

Guidelines for Preparing the Final Exam based on the Course Learning Outcomes

1. Topic Weight Matrix

The topic weight matrix specifies the list of topics being taught in the course along with its corresponding weights according to the weeks of study or the contact hours spent in each topic.

- 1.1 Review the list of topics to be covered in your course, the number of weeks, and the contact hours from the course specification document (Part C.1).
- 1.2 List the topics in the first column of the topic weight matrix.
- 1.3 List the corresponding allocation of time (the number of weeks or the contact hours) in the second column of the topic weight matrix.
- 1.4 Calculate the percentage of weight for each topic according to the following formula:

$$\text{Topic weight} = \frac{\text{Number of weeks or contact hours for that topic}}{\text{Total number of weeks or total number of contact hours}} \times 100 \%$$

Topic Weight		
Topics	Week Taught or Contact Hours	Weight
Topic 1	1	6.67 %
Topic 2	2	13.33 %
Topic 3	2	13.33 %
Topic 4	1	6.67 %
Topic 5	1	6.67 %
Topic 6	2	13.33 %
Topic 7	2	13.33 %
Topic 8	1	6.67 %
Topic 9	2	13.33 %
Topic 10	1	6.67 %
Total	15	100 %

For Example:

$$\text{Weight of Topic 7} = \frac{2 \text{ Weeks}}{15 \text{ Weeks}} \times 100 \% = 13.33 \%$$

Responsibility:
Course
Coordinator

Topic Weight		
Topics	Week Taught or Contact Hours	Weight
Topic 1	1	7 %
Topic 2	2	13 %
Topic 3	2	13 %
Topic 4	1	7 %
Topic 5	1	7 %
Topic 6	2	13 %
Topic 7	2	13 %
Topic 8	1	7 %
Topic 9	2	13 %
Topic 10	1	7 %
Total	15	100 %

Values after rounding.
The Total should remain 100%.

Responsibility: Course Coordinator

2. Curriculum Blueprint Matrix

The curriculum blueprint matrix specifies the mapping between the list of topics being taught in the course and the Course Learning Outcomes (CLOs).

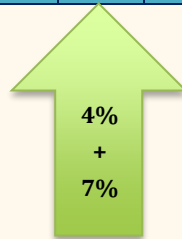
- 2.1 Review the list of topics to be covered in your course from the course specification document (Part C.1).
- 2.2 List the topics in the first column of the Curriculum Blueprint Matrix as in the Topic Weight Matrix.
- 2.3 Check (√) only for the CLOs covered by each topic.
- 2.4 List the percentage of weight values in the last column of the Curriculum Blueprint Matrix as in the last column of the Topic Weight Matrix (after rounding).

Curriculum Blueprint Matrix														
Topics	Course Learning Outcomes (CLOs)													Weight
	1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	4.1	4.2	5.1	5.1	
Topic 1	√			√										7 %
Topic 2			√		√					√				13 %
Topic 3		√				√								13 %
Topic 4		√					√							7 %
Topic 5							√							7 %
Topic 6												√		13 %
Topic 7													√	13 %
Topic 8	√							√						7 %
Topic 9									√					13 %
Topic 10		√									√			7 %
Total														100 %

Put a (√) mark in the corresponding cells in order to link the course learning outcomes with the individual topics taught in the course.

- 2.5 If after mapping, you found an empty column, this means that the corresponding CLO is not covered by any topic in the course. This issue should be raised in the final course report.
- 2.6 If after mapping, you found an empty row, this means that the corresponding topic did not cover any of the CLOs of the course. This issue should also be raised in the final course report.
- 2.7 Replace the (√) marks in each row by distributing the total weight of each topic according to the corresponding CLOs.

Curriculum Blueprint Matrix														
Topics	Course Learning Outcomes (CLOs)													Weight
	1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	4.1	4.2	5.1	5.1	
Topic 1	2%			5%										7 %
Topic 2			2%		5%					6%				13 %
Topic 3		3%				10%								13 %
Topic 4		3%					4%							7 %
Topic 5							7%							7 %
Topic 6												13%		13 %
Topic 7													13%	13 %
Topic 8	1%							6%						7 %
Topic 9									13%					13 %
Topic 10		3%									4%			7 %
Total	3%	9%	2%	5%	5%	10%	11%	6%	13%	6%	4%	13%	13%	100 %



- 2.8 Again, the sum of the last row should be 100%.
- 2.9 Finally, we have obtained the total weight of each CLO in the course.

Responsibility: Course Main Coordinator

3. Assessment Blueprint Matrix

The assessment blueprint matrix specifies the mapping between the assessment methods in the course (according to the course specification) and the Course Learning Outcomes (CLOs).

- 3.1 Review the schedule of assessment tasks for students during the semester from the course specification document (Part C.5).
- 3.2 List the assessment tasks in the first column in the Assessment Blueprint Matrix as in the course specification document (Part C.5).
- 3.3 List the proportion of total assessment in the last column in the Assessment Blueprint Matrix as in the course specification document (Part C.5).
- 3.4 List the total weight of each CLO in the last row of the Assessment Blueprint Matrix identical to the last row in the curriculum blueprint matrix.

The proportion of total assessment is identical to the values in the last column in the course specification document (Part C.5).

Assessment Blueprint Matrix														
Assessment Tasks	Course Learning Outcomes (CLOs)													Proportion of Total Assessment
	1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	4.1	4.2	5.1	5.1	
Quiz 1	√	√							√					5 %
Midterm						√	√	√	√					15 %
Quiz 2										√	√	√		10 %
Homework												√	√	5 %
Project								√		√				5 %
Lab Exam												√	√	20 %
Final Exam	√	√	√	√	√	√	√							40 %
Total	3%	9%	2%	5%	5%	10%	11%	6%	13%	6%	4%	13%	13%	100 %

The last row in the curriculum blueprint matrix.

Responsibility: Course Coordinator



3.5 Distribute the assessment values for each CLO, so that the total of each row and the total of each column is as the previous matrix.

Assessment Blueprint Matrix														
Assessment Tasks	Course Learning Outcomes (CLOs)													Proportion of Total Assessment
	1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	4.1	4.2	5.1	5.1	
Quiz 1	1%	1%							3%					5 %
Midterm						1%	2%	2%	10%					15 %
Quiz 2										5%	4%	1%		10 %
Homework												2%	3%	5 %
Project								4%		1%				5 %
Lab Exam												10%	10%	20 %
Final Exam	2%	8%	2%	5%	5%	9%	9%							40 %
Total	3%	9%	2%	5%	5%	10%	11%	6%	13%	6%	4%	13%	13%	100 %

Responsibility: Course Coordinator

4. Final Exam Cover page Guidelines

The final exam blueprint matrix specifies the mapping between the questions of the exam and the Course Learning Outcomes (CLOs).

The set of questions that measures CLO 1.1.

Final Exam Blueprint Matrix									
	Knowledge			Cognitive Skills				Course Learning Outcomes (CLOs)	
	1.1	1.2	1.3	2.1	2.2	2.3	2.4		
Total	Q1(1,2) Q2(1,2 ,3)	Q1(3,4 ,5,6) Q2(4,5 ,6)	Q3(1,2)	Q1(7) Q2(7)	Q3(1)	Q3(2,3)	Q4	Questions that measure the CLOs	
40	2	8	2	5	5	9	9	Number	Full Mark
Forty	Two	Eight	Two	Five	Five	Nine	Nine	Written	

The same proportion of total assessment of the Final Exam as in the assessment blueprint matrix.

This row contains the same distribution of marks as the Final Exam row in the assessment blueprint matrix.

Responsibility: Course Instructor