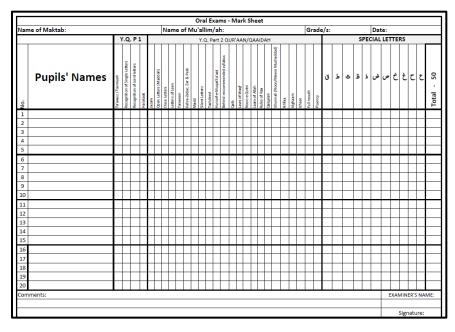
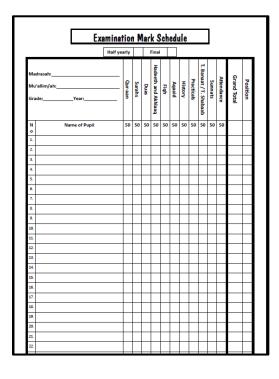
# REPORT WRITING GUIDELINES

## 1. Marksheet



- 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

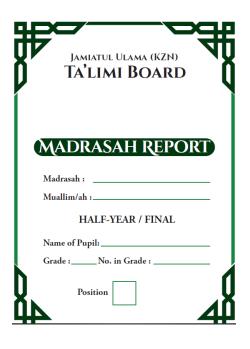


- Ensure names are listed in order as per Marksheet.
- Verify marks before inking them into the mark column.
- Return to supervisor, principal or Office.

## 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

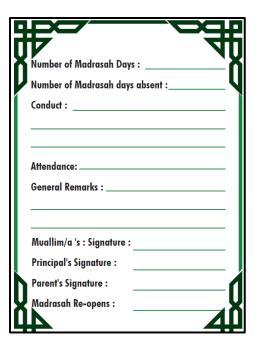
## 4. The Report



- 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
Aqaaid		50
History		50
Practical		50
Sunnats		50
T. Banaat/ Shabaab		50
Attendance		50
TOTAL		



- 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

#### JAMIATUL ULAMA (KZN) TA'LIM I BOARD

### GUIDES ON GENERAL REMARKS FOR PUPIL'S REPORT

#### ATTENDANCE:

- 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.
- Is often late to madrasah.
- 6. Has never been late to madrasah.
- 7. Is always on time at madrasah.

#### NEATNESS:

- 1. Takes pride in dressing neatly.
- 2. Always neat in appearance.
- Should pay more attention to neatness.
- 4. Always reminded to pay attention to neatness.
- 5. Should pay particular attention to his/her dressing.

#### CONDUCT:

- A very well behaved pupil.
- One of the best behaved pupils in class.
- 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.
- There is room for improvement.
- 9. A disobedient pupil.
- Carries out duties in a conscientious manner.
- Has been sent to the principal more than once for misbehaviour.

#### GENERAL REMARKS:

- Hard working and enthusiastic.
- Has produced very good results.
  An industrious and painstaking pupil.
- 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.
- An inconsistent worker.
  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.
- 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.
- (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.
- Outside interest has affected / retarded progress in madrasah work
- Has proved very helpful and useful to teachers and other pupils.