

REPORT WRITING GUIDELINES

1. Marksheet

Oral Exams - Mark Sheet												
Name of Maktab:		Name of Mu'allim/ah:				Grade/s:		Date:				
No.	Pupils' Names	Y.Q. P 1		Y.Q. Part 2 QUR'AN/QAIDAHA				SPECIAL LETTERS				
		Y.Q. P 1	Y.Q. P 1	Q1	Q2	Q3	Q4	G1	G2	G3	G4	Total - 50
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
Comments:											EXAMINER'S NAME:	
											Signature:	

- Kindly ensure Names are filled in.
- Have the progress cards for each pupil filled and ready.
- Those girls who are in their menses should be indicated with a star (*)
- Pupils who are absent for the exams will not be given any mark.

2. Mark Schedule

Examination Mark Schedule											
		Half yearly			Final						
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
Madrasah:											
Mu'allim/ah:											
Grade: _____ Year: _____											
No.	Name of Pupil	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											

- Ensure names are listed in order as per Marksheet.
- Verify marks before inking them into the mark column.
- Return to supervisor, principal or Office.

3. Report Writing Strategies

- It's time consuming and a stressful task
- No one knows your student better than you
- It's an "ART". Summing up a human being!
- Inform parents of their child's achievement
- Ease of understanding

4. The Report

JAMIATUL ULAMA (KZN)
TA'LIMI BOARD

MADRASAH REPORT

Madrasah : _____
Muallim/ah : _____

HALF-YEAR / FINAL

Name of Pupil: _____
Grade : _____ No. in Grade : _____

Position

- Official Document - Only use a Black pen
- Spell the child's name correctly
No mistakes or "tipex"
- Legible Handwriting - Write neat and clear

- Check Marks & Totals
- Absent in mark column - Learners who were absent for the exams. An 'A' circled in red in the Report will indicate that the pupil was absent.
- Attendance Mark - Refer to guide.
- Seek assistance if you are unable to write neatly.

SUBJECTS	PUPIL'S MARK	MAX. MARK
Qaidah / Qur'aan		50
Surahs		50
Duas		50
Hadith and Akhlaaq		50
Fiqh		50
Aqaa'id		50
History		50
Practical		50
Sunnats		50
T. Banaat/ Shabaab		50
Attendance		50
TOTAL		

Number of Madrasah Days :	_____
Number of Madrasah days absent :	_____
Conduct :	_____ _____ _____
Attendance:	_____
General Remarks :	_____ _____ _____
Muallim/a 's : Signature :	_____
Principal's Signature :	_____
Parent's Signature :	_____
Madrasah Re-opens :	_____

- A report card helps parents understand where their child is growing or struggling as a student of Deen.
- The valuable information you provide can help parents address any challenges their child maybe facing.
- A tool to praise a child's accomplishments and hard work or encourage an underachiever.
- Remarks must correlate with the marks.

5. Guide for Remarks

<p>JAMIATUL ULAMA (KZN) TA'LIM I BOARD</p> <p>GUIDES ON GENERAL REMARKS FOR PUPIL'S REPORT</p> <p><u>ATTENDANCE:</u></p> <ol style="list-style-type: none"> 1. Has been regular and punctual to madrasah. 2. Stays away for trivial matters. 3. Poor attendance has retarded progress. 4. Has been known to play truant. 5. Is often late to madrasah. 6. Has never been late to madrasah. 7. Is always on time at madrasah. <p><u>NEATNESS:</u></p> <ol style="list-style-type: none"> 1. Takes pride in dressing neatly. 2. Always neat in appearance. 3. Should pay more attention to neatness. 4. Always reminded to pay attention to neatness. 5. Should pay particular attention to his/her dressing. <p><u>CONDUCT:</u></p> <ol style="list-style-type: none"> 1. A very well behaved pupil. 2. One of the best behaved pupils in class. 3. A pupil who sets an excellent example. 4. Always courteous and obliging. 5. A pupil with pleasant manners. 6. Conduct has been consistently good. 7. A very obedient pupil. 8. There is room for improvement. 9. A disobedient pupil. 10. Carries out duties in a conscientious manner. 11. Has been sent to the principal more than once for misbehaviour. 	<p><u>GENERAL REMARKS:</u></p> <ol style="list-style-type: none"> 1. Hard working and enthusiastic. 2. Has produced very good results. 3. An industrious and painstaking pupil. 4. A diligent pupil. 5. Has given off his / her best at all times. 6. Has never shirked his / her duties. 7. Has made very little effort to improve. 8. A very consistent worker. 9. An inconsistent worker. 10. Takes a keen interest in his / her studies. 11. Can do better if he / she tries harder. 12. Is physically handicapped, and his / her studies has suffered as a result. 13. Has slackened considerably in his / her work. 14. Laziness and carelessness has affected / retarded progress. 15. Has made remarkable progress this year. 16. Has a very bright future. 17. An intelligent / average pupil. 18. Takes a keen interest in all madrasah activities. 19. Capable of better work. 20. Has made steady progress. 21. Should pay more attention to his / her work. 22. Will have to work harder next term / year in order to produce better results. 23. Has worked satisfactorily. 24. Must devote more time to reading. 25. Greater effort is needed for success. 26. (If weak with all his work) - He has not coped with all his work or he was unable to cope with the work in all subjects. 27. Must try harder. 28. Has not given off his / her best. 29. Has shown much interest in his / her work. 30. Outside interest has affected / retarded progress in madrasah work. 31. Has proved very helpful and useful to teachers and other pupils.
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