

Coordinators' Agenda

- First Semester

- **Modules' coordinators performs the following tasks:**

1. Holds a meeting with teachers of the same subject, for these purposes:
 - a- To review the module's description, its goals and educational outputs for the purpose of development and modernization.
 - b- Define the topics to be taught in the course and its general features.
 - c- Determine the assigned book for the course.
 - d- Determine research topics that will be required from students.
 - e- Determine assignments and exercises, which are required from students.
 - f- Prepare the syllabus, and distribute it to students during the first week of the term
2. Prepare the Modules' file, so as to keep documents particular to the course, provided that the files' readiness will be followed up by the Quality Committee during the weeks of the academic term.

Ninth Week

Modules' coordinators provides the Exams Committee with the following:

1. A copy of the first exam questions.
2. Sample answer, and scores' distribution.
3. Sample of student corrected answers sheet, which should not exceed 10% of the total papers. These are then delivered to the Exams Committee, which forwards them to the external examiners.

Fourteenth Week

Modules' coordinator provides the Exams Committee with the following:

1. A copy of the second exam questions.
2. Sample answer, and score distribution.
3. Sample of students' corrected answers, which should not exceed 10% of the total papers. These are then delivered to the examination committee, which forwards them to the internal examiners

Fifteenth Week

Modules' coordinator in cooperation with the teachers of the same subject prepares the final exam questions, delivers them to the examinations committee, which forwards them to the internal examiner. The examination committee returns these questions along with the internal examiners report to the coordinators, who take note of the examiner's remarks.

During the coming two weeks the following matters should be observed:

- A. Each module coordinator provides the examination committee with the following items:
 1. Copy of questions of the final exams.
 2. Sample answer and score distribution.

3. Corrected students' answers that should not exceed 10% of all corrected papers.
- B. Each module coordinator will adhere to the following:
 1. Ensure the readiness of the subject file which he coordinates, and make sure this file contains all the required documents
 2. Deliver the whole file to the Quality Committee.