



Course Quality Assurance Calendar

College of Computer & Information Technology

First Semester 2019/2020

"We excel to promote IT education"

Date	Action	Responsible
22/09/2019	Beginning of First Semester	
22/9/2019 – 30/9/2019	Department QA Planning 1. Form QA Group (ABET, IET) 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
22/9/2019 – 25/9/2019	Courses syllabi review and modification (if any) on the course QA- System	QA Focus Groups/ Department Chair
25/9/2019	Courses syllabi approval	QA Group/ Department council
26-30/9/2019	Courses syllabi are available to students on e-learning	Course coordinator
19/10 – 2/11/2019	First Exam Period	
15/11/2019	Deadline for 1st exam material* upload to course QA- System	Course coordinator
10-21/11/2019	Midterm exam period	
4/12/2019	Deadline for Midterm exam material* upload to course QA- System	Course coordinator
23/11-7/12/2019	Second Exam period	
21/12/2019	Deadline for 2nd exam material* upload to course QA- system	Course coordinator
21/12/2019	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"> • Copies of marked student samples of the Coursework (High mark, average, and low mark) 	
22-26/12/2019	Inform students to fill CAS** on students services under “Course Assessment”	Course Coordinator
29/12/2019	Deadline for CAS** results on course QA-System	Course Coordinator
4/1/2020– 18/1/2020	Final Exams period	
25/1/2020	Deadline for Final exam material* upload to course QA- System	Course coordinator
25/1/2020	Deadline for Course Assessment on the course QA- System	Course coordinator
27/1-3/2/2020	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