UNIVERSITI KEBANGSAAN MALAYSIA
The National University of Malaysia

USER MANUAL for The Teaching and Supervision Evaluation System (SPPP)

https://appsmu.ukm.my/sppp

Table of Content

1.0 Introduction

The Teaching and Supervision Evaluation System (SPPP) is a system which gathers evaluation on the quality of teaching from students' perspective. It is an official customer feedback system used to and the efficiency and effectiveness of the Quality Management System MS ISO 9001:2015 of the Management of Undergraduate and Graduate Studies (coursework). Furthermore, the inputs obtained from students through this system are used to continuously enhance the quality of the concerned studies programme.

Starting from Sem 1 Session 20202021, feedback questions on have 1 section for Lecturer Evaluation. This section is divided into 6 Categories, as follows:

1. C1: Organization (7 questions)
2. C2: Presentation & Involvement (4 questions)
3. C3: Interaction and Classroom Involvement (5 questions)
4. C4: Knowledge Content (4 questions)
5. C5: Active Learning and Enjoyable Classroom Activities (3 questions)
6. C6: Appearance (3 questions)

General Section and Faculty/Institute/Centre Section was abolished.

Lecturer Evaluation sections are used to evaluate the achievement of the quality objective of the Quality Management System MS ISO 9001:2015, as well as to continuously enhance the quality of teaching and delivery of lectures.

Starting from 2020, SPPP has open the evaluation access for postgraduate students' (research mode and mix mode) to evaluate the programme in order to monitor the quality of the programme from student's points of views.

In order to enhance the quality of teaching in UKM, the commitment of students in completing this feedback form is of great significance. Therefore, students are required to answer ALL questions given based on a 1-5 Likert scale as stated in each part.

2.0 Purpose of the User Manual

The purpose of this guide is to explain how to use SPPP and further make it easier for users to use this system.

3.0 System access

SPPP can be accessed through any computer with Internet access.

4.0   User Manual

4.1   Start the system

In general, this system can be accessed using any Internet browser application. However, for the best display, users are encouraged to use Internet Explorer 6.0 or higher with a screen resolution of 800x600 pixels.

This system can be accessed by clicking this link https://appsmu.ukm.my/sppp.

4.2   SPPP Registration

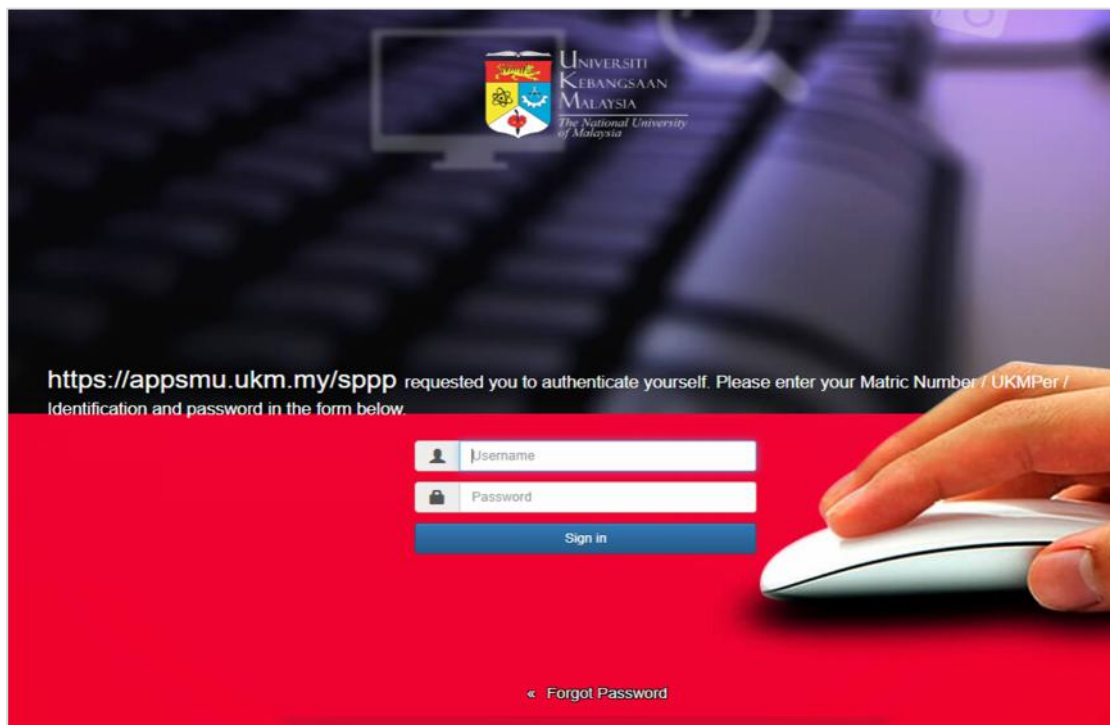| Function	Register system users for SPPP access
User	Student
Time usage	according to the specified time period

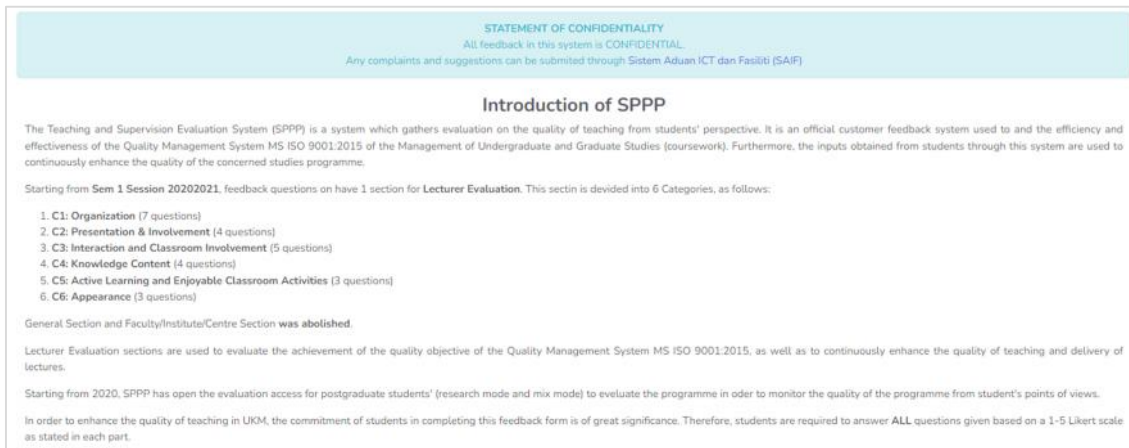Figure 1: SPPP Login Page

4.3   Teaching and Learning
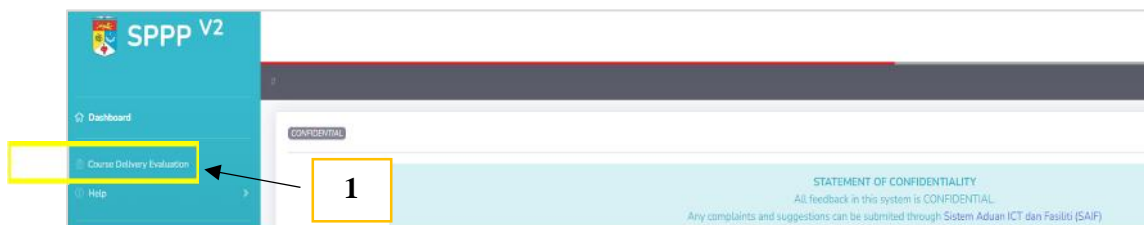

Figure 2: Introduction of SPPP

Figure 3: Main Menu

Figure 4: Course Registered

4.3.1 Steps to enter SPPP Main Menu

1. Enter the url https://appsmu.ukm.my/sppp. Then enter your Matric No (User ID) and Password
2. Figure 3 : SPPP Main Menu >1.Click on Course Delivery Evaluation
3. Figure 4 : Course Registered >2. Click on Lecturer Evaluation for each course registered

Lecturer Evaluation   ×

LECTURER INFORMATION

SITI FARIDAH BINTI ABD. JABBAR

Session	20232024
Semester	1
Course Code	EPPA2823
Course Set	L1
Course Name	UNDANG-UNDANG PERNIAGAAN
	BUSINESS LAW

Figure 5: Lecturer Information

4.3.1 Lecturer Evaluation: Organization

Students must rate the lecturer based on six (6) categories. Therefore, students are required to answer ALL questions given based on a 1-5 Likert scale as stated in each part.

C1: Organization

ⓘ Please rate the items on this scale

❶	❷	❸	❹	❺
Sangat Tidak Setuju	Tidak Setuju	Sederhana Setuju	Setuju	Sangat Setuju
Totally Disagree	Disagree	Moderately Agree	Agree	Totally Agree

#	Construct and Item	❶	❷	❸	❹	❺
1	Membentangkan hasil pembelajaran. *Presenting learning output.*	○	○	○	○	○
2	Menyediakan penerangan yang jelas. *Providing a clear explanation.*	○	○	○	○	○
3	Memberi arahan yang jelas untuk tugasan di dalam kelas dengan menggunakan pelbagai modaliti (mod pelbagai). *Providing clear instructions for classroom tasks using various modalities.*	○	○	○	○	○
4	Mengajar secara berkesan bersama pelbagai pelajar. *Teaching effectively with diverse learners.*	○	○	○	○	○
5	Mereka bentuk pelajaran untuk mencapai hasil pembelajaran. *Designing lessons to achieve learning outcomes.*	○	○	○	○	○
6	Tugasan yang diberi menepati hasil pembelajaran. *Assignments given meet the learning outcomes.*	○	○	○	○	○
7	Menggunakan teknologi yang sesuai untuk mengoptimumkan pembelajaran aktif. *Using suitable technology for optimizing active learning.*	○	○	○	○	○

Notes

Komen / cadangan penambahbaikan untuk kategori ini
Suggestions for improvement for this category

4.3.2 Lecturer Evaluation: Presentation & Involvement

C2: Presentation & Involvement

ⓘ Please rate the items on this scale

❶	❷	❸	❹	❺
Sangat Tidak Setuju	Tidak Setuju	Sederhana Setuju	Setuju	Sangat Setuju
Totally Disagree	*Disagree*	*Moderately Agree*	*Agree*	*Totally Agree*

#	Construct and Item	❶	❷	❸	❹	❺
1	Melibatkan pelajar dalam kepelbagaian bentuk pemikiran. *Engaging students in diverse forms of thinking.*	○	○	○	○	○
2	Penyampaian yang menarik minat pelajar. *Presentation which attracts students' interest.*	○	○	○	○	○
3	Berkemampuan mengekalkan minat pelajar dalam pembelajaran. *Able to sustain students' interest in learning.*	○	○	○	○	○
4	Mengintegrasi kepelbagaian sumber maklumat dalam membolehkan penerimaan ilmu baharu. *Integrating various sources of information to enable acquisition of new knowledge.*	○	○	○	○	○

Notes

Komen / cadangan penambahbaikan untuk kategori ini
Suggestions for improvement for this category

4.3.3 Lecturer Evaluation: Interaction and Classroom Involvement

C3: Interaction and Classroom Involvement

ⓘ Please rate the items on this scale

1	**2**	**3**	**4**	**5**
Sangat Tidak Setuju	Tidak Setuju	Sederhana Setuju	Setuju	Sangat Setuju
Totally Disagree	*Disagree*	*Moderately Agree*	*Agree*	*Totally Agree*

#	Construct and Item	**1**	**2**	**3**	**4**	**5**
1	Berinteraksi dengan pelajar secara adil. *Interacting with students fairly.*	○	○	○	○	○
2	Memberi respons yang membina. *Giving inspiring response.*	○	○	○	○	○
3	Memberi peluang kepada pelajar untuk melontarkan idea. *Giving students the opportunity to come up with ideas.*	○	○	○	○	○
4	Menghargai kepelbagaian idea pelajar. *Appreciating the variety of students' ideas.*	○	○	○	○	○
5	Menggalakkan penglibatan aktif pelajar. *Encouraging students' active involvement.*	○	○	○	○	○

Notes

Komen / cadangan penambahbaikan untuk kategori ini
Suggestions for improvement for this category

4.3.4 Lecturer Evaluation: Knowledge Content

C4: Knowledge Content

ⓘ Please rate the items on this scale

1	**2**	**3**	**4**	**5**
Sangat Tidak Setuju	Tidak Setuju	Sederhana Setuju	Setuju	Sangat Setuju
Totally Disagree	*Disagree*	*Moderately Agree*	*Agree*	*Totally Agree*

#	Construct and Item	1	2	3	4	5
1	Mengaitkan kandungan pengajaran dengan bahan pembelajaran. *Relating teaching content with learning materials.*	○	○	○	○	○
2	Memberikan contoh yang relevan. *Giving relevant examples.*	○	○	○	○	○
3	Menerangkan konsep yang sukar difahami dengan jelas. *Clarifying difficult concepts clearly.*	○	○	○	○	○
4	Menggunakan teknologi secara berkesan dalam pengajaran. *Applying technology effectively in teaching.*	○	○	○	○	○

Notes

Komen / cadangan penambahbaikan untuk kategori ini

Suggestions for improvement for this category

10

4.3.5   Lecturer Evaluation: Active Learning and Enjoyable Classroom Activities

C5: Active Learning and Enjoyable Classroom Activities

ⓘ Please rate the items on this scale

❶	❷	❸	❹	❺
Sangat Tidak Setuju	Tidak Setuju	Sederhana Setuju	Setuju	Sangat Setuju
Totally Disagree	*Disagree*	*Moderately Agree*	*Agree*	*Totally Agree*

#	Construct and Item	❶	❷	❸	❹	❺
1	Mengoptimum penggunaan ruang (fizikal/digital) bagi mencapai hasil pembelajaran. *Optimizing space (physical/digital) in achieving learning outcome.*	○	○	○	○	○
2	Menggunakan pelbagai kaedah pengajaran untuk memenuhi keperluan pelbagai pelajar. *Applies variety of teaching methods to meet the needs of diverse learners.*	○	○	○	○	○
3	Mencabar pelajar untuk mengemukakan dan memperkuatkan idea mereka. *Challenging students to present and strengthen their ideas.*	○	○	○	○	○

Notes

Komen / cadangan penambahbaikan untuk kategori ini
Suggestions for improvement for this category

4.3.6 Lecturer Evaluation: Appearance

C6: Appearance

ⓘ Please rate the items on this scale

1	**2**	**3**	**4**	**5**
Sangat Tidak Setuju	Tidak Setuju	Sederhana Setuju	Setuju	Sangat Setuju
Totally Disagree	*Disagree*	*Moderately Agree*	*Agree*	*Totally Agree*

#	Construct and Item	**1**	**2**	**3**	**4**	**5**
1	Menunjukkan penampilan yang sesuai dan kemas. *Demonstrating appropriate and neat appearance.*	○	○	○	○	○
2	Bersikap profesional dalam mengendalikan kursus. *Being professional in conducting courses.*	○	○	○	○	○
3	Berkomunikasi secara berhemah. *Communicating wisely.*	○	○	○	○	○

Notes

Komen / cadangan penambahbaikan untuk kategori ini
Suggestions for improvement for this category

4.3.7 Lecturer Evaluation: Overall Suggestion

Komen / Cadangan Keseluruhan
Overall Suggestion

✓ Save   ✗ Close