



Course Quality Assurance Calendar

College of Computer & Information Technology

First Semester 2023/2024

"We excel to promote IT education."

Date	Action	Responsible
1/10/2023	Beginning of Academic semester for faculty members	
1/10/2023 – 4/10/2023	Department QA Planning <ol style="list-style-type: none"> 1. Add Courses Coordinators names in the registration system. 2. Revise (if needed) Focus Groups on the course QA- system. 3. Add courses assigned to each Focus Group on the course QA-System. 4. Form the NQF Committees. 5. Revise (if needed) QA(Control) Group on the course QA-system. 	Department chair
5/10/2023 –8/10/2023	Courses syllabi review and modification (if any).	QA Focus Groups
8/10/2023	Beginning of classes	
8/10/2023	Courses syllabi approval	QA(Control) Group and Department council
9/10/2023	Courses syllabi modification (if needed) on the course QA- system	Department chair/ Course Coordinator
10-12/10/2023	Courses syllabi are available to students on E-Learning	Course coordinator and Instructors
04-18/11/2023	First Examination Period	
22/11/2023	Deadline for First Exam material* upload to course QA- System	Course coordinator
22/11-7/12/2023	Midterm exam period	

10/12/2023	Deadline for Midterm Exam material* upload to course QA- System	Course coordinator
9-23/12/2023	Second Examination Period	
26/12/2023	Deadline for Second Exam material* upload to course QA- System	Course coordinator
13-18/1/2024	Period of Practical Final Exams	
13-18/1/2024	Inform students to fill CAS** on students' services under "Course Assessment"	Course Coordinator and Instructors
19/01/2024	Deadline for CAS** results on course QA-System	Course Coordinator
19/01/2024	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) 	Course Coordinator
20/01/2024–5/02/2024	Final Exams period	
6/02/2024	Deadline for Final exam material* upload to course QA- System	Course coordinator
7/02/2024	Deadline for Course Assessment on the course QA- System	Course coordinator
8/02/2024	Deadline for Focus groups, Control Group recommendations of the 1st semester 2020/2021 on the course QA- System	Focus Group leader, Department chair
11/02-14/02/2024	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.