



# Course Quality Assurance Calendar

College of Computer & Information Technology

First Semester 2022/2023

*"We excel to promote IT education"*

| Date                  | Action   | Responsible                              |
|-----------------------|--|--|
| 2/10/2022             | Beginning of Academic semester for faculty members   |  |
| 2/10/2022 – 6/10/2022 | Department QA Planning <ol style="list-style-type: none"> <li>1. Revise (if needed) Focus Groups on the course QA- system.</li> <li>2. Add courses assigned to each Focus Group on the course QA-System.</li> <li>3. Revise (if needed) QA(Control) Group on the course QA-system.</li> <li>4. Add Courses Coordinators names in the registration system.</li> </ol> | Department chair                         |
| 6/10/2022 –9/10/2022  | Courses syllabi review and modification (if any).  | QA Focus Groups                          |
| 9/10/2022             | Courses syllabi approval   | QA(Control) Group and Department council |
| 10/10/2022            | Courses syllabi modification (if needed) on the course QA- system  | Department chair/ Course Coordinator     |
| 10-13/10/2022         | Courses syllabi are available to students on E-Learning  | Course coordinator and Instructors       |
| 05-19/11/2022         | First Examination Period   |  |
| 22/11/2022            | Deadline for First Exam material* upload to course QA- System  | Course coordinator                       |
| 27/11-8/12/2022       | Midterm exam period  |  |
| 11/12/2022            | Deadline for Midterm Exam material* upload to course QA- System  | Course coordinator                       |
| 10-24/12/2022         | Second Examination Period  |  |

|                              |   |                                      |
|------------------------------|---|--------------------------------------|
| <b>27/12/2022</b>            | Deadline for Second Exam material* upload to course QA- System  | Course coordinator                   |
| <b>14-19/1/2023</b>          | Period of Practical Final Exams   |                                      |
| <b>14-19/1/2023</b>          | Inform students to fill CAS** on students' services under "Course Assessment"   | Course Coordinator and Instructors   |
| <b>22/01/2023</b>            | Deadline for CAS** results on course QA- System   | Course Coordinator                   |
| <b>22/01/2023</b>            | Deadline for Coursework material (quizzes, assignments, homework, projects) upload to course QA- System: <ul style="list-style-type: none"> <li>● Assessment sheet</li> <li>● Assessment answers/ rubric sheet</li> <li>● Copies of <b>marked</b> student samples of the Coursework (High mark, average, and low mark)</li> </ul> | Course Coordinator                   |
| <b>21/01/2023–04/02/2023</b> | Final Exams period  |                                      |
| <b>07/02/2023</b>            | Deadline for Final exam material* upload to course QA- System   | Course coordinator                   |
| <b>08/02/2023</b>            | Deadline for Course Assessment on the course QA- System   | Course coordinator                   |
| <b>10/02/2023</b>            | Deadline for Focus groups, Control Group recommendations of the 1st semester 2020/2021 on the course QA- System   | Focus Group leader, Department chair |
| <b>13/02-17/02/2023</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