



# Course Quality Assurance Calendar

College of Computer & Information Technology

First Semester (Fall) 2017/2018

*"We excel to promote IT education"*

Date	Action	Responsible
10/9/2017	Beginning of First Semester (Fall)	
10-21/ 9/2017	Department QA Planning 1. Name QA assistant 2. Form QA Focus Groups 3. Add Courses Coordinators names to the registration system 4. Send above info (1 - 2) to CIT-QA	Department chair
10-21/9/2017	Courses syllabi review and modification (if any)	QA Focus Groups
21/9/2017	Courses syllabi approval	Department council
24-28/9/2017	Courses syllabi are available to students on e-learning	Course coordinator
22/10 – 2/11/2017	First Exam Period	
16/11/2017	Deadline for 1st exam material* upload to course QA- System	Course coordinator
12-30/11/2017	Midterm exam period	
14/12/2017	Deadline for Midterm exam material* upload to course QA- System	Course coordinator
26/11-7/12/2017	Second Exam period	
21/12/2017	Deadline for 2nd exam material* upload to course QA- system	Course coordinator
21/12/2017	Deadline for Coursework material (quizzes, assignments, homework, projects) upload to course QA- System: ● Assessment sheet ● Assessment answers/ rubric sheet	

	<ul style="list-style-type: none"> <li>• Copies of marked student samples of the Coursework (High mark, average, and low mark)</li> </ul>	
<b>21-27/12/2017</b>	Distribute CAS** link to students	Course Coordinator
<b>27/12/2017</b>	Deadline for CAS** results on course QA-System	Course Coordinator
<b>28/12/2017 – 13/1/2018</b>	Final Exams period	
<b>16/1/2018</b>	Deadline for Final exam material* upload to course QA- System	Course coordinator
<b>20/1/2018</b>	Deadline for Course Assessment on the course QA- System	Course coordinator
<b>21-25/1/2018</b>	Course Portfolio Evaluation and approval (Evaluate-Feedback-Moderate)	CIT-QA

**\*Exam material**

- Exam sheet, questions mapped with CLOs
- key answers sheet,
- copies of marked student samples of the Exam (High mark, average, and low mark)

**\*\*CAS: Course assessment by students**