



# Course Quality Assurance Calendar

College of Computer & Information Technology

First Semester 2018/2019

*"We excel to promote IT education"*

Date	Action	Responsible
23/09/2018	Beginning of First Semester	
23/9/2018 – 30/9/2018	Department QA Planning 1. Form QA Group 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
23/9/2018 – 30/9/2018	Courses syllabi review and modification (if any)	QA Focus Groups
30/9/2018	Courses syllabi approval	Department council
1-4/10/2018	Courses syllabi are available to students on e-learning	Course coordinator
20/10 – 3/11/2018	First Exam Period	
17/11/2018	Deadline for 1st exam material* upload to course QA- System	Course coordinator
11-22/11/2018	Midterm exam period	
6/12/2018	Deadline for Midterm exam material* upload to course QA- System	Course coordinator
24/11-8/12/2018	Second Exam period	
22/12/2018	Deadline for 2nd exam material* upload to course QA- system	Course coordinator
22/12/2018	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 <b>marked</b> student samples of the Coursework (High mark, average, and low mark)</li> </ul>	
<b>22-27/12/2018</b>	Inform students to fill CAS** on students services under “Course Assessment”	Course Coordinator
<b>27/12/2018</b>	Deadline for CAS** results on course QA-System	Course Coordinator
<b>29/12/2018– 10/1/2019</b>	Final Exams period	
<b>17/1/2019</b>	Deadline for Final exam material* upload to course QA- System	Course coordinator
<b>17/1/2019</b>	Deadline for Course Assessment on the course QA- System	Course coordinator
<b>20/1-3/2/2019</b>	Course Portfolio Evaluation and approval (Evaluate-Feedback-Moderate)	CIT-QA

\*Exam material

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

\*\*CAS: Course assessment by students