

Guidelines for Examiners

INTENTION

The niyyat for the examinations should be as follows;

1. Ultimately for the pleasure of Allah Ta'ala.
2. Attaining sawaab from Allah Ta'ala
3. Engaging in Ibaadat of the eyes, ears and the whole body.
4. Due to the pressure of the examinations, children are forced to learn and as a result they will learn Deen. Whatever they will practice on, *Insha Allah* we will also reap the benefits of the rewards accrued therefrom.

Dua before taking exams

1. **Allahumma Khir li wakhtar li**
2. **Allahumma alhimni rushdi wa aizni min sharri nafsi**
3. **Allahumma inni asalukal aafiyah**

IMTIHAAN IS AN AMAANAT.

The Mumtahir is obliged to fulfill the rights of:-

- a. **The Maktab which expects an accurate standard of assessment.**
- b. **The pupil and his/her parents who are entitled to a fair and precise assessment by applying a standard set of criteria.**

BEFORE THE EXAMINATION:

1. The Mumtahir must be alert from commencement to conclusion of the recitation of the pupils because he is accountable for every mark awarded or deducted. This means that his full concentration must be given to the task of assessing.
2. The Mumtahir should ensure that the environment is conducive to the examinations.
3. Ensure that there will be no unnecessary disturbances.
4. The purpose of the examination is to conduct a general assessment of the children at the Maktab and gauge the overall progress. This can only be achieved if the child is put at ease so that he does not forget or have difficulty in answering due to fear. Therefore, it is necessary to say a few good words to the child before commencing the exams.
5. Have all requisites such as pen, paper, mark sheets, assessment sheets, etc. on hand **BEFORE** the examinations commence.
6. Try to ascertain the problems that the class teacher is faced with, before commencing the exam.
7. Before the Imtihaan, the Ameer should discuss the following with all the Mu'allim/a's regarding the higher grade girls:
 - a. Ensure that they don the Purdah before the exam commences.
 - b. Should any girl have her menses, an indication should be made on the mark sheet by means of a symbol (e.g. *).
 - c. Those having their menses will be examined in **all subjects** except Qur'aan and Surahs.

DURING THE EXAMINATION:

1. Remember that a Mumtahir can have an intimidating presence. The pupils will feel encouraged by a pleasant invitation to commence. It is also important not to peer at the learner as he/she recites. Do not frown or reprimand the child when a mistake is made. An encouraging remark on completion will calm the learner and allay the apprehensions of those awaiting their turn.
2. The Mumtahir should keep the syllabus breakdown (Pupil's Annual Progress Sheet) in front as a guideline, making sure that the child is tested in only that which is in the syllabus.
3. Test each child at least three surahs, duas, ahaadith etc. Test the child at least one aspect from the advanced syllabus if the child has done anything from the advanced syllabus.
4. When a pupil presents himself/herself for assessment, the Mumtahir should presume that he/she would score the maximum. Deduct the marks (one mark per mistake) according to the number of errors.

Note: An error is only penalized once. If, for example, the pupil errs twice in respect of the Laam of Allah, the error does not incur a double penalty.

5. Recording of errors should be done as discreetly as possible so that the pupils do not gain the impression that the Mumtahir is bent on finding fault.
6. The maximum mark for Qur'aan and surahs should be 47. No pupil should be given more than 47 in these 2 subjects unless their reading is exceptionally good.
7. As far as possible do not fail any student. However make a note in the "Examiners Report" as to who the weak pupils are and the point of weakness. If a pupil knows nothing at all give him / her the minimum mark which is 20. The marks should be allocated in the following manner:
21-30 – weak
31-40 – average
41-50 - good

AFTER THE EXAMINATION:

1. After filling in the marks please fill in the "Examiners Report" as well. This is very important for the office especially when sending the Maktab report to the respective committees.
2. All examiners should sit together at the Maktab after the exams and the Ameer of the jamaat should write a brief report on the Maktab and grade it accordingly. **ENSURE THAT ALL RECORDS ARE FORWARDED TO THE OFFICE A.S.A.P.**
3. Thereafter, before leaving the Maktab, inform the Muallim/ah of any common errors or major mistakes found, by writing the same on the rear of the mark sheet so that they can be rectified before the next term.
4. After the examinations, make a short dua for the children. e.g. May Allah Ta'ala keep you all firm on Deen. May He bless your'll with ikhlaas and istiqamat and may He accept all of you for the khidmat of His Deen, etc.

General Guidelines

All are requested to abide by the following:

1. An Ameer to be appointed for each team.
2. Upon arrival and prior to departure every Mumtahn should report to the Ameer or his appointed deputy.
3. Before commencing the Imtihaan, if possible and where applicable meet the committee members.
4. Mumtahineen must report to the Imtihaan venue at least 15 minutes prior to the Maktab commencement time.
5. Our conduct and behavior must constantly be exemplary towards the pupils, staff, committee members and parents.
6. Our behavior, particularly with the higher grade girls (grades 5 to 10) should be one of extreme caution especially in what we say to them.
7. If any girl has her menses then do not embarrass her, rather, very discreetly avoid taking her Imtihaan of Qur'aan and Surahs.
8. Embarrassment of any pupil in any way is unacceptable.
9. Avoid touching the pupils or even saying words such as "Darling", "Baby", etc. to any pupil (big or small), as this could be misinterpreted as abuse, as much as we may mean good.
10. Refrain from derogatory, negative and harsh remarks. Do not show disappointment or disgust at the performance of any kid no matter how weak.
11. During the Imtihaan if any pupil misbehaves in the class, call for the principal or class teacher. Do not take the law into your own hands.
12. As far as possible minimise the usage of the Cellular phones during Imtihaan.
13. Every Mumtahn should complete the relevant reports and hand it to the Ameer.
14. All required information must be duly completed. Remember to fill in your name on the "Examiners Report".
15. If the need arises for more than one Mumtahn to conduct the Imtihaan in one class then the subjects should not be divided between the various Mumtahineen. Two or more Mumtahineen MUST NOT conduct the Imtihaan in any one subject of any class.
16. All alterations which the Mumtahn makes in any document must be endorsed with his initials.
17. All remarks should be constructive, positive, prescriptive and relevant as to how the standard of Ta'lim could be further uplifted.
18. Before commencing the Imtihaan, liaison is vital with the class Muallim/a.
19. Avoid entering marks in such a way that the pupils become aware of the marks given.

20. The Mumtahir must at all times refrain from passing negative and derogatory remarks regarding the pupils, colleagues, management, parents, etc.
21. The overall class report should not be discussed with the pupils.
22. Where any pupil has to be complimented, this should be done positively, bearing in mind that the weaker ones are not discouraged as a result of such compliments.
23. **If a Mumtahir is unable to attend, then he must arrange for a substitute and also inform the office at least 2 days before the Imtihaan.**
24. In instances when the standard of Ta'lim needs improvement, the Mumtahir should highlight and suggest ways of improvement with the relevant Muallim/a.
25. The Mumtahir conducting the half-yearly Imtihaan of a specific class at a certain Maktab should as far as possible conduct the final Imtihaan of the same class, to ascertain the progress.
26. Mumtahineen should allot a mark to each pupil immediately after testing the same and NOT all at once at the end.
27. Symbols allotted should correlate with marks and remarks.

A—Excellent B—Good C—Average D—Weak E—Very weak

28. The allotting of a symbol should be determined by the performance of the majority of the class.
29. Do not rush through the Imtihaan. Taking the Imtihaan is an *Amaanat*.
30. Be WARM yet PROFESSIONAL in your approach to the pupils.
31. Every child in the class has to be examined.
32. A mark should NOT be allotted to a pupil who has not been examined.
33. On completion of the Imtihaan, the Ameer of each group should ensure that the "Examiners Report" of his jamaat reaches the Ta'limi Board Offices in Isipingo Beach as soon as possible. (Preferably the day of the Imtihaan).
34. Imtihaan should be conducted bearing in mind the Socio/Economic Conditions prevalent in the area.
35. The Mumtahir should explain to the pupils as to his method of testing and also how the marks are to be given.
36. Do not base your assessment on the pupil's first attempt, most pupils are normally nervous.
37. Avoid asking the pupil any ambiguous question as this puts him on an immediate disadvantage. The questions should be to the point.