

Bismih Ta'ala

13 Shawwaal 1429
13 October 2008

Most Respected Mu'allim/ah

Assalaamu alaykum wa rahmatullahi wa barakaatuhu

It is our fervent dua that you be well and earnestly engaged in the imparting of Deeni knowledge to the children of the Ummah. May Allah ﷻ accept your sacrifices and crown your efforts with success. *Aameen*.

Alhamdulillah, we have now commenced the final term of the year and soon the final examinations will commence. The syllabus for all the kitaabs should be completed well in advance and revision of all subjects should commence immediately thereafter.

Kindly inform all the children of the examination dates. Please hand out the examination roster to all the children and ensure that they inform their parents as well.

Please take note of the following:

1. All examinations on Saturdays will commence at 08h45.
2. There will be no exams in Fiqh, Aqaa'id and History for grades 1 and 2. (Those Mu'allim/ahs wishing to do an internal exam with their children may do so.)
3. Grade **three** onwards will have written papers in all subjects besides Quraan, Surahs, Duas and Hadith.
4. Pupils must be informed of the extent of work to study in each subject.
5. Each FIQH paper (from grades 3 to 7) will compulsorily contain the following questions:
 - a) Faraaidh of wudhu
 - b) Faraaidh of ghusal
 - c) Conditions of salaah
6. Quraan, Surahs, Duas and Hadith will be tested by external examiners.
7. When testing the Qur'aan and Surahs, 5 marks will be deducted for the incorrect recitation of ta'awwuz and tasmiyyah. Thereafter marks will also deducted for incorrect pronunciation of special letters, harakaat, open and closed letters, rules of waqf and fluency.
8. In the Hadith syllabus the grades one, two and three pupils will be tested on the Arabic wording of the Hadith and the translation only. The grade 4 -7 pupils will also be tested a few points from the lessons learnt from the Hadith. No pupils will be tested the stories.
9. Most emphasis will be placed on daily duas such as eating, sleeping, toilet, wudhu, salaah duas and the kalimahs. Pupils will also be tested on duas done for that year.
10. Pupils who are absent for the exams will not be given any mark. An 'A' circled in red in the report will indicate that the pupil was absent.
11. Written examinations will be conducted by examining one subject per day. This is to prevent stress from school exams which are conducted in the same period.
12. The pupils of the different Makaatib attend different schools, hence we cannot cater to be different in exam dating in relation to every school.
13. When required, teachers will be made to conduct the examination of another class or to do the invigilation of examinations of your class or any other class.
14. The marks for the Quraan, Surahs, Duas, Hadith and the written papers (class 3 upwards) must be entered into the Blue Mark Schedules / Sheets. Please triple check to see that all additions, totals, percentages and averages are correctly calculated. The class teacher is responsible for correct calculations. This form must be filled in and sent to the office for record keeping.

15. Draw up a revision programme for the pupils so that the necessary work can be revised. If it is possible, contact the parents to assist the pupil in the revision.
16. Have the names of the children written down in the mark sheet prior to the exams.
17. Encourage the baaligh girls to wear purdah and attend madrasah, especially for the examination.
18. Those girls who are in their menses should be indicated with a star (*) on the mark sheet. They should not be embarrassed in front of the entire class.
19. There will be no examination for pre-school pupils. However an assessment of the pupils should be conducted by the class teacher and the appropriate symbols should be filled into the report.
20. Ensure that all pupils are present at the Madrasah at least 10 minutes before the examination commences.
- 21. Have the progress cards for each pupil filled in and ready for the examiner.**
22. A mark out 50 will be given for the attendance of each pupil. A guide on how to work this out is at the back of the blue form. The formula to work out this mark is as follows.
e.g. There are 150 Madrasah days from the beginning of the year upto the end of the second term. Zaid stayed absent for 5 days i.e. he was present for 145 days. Divide the number of days he was present by the total number of Madrasah day's i.e. 145 days divided by 150 days = 0.96. Now divide 96 in half = 48. This mark (48) will be added into the report for the pupil's attendance.

Please take note of the dates for the written examinations.

Aqaaid	25 / 11 / 2008	Tuesday
Fiqh	27 / 11 / 2008	Thursday
History	01 / 12 / 2008	Monday

The oral examinations of Qur'aan, surahs, duas, Hadeeth and practicals will take place on:

November 2008 Insha Allah.

Finally a humble appeal is made to all to please take a few minutes daily and make dua for the children in all the Makaatib. Please remember us in your duas as well. *Aameen*.

May Allah ﷻ reward us all abundantly in both the worlds. *Aameen*.

Was Salaam

I. Bayat