

## **Guidelines for Examinations**

1. Ensure that all pupils are present at the Madrasah at least 10 minutes before the examination commences.
2. Pupils must be informed of the extent of work to study in each subject. A circular must be sent out to the homes of the pupils and parents should be made to sign that they have received it.

### **QUR'AAN AND SURAHS:**

- 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 be deducted for incorrect pronunciation of special letters, *harakaat*, open and closed letters, rules of waqf and fluency.

**HADITH:** In the Hadith the grade 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.

**DUAS:** 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.

- 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.
- 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.
- The pupils of the different Makaatib attend different schools, hence we cannot cater to be different in exam dating in relation to every school.
- When required, Mu'allim/ahs will be made to conduct the examination of another class or to do the invigilation of examinations of their class or any other class.
- The marks for the Quraan, Surahs, Duas, Hadith and the written papers must be entered into the **Blue Mark Schedule**. Please triple check to see that all additions, totals, percentages and averages are correctly calculated. The class Mu'allim/ahs is responsible for correct calculations. This form must be filled in and sent to the office for record keeping.
- 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 pupils in the revision.
- Have the names of the pupils written down in the mark sheet prior to the exams in alphabetical order.
- Encourage the baaligh girls to wear purdah and attend madrasah, especially for the examination.
- 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.
- There will be no examination for pre-school pupils. However an assessment of the pre-school pupils should be conducted by the class teacher and the appropriate symbols should be filled into the report.
- Have the progress cards for each pupil filled in and ready for the examiner.
- Marks will be deducted in accordance to the criteria attached to the marksheet. Please take note of these points when doing revision with the pupils.
- 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.

Yassarnal Qur'aan Part 1 / Part 2 / Qur'aan	
Overall Grading for Qaidah / Qur'aan	
Recitation of <b>Ta'awwudh &amp; Tasmiyah</b>	<b>PART ONE</b>
Incorrect pronunciation of letters ( <b>Makhaarij</b> )	
Pupils cannot recognise <b>joint letters</b>	
Pupils cannot recognise <b>Harakaat</b>	
Lacking in <b>fluency</b>	
Incorrect pronunciation of <b>Close Letters</b>	<b>PART TWO</b>
Incorrect pronunciation of <b>Open Letters</b>	
Incorrect pronunciation of <b>Full Mouth Letters</b>	
Pupils cannot recognise <b>Sukoon / Jazam</b>	
Pupils are not pulling the <b>Huroof-e-Maddah</b>	
Pupils cannot recognise <b>Tanween</b>	
Weakness in the <b>Kahra-Zabar, Kahra-Zer &amp; Ulta-Pesh</b>	
Weakness in <b>Madd</b>	
Did not understand concept of <b>Silent Letters</b>	
Weakness in <b>Tashdeed</b>	
Did not understand the Rules of the letter <b>Laam</b> in the word <b>Allah</b>	<b>&amp;</b>
<b>Incorrect recitation of Huroof-e-Muqat'ta'aat</b>	
Cannot apply the Laws of <b>Qalb</b>	
Weakness found in the Rules of <b>Raa</b>	
Pupils cannot apply the rules of Stopping ( <b>Waqf</b> )	
Did not understand concept of <b>Noon-e-Qutni</b>	<b>QUR'AN</b>

Grading for Surahs	
Reading the Harakaat incorrectly	
Pronouncing the words incorrectly	
Memorization is weak	
Syllabus not covered	
Forgetting previous Suras	
Do not know previous Surahs	

Grading for Duas	
Reading the Harakaat incorrectly	
Pronouncing the words incorrectly	
Memorization is weak	
Syllabus not covered	
Forgetting previous duas	
Need a start for every dua	

Grading for Hadith	
Pronouncing the words incorrectly	
Memorization is weak	
Does not know the meaning	
Did not learn the <b>lessons of the Hadith</b>	
Syllabus not covered	
Forgetting previous Ahaadith	

### General Comments

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