



# Course Quality Assurance Calendar

College of Computer & Information Technology

First Semester 2024/2025

*"We excel to promote IT education."*

Date	Action	Responsible
29/9/2024	Beginning of Academic semester for faculty members	
2/10/2024– 6/10/2024	Department QA Planning <ol style="list-style-type: none"> <li>1. Add the names of course coordinators in the registration system.</li> <li>2. Revise (if needed) the focus groups in the course QA system.</li> <li>3. Add courses assigned to each focus group in the course QA System.</li> <li>4. Revise (if needed) the QA (control) group in the course QA system.</li> </ol>	Department chair
6/10/2024 –8/10/2024	Courses syllabi review and modification (if any).	QA Focus Groups
6/10/2024	Beginning of classes	
8/10/2024	Courses syllabi approval	QA(Control) Group and Department council
8/10/2024	Courses syllabi modification (if needed) on the course QA- system	Department chair/ Course Coordinator
8-12/10/2024	Courses syllabi are available to students on E-Learning	Course coordinator and Instructors
2-16/11/2024	First Examination Period	
19/11/2024	Deadline for First Exam material* upload to course QA- System	Course coordinator
23/11-5/12/2024	Midterm exam period	

8/12/2024	Deadline for Midterm Exam material* upload to course QA- System	Course coordinator
7-21/12/2024	Second Examination Period	
24/12/2024	Deadline for Second Exam material* upload to course QA- System	Course coordinator
4-9/1/2025	Period of Practical Final Exams	
4-9/1/2025	Inform students to fill CAS** on students' services under "Course Assessment"	Course Coordinator and Instructors
11/1/2025	Deadline for CAS** results on course QA- System	Course Coordinator
11/1/2025	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
11/1/2025–25/1/2025	Final Exams period	
26/1/2025	Deadline for Final exam material* upload to course QA- System	Course coordinator
26/1/2025	Deadline for Course Assessment on the course QA- System	Course coordinator
28/1/2025	Deadline for Focus groups, Control Group recommendations of the 1st semester 2020/2021 on the course QA- System	Focus Group leader, Department chair
29/1-4/2/2025	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.