

**ANNEXURE 2: SUBJECT FILE CHECKLIST**

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| *Checked by HOD*:  **Signature:** | | | | **Date:** | | | | | | | |
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| *Checked by Registrar Academia and Research/ HOD Learning and Teaching*  **Signature:** | | | | **Date:** | | | | | | | |
|  | | | |  | |  | |  | |  | |
| **Year of Study:** | | | | **Campus:** | | | | | | | |
| **Semester:** | | | |  | | | | | | | |
| **Subject:** | | | | **Subject Code:** | | | | **Credits:** | | | |
|  | | | |  | |  | |  | |  | |
|  | | | |  | | **Year** | | **Year** | | **Year** | |
|  | **THEORY** | | |  | | | | | |
| 1. | Syllabus | Subject templates\Breakdown of Learning time |  | |  | |  | |  | |
| 2. | Subject Guide Containing | * 1. Lecturer information contact details and consultation hours.   2. Teaching methodology   3. Outcomes for subject   4. Methods of assessment   5. Evaluation criteria   6. Work scheme (semester plan) and teaching hours   7. Assessment weightings   8. Assessment dates and time |  | |  | |  | |
| 3. | Formative Tests and memorandums for the last three years |  |  | |  | |  | |
| 4. | Summative Assessments and Memorandums papers for the last three years |  |  | |  | |  | |
| 5. | Moderators reports for the last three years | Final signed Moderators report for each assessment in 4. |  | |  | |  | |
| 6. | Summary of results and pass rates for the last three years | Final progression list with all marks. |  | |  | |  | |
| 7. | Student evaluations of lecturer | 7.1 Example of student evaluation for each lecturer  7.2 Example of a Peer review of each lecturer |  | |  | |  | |
| 8. | Assignment / projects briefs | 8.1 Examples of Assignment projects, student instructions and memorandum.  8.2 Moderators report |  | |  | |  | |
| 9. | Theory: other | 9.1 Exposition of subject  9.2 Theory register  9.3 Example of signed Class attendance list  9.4 Booklist  9.5 Examples of student at risk forms and support given  9.6 Example of teaching method: Lesson plan and teaching method.  9.7 Example of making up of academic hours missed. |  | |  | |  | |
| **CLINICAL** | | | |  | |  | | | | | |
| 9. | Practical (laboratory) guideline | Clinical learning guide\workbook and memorandum if weight attached. |  | |  | |  | |  | |
| 10. | Practical (laboratory) evaluation criteria | 10.1 Clinical Learning assessments and memorandum  10.2 Moderators reports |  | |  | |  | |
| 11. | Practical (laboratory) examples | 11.1Example of clinical learning activities in simulation laboratory.  11.2 Example of simulation laboratory attendance |  | |  | |  | |
| 12. | Clinical Learning: Other | 12. 1 Clinical register  12.2 Example of signed clinical attendance record for each placement.  12.3 Examples of student at risk forms and support given  12.4 Example of clinical accompaniment records.  12.5 Example of Placement plan.  12.6 Example of Accompaniment Plan.  12.7 Example of deficit form and example of hours made up. |  | |  | |  | |
| 13. | Tutorials and Answers | Example of Tutorials activities. |  | |  | |  | |
| 14. | Core Notes | 14. 1 Example of Group work activities.  14.2 Example of Self-study activities. |  | |  | |  | |
| 15. | Programme Guide | Print only one Programme Guide per programme per year. |  | |  | |  | |

Compiled by: -----------------------------------------------------------------

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Date: -----------------------------------------------------------------------------

Air/progrev/guidlinedoc 2nd cycle of programme reviews 2015/updated June 2023