



Course Quality Assurance Calendar

Faculty of Pharmacy
Second Semester 2022/2023

Date	Action	Responsible
19/2/2023	Beginning of Academic semester for faculty members	
19/2/2023 – 23/2/2023	Department QA Planning 1. Revise (if needed) Focus Groups on the course QA- system. 2. Add courses assigned to each Focus Group on the course QA- System. 3. Add Courses Coordinators names in the registration system.	Department chair
19/2/2023 – 23/2/2023	Courses syllabi review and modification (if any).	Focus Groups
26/2/2023	Courses syllabi approval	Control Group & Department council
26/2/2023-2/3/2023	Courses syllabi modification (if needed) on the course QA- system	Department chair/ Course Coordinator
26/2/2023-2/3/2023	Courses syllabi are available to students on E-Learning	Course coordinator & Instructors
5/3/2023-9/3/2023	QA check #1- syllabus on course QA system and eLearning	Pharmacy-QA
25/3/2023-8/4/2023	First Examination Period	
11/4/2023	Deadline for uploading First Exam & material* to course QA- System	Course coordinator & Instructors
13-30/4/2023	Midterm exam period	
3/5/2023	Deadline for uploading Midterm Exam material* to course QA- System	Course coordinator & Instructors
2-16/5/2023	Second Examination Period	

19/5/2023	Deadline for uploading Second Exam material* to course QA- System	Course coordinator & Instructors
21-25/5/2023	QA check #2- uploading grades and material of the exams on course QA system	Pharmacy-QA
3-8/6/2023	Period of Practical Final Exams	
19/5/2023-8/6/2023	Inform/encourage students to fill Course assessment by students (CAS) on students' services under "Course Assessment"	Course Coordinator & Instructors
11/6/2023	Deadline for CAS results on course QA- System	
11/6/2023	Deadline for uploading coursework material (active learning: assignments, homework, projects...) to course QA- System: <ul style="list-style-type: none"> ● Assessment sheet ● Assessment answers/ rubric sheet ● Copies of graded samples of the coursework (High mark, average, and low mark) 	Course coordinator & Instructors
10-24/6/2023	Final Exams period	
26/6/2023	Deadline for uploading Final exam material* to course QA- System	Course coordinator & Instructors
26/6/2023	Deadline for Course Assessment Report (CAR) on the course QA- System	Course coordinator
2/7/2023	Deadline for Focus groups, Control Group recommendations of the 2nd semester 2022/2023 on the course QA- System	Focus Group leader, Department chair
3-6/7/2023	QA check #3-Course Portfolio Evaluation and approval	Pharmacy-QA

*Exam material

- Marks [either as one part (for paper exams) or different parts correlated with CLOs (for online exams)]
- Exam key sheet
- Samples of graded Exams (High, average, and low grade)