

IMPLEMENTATION SCHEDULE OF OBE FAST SEMESTER I SESSION 2021/2022

WEEK	DATE	ACTIVITIES	ACTION BY
Before the semester begins	03/03/2022	Prepare and submit the RPP-04 and Course Assessment Plan workshop	OBE committee, course coordinator and lecturer
	03/03/2022	Submit the RPP-04 and Course Assessment Plan	
W1	20/03/2022-24/03/2022	Explain the OBE information to students on Week 1.	Course coordinator and lecturer
W2	27/03/2022-31/03/2022	Course coordinator key-in the information of course assessment in the SAS system, TCIS.	Course coordinator and lecturer
W3	03/04/2022-07/04/2022	Monitor the course assessment information in the SAS system	OBE committee and Head of Program
W3	03/04/2022-07/04/2022	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
W4	10/04/2022-14/04/2022	Prepare the final examination questions by using the predefined format.	Course coordinator and lecturer
W4	10/04/2022-14/04/2022	Implement vetting of Assessment 1 questions and final examination questions on Week 4	Course coordinator and lecturer
W5-W7	17/04/2022-28/04/2022	Implement Assessment 1	Course coordinator and lecturer
		Distribute PEO market survey to alumni and employer	OBE committee and Head of Program
W8-W9	08/05/2022-19/05/2022	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)
W10	22/05/2022-26/05/2022	Prepare CQI report of Assessment 1	Course coordinator and lecturer
W11	29/05/2022-02/06/2022	Distribute reminder of implementation of Assessment 2 and vetting of Assessment 2 questions to the course coordinator/lecturer.	Head of Department
W12-W15	05/06/2022-30/06/2022	Implement Assessment 2	Course coordinator and lecturer
W16	03/07/2022-07/07/2022	Key-in and monitor the coursework marks and total marks (no final examination) in the SAS system by the course coordinator/lecturer	Head of Department and Head of Program (assisted by OBE committee)
W16	03/07/2022-07/07/2022	Prepare CQI report of Assessment 2 / Revision week/ Distribute the student market surveys to students (BWA and BWQ programs)	Course coordinator and lecturer
W17-W19	10/07/2022-28/07/2022	Final examination	Course coordinator and lecturer
W19	24/07/2022-28/07/2022	Distribute student 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