

IMPLEMENTATION SCHEDULE OF OBE FAST SEMESTER II SESSION 2020/2021

WEEK	DATE	ACTIVITIES	ACTION BY
Before the semester begins	04/03/2021	Prepare and submit the RPP-04 and Course Assessment Plan workshop	OBE committee, course coordinator and lecturer
	04/03/2021	Submit the RPP-04 and Course Assessment Plan	
M1	21/03/2021-25/03/2021	Explain the OBE information to students	Course coordinator and lecturer
M2	28/03/2021-01/04/2021	Course coordinator key-in the information of course assessment in the SAS system, TCIS.	Course coordinator and lecturer
M3	04/04/2021-08/04/2021	Monitor the course assessment information in the SAS system	OBE committee and Head of Program
M3	04/04/2021-08/04/2021	Distribute reminder to the course coordinator and lecturer on implementation of Assessment 1 and final examination questions preparation using predefined format.	OBE committee and Head of Department
M4	11/04/2021-15/04/2021	Prepare the final examination questions by using the predefined format.	Course coordinator and lecturer
M4	11/04/2021-15/04/2021	Implement vetting of Assessment 1 questions	Course coordinator and lecturer
M5-M7	18/04/2021-06/05/2021	Implement Assessment 1	Course coordinator and lecturer
		Distribute PEO market survey to alumni and employer	OBE committee and Head of Program
M8-M9	09/05/2021-20/05/2021	Key-in and monitor the Assessment 1 marks in the SAS system for withdrawal purpose.	Head of Department and Head of Program (assisted by OBE committee)
M10	23/05/2021-27/05/2021	Prepare CQI report of Assessment 1	Course coordinator and lecturer
M11	30/05/2021-03/06/2021	Distribute reminder of implementation of Assessment 2 and vetting of Assessment 2 questions to the course coordinator/lecturer.	Head of Department
M12-M15	06/06/2021-01/07/2021	Implement Assessment 2	Course coordinator and lecturer
M16	04/07/2021-08/07/2021	Key-in and monitor the Assessment 2 marks and total marks (courses with no final examination) in the SAS system.	Head of Department and Head of Program (assisted by OBE committee)
M16	04/07/2021-08/07/2021	Prepare CQI report of Assessment 2 / Revision week	Course coordinator and lecturer
M17-M19	11/07/2021-29/07/2021	Final examination	Course coordinator and lecturer
M19	25/07/2021-29/07/2021	Distribute student and parents market survey to students (BWC, BWD and BWW programs)	OBE committee and Head of Program
4 weeks from final examination begins		Continuously monitor the key-in of final marks in the SAS system	Head of Department/ Head of Program, OBE committee and Documentation committee

Before the JK Examiner meeting		Submit the final marks report, CLO achievement, CQI report and weak/failed student form for the current semester to Academic Unit.	Course coordinator and lecturer
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