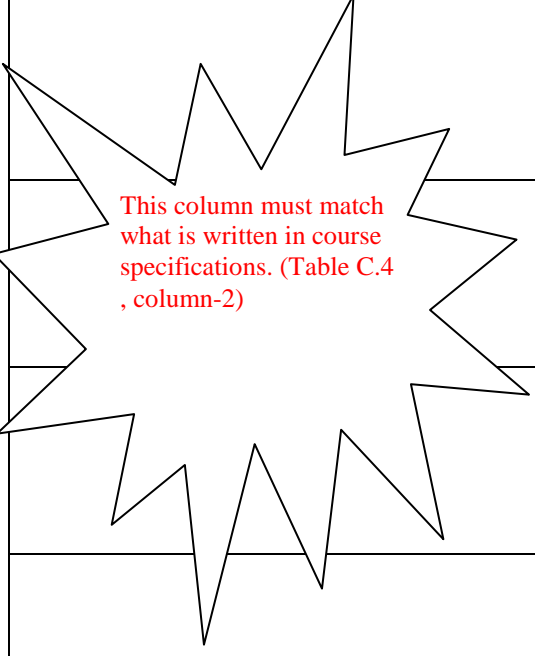
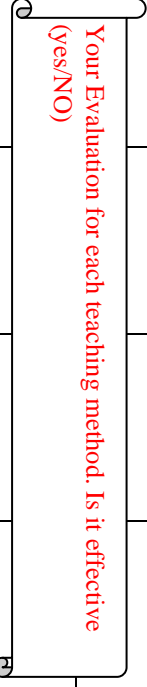
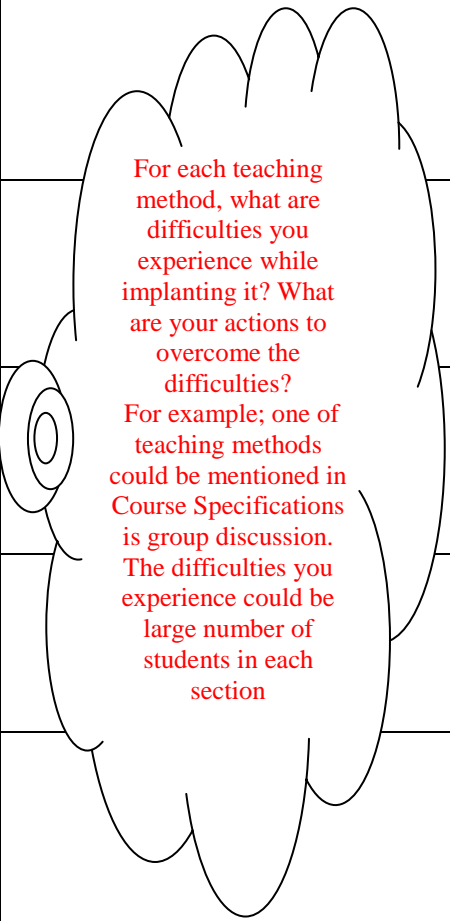
These two columns must be filled according to Course Specifications (matching course specifications) (Table C.4 , column-1 and 3)

For each outcome, analyze the performance of students. If you did not follow analytical method or rubric to evaluate the results for each outcome, you can generally analyze the performance of students using Bad, Good, or Excellent according to your observations.

Summarize any actions you recommend for improving teaching strategies as a result of evaluations in table 3 above.

Based in your analysis above, what are Your recommendations to improve teaching strategies (for example: more exercise, more homework, using other methods, ...)



4. Effectiveness of Planned Teaching Strategies for Intended Learning Outcomes set out in the Course Specification. (Refer to planned teaching strategies in Course Specification and description of Domains of Learning Outcomes in the National Qualifications Framework)				
List Teaching Methods set out in Course Specification	Were these Effective?		Difficulties Experienced (if any) in Using the Strategy and Suggested Action to Deal with Those Difficulties.	
	No	Yes		
 <p>This column must match what is written in course specifications. (Table C.4 , column-2)</p>	 <p>Your Evaluation for each teaching method. Is it effective (Yes/NO)</p>		 <p>For each teaching method, what are difficulties you experience while implanting it? What are your actions to overcome the difficulties? For example; one of teaching methods could be mentioned in Course Specifications is group discussion. The difficulties you experience could be large number of students in each section</p>	

Note: In order to analyze the assessment of student achievement for each course learning outcome, student performance results can be measured and assessed using a KPI, a rubric, or some grading system that aligns student work, exam scores, or other demonstration of successful learning.



C. Results

1. Distribution of Grades

Letter Grade	Number of Students	Student Percentage	Explanation of Distribution of Grades
A			
B			
C			
D			
F			
Denied Entry			
In Progress			
Incomplete			
Pass			
Fail			
Withdrawn			

Number and percentage of students in each range
A: 90-100
B:80-89
C:70-79
D:60-69
F: less than 60

What is your explanation of very high or very low students' percentage in each range. Are results reasonable?

2. Analyze special factors (if any) affecting the results

Write your Analysis of the factors affecting the results? For example; Why high number of students get A, or B if any

3. Variations from planned student assessment processes (if any) (see Course Specifications).

a. Variations (if any) from planned assessment schedule (see Course Specification)

Variation	Reason
<p>Write the variations (if you did) in the assessment schedule mentioned in Course Specific (Table C.5 , Column-2). If you follow exactly the schedule, then this will be empty</p>	<p>Justify the variations (if you did) in the assessment schedule mentioned in Course Specific (Table C.5 , Column-2).</p>



b. Variations (if any) from planned assessment processes in Domains of Learning (see Course Specification)	
Variation	Reason
Write the variations (if you did) in the assessment methods mentioned in Course Specific (Table C.4 , Column-3). If you follow exactly the methods, then this will be empty	Justify the variations (if you did) in the assessment methods mentioned in Course Specific (Table C.4 , Column-3).

4. Student Grade Achievement Verification (eg. cross-check of grade validity by independent evaluator).	
Method(s) of Verification	Conclusion
Write methods you follow to verify the students' results. For example, did you compare it with other sections taught by other instructors?	Write the conclusion of your verification. For example the students' grades are close to students grades in other sections.

D. Resources and Facilities

1. Difficulties in access to resources or facilities (if any) Write the difficulties (if any) you experience in accessing classroom, Lab, Data show, and electronic systems, etc...	2. Consequences of any difficulties experienced for student learning in the course. Write the consequence of any difficulties you experience for students learning. For example, if there is a difficulty in accessing a classroom in a specific day, then the lecture was not delivered on time. How this affect the covered material of the course
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E. Administrative Issues

1 Organizational or administrative difficulties encountered (if any) Write the administration difficulties (if any) you experience. For example, there is a problem in class schedule, list of students name in the banner is not complete, students register late, etc...	2. Consequences of any difficulties experienced for student learning in the course. Write the consequences of any administration difficulties you experience for students learning. For example, if students registered late, they may not be able to attend all lectures.
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F Course Evaluation

1 Student evaluation of the course (Attach survey results report)	
a. List the most important recommendations for improvement and strength	Write the students recommendations and strength which they mentioned in Course Evaluation Survey (CES).
b. Response of instructor or course team to this evaluation	Write your response to students' recommendations.



2. Other Evaluation (e.g. by head of department, peer observations, accreditation review, other stakeholders)	
a. List the most important recommendations for improvement and strengths	
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="color: red;">Write the recommendations and strengths provided by department, committee review, alumni and others</p> </div>	
b. Response of instructor or course team to this evaluation	
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="color: red;">Your response to recommendations and strengths provided by department, committee review, alumni and others</p> </div>	

G. Planning for Improvement

1. Progress on actions proposed for improving the course in previous course reports (if any).			
Actions recommended from the most recent course report(s)	Actions Taken	Results	Analysis
a.			
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: 80%; margin: 0 auto;"> <p style="color: red;">Write the actions recommended in previous reports</p> </div>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: 80%; margin: 0 auto;"> <p style="color: red;">Write the actions that are implemented in previous semesters</p> </div>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: 80%; margin: 0 auto;"> <p style="color: red;">How the taken action affect the students learning.</p> </div>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: 80%; margin: 0 auto;"> <p style="color: red;">Analyze the results. For example.: , Is the taken action improve the students' performance a</p> </div>
d.			



2. List what actions have been taken to improve the course (based on previous CR, surveys, independent opinion, or course evaluation).

The actions you have implemented in this semester

3. Action Plan for Improvement for Next Semester/Year

Actions Recommended	Intended Action Points and Process	Start Date	Completion Date	Person Responsible
a. b. c. d. e. Your recommendations to improve course, For example: reviewing course contents.	How your recommendations will be implemented, for example to review course contents. We need to define course outcomes clearly and revise the course contents accordingly		When to start? when to end? who will be responsible (Instructor, Department, college)	

Name of Course Instructor: _____

Signature: _____ Date Report Completed: _____

Program Coordinator: _____

Signature: _____ Date Received: _____