

Material for the course archive

The course.....has finished and you need to hand in some of the course material for the course archive.

Please give me the following by email or printed (no staples). It must be possible to separate the material in these five categories:

1. Schedule
Literature list
Grading criteria
Course evaluation (*Not necessary for courses from 2018/2019 if summary exists in Evald*)
2. List of students who have not yet passed and what assignments they have and have not completed (*Not necessary if detailed result notes exists in Ladok*)
3. Exam questions, exercises, seminar and project work instructions etc (*not student answers*)
4. Code list from exam (*to be saved for 5 years*)
5. Own literature etc (about the subject) produced for the course

Keep in mind that the students' written examinations must be saved for two years if they are not returned to the student after assessment.

Thank you!