1. Management Agenda → see 6th week Management Gantt Chart

6th week → (15/11/09 to 19/11/09) -- See Management Gantt chart

- Each lecturer (for single module classroom) or group of lecturers (for multiple module classrooms) must prepare the first exam paper, to be moderated by the respective Internal Examiner.
- Each Peer Reviewer must provide the DQMC with a Peer Review Report (use Peer review form) for each reviewed staff member (and a copy should be sent to the concerned lecturer).
- DQAO reports to the department Council
- The DQAO submits the week report to the FQAO

2. Monitoring Agenda