1. Management Agenda ➔ see 13th week Management Gantt Chart

13th week ➔ (3/01/10 to 7/01/10) -- See Management Gantt chart

- Each lecturer must provide (soft + Hard) the DQAO with:
  - The Second Exam Report (use Exam report form)
  - The Second Exam paper + Marking scheme
  - A sample of 10% of corrected students answers papers

- Each lecturer must inform tutors of students of their difficulties for advising and guidance (use the appropriated form).

- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

2. Monitoring Agenda
   (not applicable)