


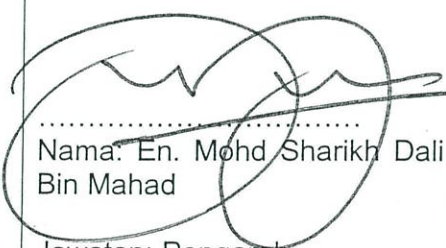
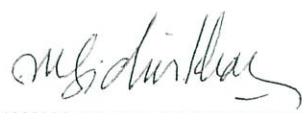


SALINAN DOKUMEN TERKAWAL

UNIVERSITI SELANGOR

PROSEDUR KERJA PENYEDIAAN PORTFOLIO PENGAJARAN

UNISEL-PT01-AA-PK08


Disediakan Oleh :	Disemak Oleh :	Diluluskan Oleh :
 Nama: Pn Noorliyana Binti Mohd Tahir Jawatan: Penolong Pendaftar Bahagian Hal Ehwal Akademik Tarikh: 23 Mac 2021	 Nama: En. Mohd Sharikh Dali Bin Mahad Jawatan: Pengarah Bahagian Hal Ehwal Akademik Tarikh : 24 Mac 2021	 Nama : Prof Dr Md Sidin Bin Ahmad Ishak Jawatan: Timbalan Naib Canselor Akademik, Penyelidikan Dan Jaringan Industri Tarikh : 31 Mac 2021

**PROSEDUR KERJA
PORTFOLIO PENGAJARAN**

NO. DOKUMEN	UNISEL-PT01-AA-PK08	TARIKH KUATKUASA	21/04/2021
NO.ISU/ SEMAKAN	002/000	MUKA SURAT	2 / 8


REKOD PINDAAN

Bil.	Isu / Pindaan	Tarikh Kuatkuasa	Bahagian / Muka Surat	Keterangan Ringkas	Diluluskan Oleh
1.	001/000	1 Oktober 2018	4, 5, 6 dan 7	<p>Singkatan dan Definisi bagi TNCA- Timbalan Naib Canselor Akademik dan NC- Naib Canselor dibuang dan penambahan singkatan PG- Pengarah BHEA SA-Staf Akademik dan F-Fakulti</p> <p>Penambahbaikan pada carta alir.</p> <p>Penambahbaikan pada penerangan carta alir</p> <p>Penambahbaikan pada Lampiran A: Senarai Semak Fail Portfolio Pengajaran (UNISEL-PT01-AA-PK08-BO01)</p>	Mohd Sharikh Dali Bin Mahad Pengarah BHEA

	PROSEDUR KERJA PORTFOLIO PENGAJARAN		
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1.0 OBJEKTIF

Prosedur ini bertujuan untuk menyelaraskan kaedah prosedur kerja portfolio pengajaran.

2.0 SKOP

Prosedur ini diterima pakai oleh Staf Akademik Universiti bagi memastikan penyediaan portfolio pengajaran dapat dilaksanakan oleh staf akademik.

3.0 RUJUKAN

TIADA

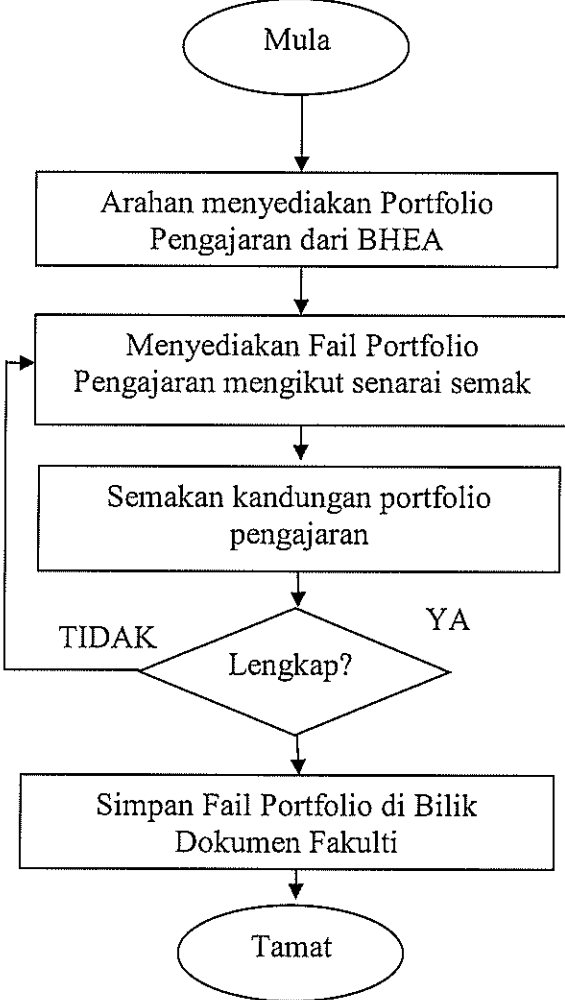
4.0 SINGKATAN DAN DEFINISI


- PG - Pengarah BHEA
- SA - Staf Akademik
- P - Penyelaras Program

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5.0 PROSEDUR

5.1 CARTA ALIR PROSEDUR PORTFOLIO PENGAJARAN

Tindakan/ Tanggungjawab	Carta Alir	Tempoh	Lampiran
PG	 <pre> graph TD Mula([Mula]) --> A[Arahan menyediakan Portfolio Pengajaran dari BHEA] A --> B[Menyediakan Fail Portfolio Pengajaran mengikut senarai semak] B --> C[Semakan kandungan portfolio pengajaran] C --> D{Lengkap?} D -- YA --> E[Simpan Fail Portfolio di Bilik Dokumen Fakulti] D -- TIDAK --> B E --> Tamat([Tamat]) </pre>	2 Minggu sebelum kuliah	E-mel, Memo
SA		1 Minggu Sebelum Kuliah – 1 Minggu Selepas Peperiksaan Akhir	Fail Portfolio Pengajaran
P		2 Minggu selepas Peperiksaan Akhir	Senarai Semak Fail Portfolio Pengajaran (UNISEL-PT01-AA-PK08-BO01)/ Senarai Semak Fail Portfolio Pengajaran e-teaching portfolio
P		3 Hari	
		5 tahun	

	PROSEDUR KERJA PORTFOLIO PENGAJARAN			
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5.2 PENERANGAN CARTA ALIR

BIL	TANGGUNG JAWAB	TINDAKAN
1	Pengarah BHEA	Menghebahkan arahan penyediaan Fail Portfolio Pengajaran
2	Staf Akademik	1. Menyediakan Fail Portfolio Pengajaran mengikut senarai semak 2. Menyerahkan Fail Portfolio Pengajaran yang lengkap kepada Penyelaras Program
3	Penyelaras Program	Menerima Fail Portfolio Pengajaran yang telah lengkap dari Staf Akademik
4	Penyelaras Program	Menyemak kandungan Portfolio Pengajaran dan mengembalikan semula fail yang tidak lengkap kepada Staf Akademik untuk dilengkapkan
5	Penyelaras Program	Sahkan Portfolio Pengajaran Staf Akademik dan mengembalikan fail kepada Staf Akademik

6.0 REKOD

Tanda Pengenalan	Format Borang	Tanggung Jawab	Lokasi Penyimpanan	Tempoh Penyimpanan	Perlindungan	Kaedah Pelupusan
Fail Portfolio Pengajaran	Lampiran A	Penolong Pendaftar Fakulti	Bilik Dokumen Fakulti	5 Tahun	Fail Kabinet	Rincih

7.0 LAMPIRAN

Senarai Semak Fail Portfolio Pengajaran (UNISEL-PT01-AA-PK08-BO01)
 Senarai Semak Fail Portfolio Pengajaran (*e-course file*)

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**7.1 LAMPIRAN A: Senarai Semak Fail Portfolio Pengajaran
(UNISEL-PT01-AA-PK08-BO01)**

CHECKLIST FOR TEACHING PORTFOLIO

Name of Lecturer : Course Code :
Course Name : Semester :

No.	Item	Tick (✓)	Comment
A)	Teaching & Learning		
1.	Course Information (CI)		
2.	Teaching Plan		
3.	Teaching Materials (<i>refer e-Learning</i>)		
4.	Laboratory/Practical Plan (<i>If Applicable</i>)		
5.	Lecturer Timetable (<i>refer e-timetable</i>)		
6.	Student Attendance (<i>refer e-System</i>)		
7.	e-Course Teaching Evaluation Report (<i>e-staff portal</i>)		
B)	Assessment		
1.	Formative		
1.1	Quiz Questions		
1.2	Quiz Answer Scheme		
1.3	Sample Quiz Answer Script		
1.4	Test Questions		
1.5	Test Answer Scheme		
1.6	Sample Test Answer Script		
1.7	Assignment (<i>questions and rubric</i>)		
1.8	Others (<i>project question or etc</i>)		
2.	Summative		
2.1	Moderation Forms		
2.2	Final Examination/Assessment Questions		
2.3	Final Examination/Assessment Answer Scheme (<i>Rubric for Assessment</i>)		
2.4	Sample Final Examination/Assessment Answer Script		
3.	Student Grade & Analysis		
3.1	Mark Sheet		
3.2	Final Examination Result (Total Mark & Grade) (<i>OMES</i>)		
3.3	Course Learning Outcome Analysis		

Prepared by:
.....

Checked by:
.....

Name:

Name:

Date:

Date:

Notes: 1. This checklist must be filled by respective course lecturer.
2. Sample of 3 best, 3 average and 3 poor must be included

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7.2 LAMPIRAN B: Checklist for e-Teaching Portfolio

UNISEL-PT01-AA-PK08-BC02
Tarikh efektif: 21/04/2021
No. isy = 01

CHECKLIST FOR E-TEACHING PORTFOLIO

Name of Lecture : Course Code:

Course Name : Semester :

No.	Item	(N)	Comment
A.	Announcement in e-learning		
	1. Teaching Plan		
	2. Lecturer Timetable (refer to BHEA's template)		
	3. Student Attendance		
B.	Activity week in e-learning		
	1. Teaching Materials		
	2. Laboratory/Practical Plan (if applicable)		
	3. Each Formative Assessment Question/ Assignment		
	4. Each Summative Assessment Question/ Assignment		
C.	E-course file activity week (start at week 17)		
	1. Section Teaching & Learning (A)		
	A01 Course Information (CI)		
	A02 e-Course Teaching Evaluation Report (e-staff portal)		
	A03 Registered Students (attendance list from e- basket)		
	2. Section Formative Assessment (B1)		
	2.1 Formative assessment (Manual Marking)		
	e.g. Formative assessment 1 = *B101 Question (Link to Activity week)		
	B101 Answer Scheme		
	B101 Sample Answer Scripts		
	Formative assessment 2 = *B102 Question (Link to Activity week)		
	B102 Answer Scheme		
	B102 Sample Answer Scripts		
	3. Section Summative Assessment (B2)		
	3.1 Summative assessment (Manual Marking)		
	e.g. Summative assessment 1 = *B201 Question (Link to Activity week)		
	B201 Answer Scheme		
	B201 Sample Answer Scripts		
	B201 Moderation Form/ Rubric Form		
	4. Section Student Grade & Analysis (B3)		
	4.1 Mark Sheet & Course Learning Outcome Analysis		
	4.2 OMES Final Examination Result (Total Marks & Grades)		

* Course series number

Prepared by:

Checked by:

Name:

Name:

Date:

Date:

Notes: 1. This checklist must be filled by respective course lecturer
2. Sample of 3 best, 3 average and 3 poor must be included.