



Course Quality Assurance Calendar

College of Computer & Information Technology

Second Semester 2022/2023

"We excel to promote IT education."

Date	Action	Responsible
19/2/2023	Beginning of Academic semester for faculty members	
19/2/2023 – 22/2/2023	Department QA Planning <ol style="list-style-type: none"> 1. Revise (if needed) Focus Groups on the course QA- system. 2. Add courses assigned to each Focus Group on the course QA-System. 3. Revise (if needed) QA(Control) Group on the course QA-system. 4. Add Courses Coordinators names in the registration system. 	Department chair
23/2/2023 –26/2/2023	Courses syllabi review and modification (if any).	QA Focus Groups
27/2/2023	Courses syllabi approval	QA(Control) Group and Department council
27/2/2023	Courses syllabi modification (if needed) on the course QA- system	Department chair/ Course Coordinator
27/2-2/3/2023	Courses syllabi are available to students on E-Learning	Course coordinator and Instructors
25/3-8/4/2023	First Examination Period	
12/4/2023	Deadline for First Exam material* upload to course QA- System	Course coordinator
13/4-30/4/2023	Midterm exam period	
4/5/2023	Deadline for Midterm Exam material* upload to course QA- System	Course coordinator
2-16/5/2023	Second Examination Period	

21/5/2023	Deadline for Second Exam material* upload to course QA- System	Course coordinator
3-8/6/2023	Period of Practical Final Exams	
4-8/6/2023	Inform students to fill CAS** on students' services under "Course Assessment"	Course Coordinator and Instructors
10/6/2023	Deadline for CAS** results on course QA- System	Course Coordinator
8/6/2023	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
10– 24/6/2023	Final Exams period	
26/6/2023	Deadline for Final exam material* upload to course QA- System	Course coordinator
26/6/2023	Deadline for Course Assessment on the course QA- System	Course coordinator
4/7/2023	Deadline for Focus groups, Control Group recommendations of the 1st semester 2020/2021 on the course QA- System	Focus Group leader, Department chair
5-11/7/2023	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.