

When there is a **final assessment** for courses with **multiple parts (e.g. Part 1, Part 2 and etc)** with **different course code**, KCA would suggest the following methods in presenting your course outline:

1. First and foremost, kindly do not change the following table in the course outline template. Below shows the correct item 11 (Assessment Distribution) of the course outline template.

Assessment Methods	Percentage
Must-pass Assessment Method(s)	Percentage
<b>Total</b>	<b>100</b>

2. For the Part 1 course outline (or any earlier part before the final part with the final assessment), the item 11 should only include assessment taken **during** the semester and placed under the **Must-pass Assessment Method(s)** as the example below:

Assessment Methods	Percentage
Must-pass Assessment Method(s)	Percentage
Training evaluation	Formative
Logbook	Formative
<b>Total</b>	

And **NOT** as the following:

Assessment Methods	Percentage
Training evaluation	Formative
Logbook	Formative
Must-pass Assessment Method(s)	Percentage
Conjoint Part 1 Examination (in XXXX 1111)	100
<b>Total</b>	<b>100</b>

3. The **course outline for the Final Part** will then include the final assessment as the example given below:

Assessment Methods	Percentage
Must-pass Assessment Method(s)	Percentage
Training evaluation	Formative
Logbook	Formative
Conjoint Part 1 Examination	100
<b>Total</b>	<b>100</b>

*Note: Assuming there are "Training evaluation and Logbook" assessments are also made under this course and not coming from any preceding course(s).*