



Course Quality Assurance Calendar

College of Computer & Information Technology

Second Semester 2019/2020

"We excel to promote IT education"

Date	Action	Responsible
2/02/2020	Beginning of Second Semester	
2/2/2020 – 6/2/2020	Department QA Planning 1. Revise (if needed) QA(Control) Group on the course QA-system. 2. Revise (if needed) Focus Groups on the course QA- system. 3. Add Courses Coordinators names in the registration system.	Department chair
2/2/2020 –5/2/2020	Courses syllabi review and modification (if any).	QA Focus Groups
5/2/2020	Courses syllabi approval	QA(Control) Group and Department council
6/2/2020	Courses syllabi modification (if needed) on the course QA- system	Department chair/ Course Coordinator
6/2/2020	Deadline for Focus groups, Control Group recommendations of the 1st semester on the course QA- System	Focus Group leader, Department chair
9-14/2/2020	Courses syllabi are available to students on e-learning	Course coordinator
29/2 – 14/3/2020	First Exam Period	
22/3/2020	Deadline for 1st exam material* upload to course QA- System	Course coordinator
22/3-2/4/2020	Midterm exam period	
12/4/2020	Deadline for Midterm exam material* upload to course QA- System	Course coordinator
4/4-18/4/2020	Second Exam period	

30/4/2020	Deadline for 2nd exam material* upload to course QA- system	Course coordinator
3/5-7/5/2020	Inform students to fill CAS** on students' services under "Course Assessment"	Course Coordinator
9/5/2020	Deadline for CAS** results on course QA-System	Course Coordinator
9/5/2020	Deadline for Coursework material (quizzes, assignments, homework, projects) upload to course QA- System: <ul style="list-style-type: none"> ● Assessment sheet ● Assessment answers/ rubric sheet ● Copies of marked student samples of the Coursework (High mark, average, and low mark) 	
16/5/2020– 2/6/2020	Final Exams period	
10/6/2020	Deadline for Final exam material* upload to course QA- System	Course coordinator
10/6/2020	Deadline for Course Assessment on the course QA- System	Course coordinator
14/6-18/6/2020	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