



# Course Quality Assurance Calendar

College of Computer & Information Technology

Second Semester 2024/2025

*"We excel to promote IT education."*

Date	Action	Responsible
<b>Sunday 2025/02/16</b>	Beginning of Academic semester for faculty members	
<b>16/2/2025 – 18/2/2025</b>	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
<b>19/2/2025 –20/2/2025</b>	Courses syllabi review and modification (if any).	QA Focus Groups
<b>20/2/2025</b>	Courses syllabi approval	QA(Control) Group and Department council
<b>20/2/2025</b>	Courses syllabi modification (if needed) on the course QA- system	Department chair/ Course Coordinator
<b>Sunday 2025/02/23</b>	Beginning of classes	
<b>23/2-27/2/2025</b>	Courses syllabi are available to students on E-Learning	Course coordinator and Instructors
<b>22/3-7/4/2025</b>	First Examination Period	
<b>9/4/2025</b>	Deadline for First Exam material* upload to course QA- System	Course coordinator
<b>13/4-24/4/2025</b>	Midterm exam period	

<b>26/4/2025</b>	Deadline for Midterm Exam material* upload to course QA- System	Course coordinator
<b>26/4-10/5/2025</b>	Second Examination Period	
<b>12/5/2025</b>	Deadline for Second Exam material* upload to course QA- System	Course coordinator
<b>17/5-21/5/2025</b>	Period of Practical Final Exams	
<b>15/5-22/5/2025</b>	Inform students to fill CAS** on students' services under "Course Assessment"	Course Coordinator and Instructors
<b>25/5/2025</b>	Deadline for CAS** results on course QA-System	Course Coordinator
<b>25/5/2025</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>28/5– 12/6/2025</b>	Final Exams period	
<b>15/6/2025</b>	Deadline for Final exam material* upload to course QA- System	Course coordinator
<b>17/6/2025</b>	Deadline for Course Assessment on the course QA- System	Course coordinator
<b>19/6/2025</b>	Deadline for Focus groups, Control Group recommendations for the 1st semester 2020/2021 on the course QA- System	Focus Group leader, Department chair
<b>22-26/6/2025</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.