



Course Quality Assurance Calendar

College of Computer & Information Technology

First Semester 2021/2022

"We excel to promote IT education"

Date	Action	Responsible
3/10/2021	Beginning of First Semester	
3/10/2021 – 7/10/2021	Department QA Planning <ol style="list-style-type: none"> 1. Revise (if needed) Focus Groups on the course QA- system. 2. Revise (if needed) QA(Control) Group on the course QA- system. 3. Add Courses Coordinators names in the registration system. 	Department chair
7/10/2021 –11/10/2021	Courses syllabi review and modification (if any).	QA Focus Groups
11/10/2021	Courses syllabi approval	QA(Control) Group and Department council
11/10/2021	Courses syllabi modification (if needed) on the course QA- system	Department chair/ Course Coordinator
12-14/10/2021	Courses syllabi are available to students on E-Learning	Course coordinator
6/11-25/12/2021	Midterm exam period	
30/12/2021	Deadline for Midterm exam material* upload to course QA- System	Course coordinator
12/01-20/01/2022	Inform students to fill CAS** on students' services under "Course Assessment"	Course Coordinator
22/01/2022	Deadline for CAS** results on course QA- System	Course Coordinator
22/01/2022	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) 	
22/01/2022–05/02/2022	Final Exams period	
08/02/2022	Deadline for Final exam material* upload to course QA- System	Course coordinator
08/02/2022	Deadline for Course Assessment on the course QA- System	Course coordinator
10/02/2022	Deadline for Focus groups, Control Group recommendations of the 1st semester 2020/2021 on the course QA- System	Focus Group leader, Department chair
13/02-17/02/2022	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**