

UNITED ARAB EMIRATES  
MINISTRY OF EDUCATION



الإمارات العربية المتحدة  
وزارة التربية والتعليم



# Exam Administration Guide

## Academic Year 2018/2019



Assessment and Examination Directorate

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**Dear Principal,**

Your role in exams is very important, and is a key element in the success of the goals of the educational leadership, which is reflected through your vision in implementing and following up the procedures, and being keen to display a high quality work.

Exam administration provides a good opportunity for schools to improve their operations and develop their strategies through good administration, use of data, and useful interpretation of exam results.

In this regard, you need to organize work responsibilities, provide data, plan and follow up daily work and adopt a positive culture that reflects on your work team, students and parents.

We are and hopeful and optimistic to apply the Assessment Executive Guide to raise performance levels of the UAE youth.

## Assessment and Examination Policy

The assessment policy in the Ministry of Education for the academic year 2018/2019 addresses the following items:

### **1<sup>st</sup>. General Education (Public / Private Schools Applying the Ministry of Education Curriculum)**

1. The Performance Assessment System depends on the following types of assessment: (diagnostic, formative, summative) according to Grade and Cycle.
2. Grades 1 to 3 students sit a centrally-built diagnostic assessment in the following subjects: (Arabic, English and Mathematics).
3. Formative assessment shall be applied to all subjects in the three terms for Grades 1 to 12, having a weight of the student's total score, and shall be implemented by the teacher.
4. The subjects in the study plan are divided into two Groups (A - B) that differ in the assessment procedures according to Grade and Group.
5. The summative assessment of Grades 1 to 3 shall be applied as follows:
  - End of Each Term Exam for (Arabic, English and Mathematics) subjects of Group A.
  - End of Terms 1 and 3 Exam for (Islamic Education, Social Studies and Science) subjects of Group A.
  - Exam includes the Term skills, and the skills of the two Terms are not combined in one exam.
  - Group B subjects undergo a practical summative assessment at the end of each Term weighting 10%.
6. Summative Assessment of Grades 4 to 12 shall be applied twice:
  - 1<sup>st</sup>. End of Term 1 Exam for Group A subjects.
  - 2<sup>nd</sup>. End of Term 3 Exam that includes Terms 2 and 3 learning outcomes for Group A subjects.
7. Listening skill is added to the End of Term Exam for Arabic in Grades 1 to 12 weighting 10%.

8. Short Central Tests will be implemented during the three terms, in order to qualify students for advanced levels of performance, and provide the teacher with feedback on students' performance, as follows:
- Target Grades 4 to 12.
  - Includes the learning outcomes studied by the student over a specified period of time.
  - Applied to (Arabic, Mathematics, Science, Physics, Chemistry, Biology and Social Studies) subjects.
  - Applied during school days by the teacher.
  - Available electronically and on paper.
  - Teacher can count its mark in the formative assessment.
9. A Resit Exam for absentees or failing students shall be applied after the End of Term 1 Exam, which shall be determined in Term 2 as follows:
- Grades 1 to 3 for absentees only.
  - Grades 4 to 12 for absent and failing students.

End of Year Resit Programmes:

- Tamkeen Programme is implemented for students who fail at the end of the academic year for Grades 4 to 11.
  - A Resit Exam for Grade 12 students who fail a maximum of three subjects at the end of the school year.
  - Ijtiaz Programme for students enrolled in the national service shall be applied to failing students at the end of the school year for Grade 12.
10. Student is promoted to the top Grade without restudying the Grade for Grades 1 to 3 after passing through educational experiences to qualify for transition.
11. Pass and Retention Policy shall be applied to students in Grades 4 to 12.
12. The conduct mark is counted within the student's total marks at the end of each term and the end of the year.
13. Grade 12 students' 3<sup>rd</sup> term weight of the formative assessment is replaced by the Emirates Standardized Test (**EmSAT**) mark in Arabic, English, Mathematics and Physics.

## Academic Year 2018/2019 Exam Planner

Month	Date	Description
August	26/08/2018	Academic Staff 1st School Day
September	02/09/2018	Students' 1st School Day
November	04/11/2018	Physical and Health Education PSA
	18/11/2018	DT/CDI/CS/Business PSA
December	04/12/2018	Start of Term 1 Exams with continuing School Day
	16/12/2018	Students' Vacation
	23/12/2018	Staff's Vacation
January	13/01/2019	Staff's Term 2 1st Day
	06/01/2019	Students' Term 2 1st Day
February	17/02/2019	Physical and Health Education PSA
March	17/03/2019	DT/CDI/CS/Business PSA
	24/03/2019	Start of Term 2 Exams for Grades 1 - 3
	31/03/2019	Students' and Staff Vacation
April	07/04/2019	Staff's Term 3 1st Day
	14/04/2019	Students' Term 3 1st Day
	15/04/2019	Physical and Health Education PSA
May	19/05/2019	DT/CDI/CS/Business PSA
June	23/06/2019	Start of Term 3 Exams with continuing School Day
July	04/07/2019	Students' Last School Day
	11/07/2019	Staff's Last School Day

## Subject Classification

Grade	Group	Subjects
1 - 2	A	Islamic Education, Arabic, English, Maths, Science, Social Studies
	B	Moral Education, Arts (Visual / Musical), Physical and Health Education
3 - 4	A	Islamic Education, Arabic, English, Maths, Science, Social Studies
	B	Moral Education, Design and Technology, Arts (Visual / Musical), Physical and Health Education
5 – 8 General	A	Islamic Education, Arabic, English, Maths, Science, Social Studies
	B	Moral Education, Design and Technology, Arts (Visual / Musical), Physical and Health Education
9 General	A	Islamic Education, Arabic, English, Maths, Integrated Science, Social Studies
	B	Moral Education, Business Studies, Arts (Visual / Musical), Physical and Health Education
10 General	A	Islamic Education, Arabic, English, Maths, Physics, Biology, Social Studies
	B	Moral Education, Computer Sciences, Business Studies, Arts (Visual / Musical) 3 <sup>rd</sup> Language, Physical and Health Education,
11 General	A	Islamic Education, Arabic, English, Maths, Physics, Chemistry, Social Studies & Moral Education, Health Sciences
	B	Computer Sciences, Creative Design & Innovation, Arts (Visual / Musical) 3 <sup>rd</sup> Language, Physical and Health Education,
12 General	A	Islamic Education, Arabic, English, Maths, Physics, Chemistry or Biology, Social Studies & Moral Education, Health Sciences
	B	Creative Design & Innovation, Arts (Visual / Musical) 3 <sup>rd</sup> Language, Physical and Health Education
9 Advanced	A	Islamic Education, Arabic, English, Maths, Physics, Biology, Social Studies & Moral Education
	B	Computer Sciences, Arts (Visual / Musical) 3 <sup>rd</sup> Language, Physical and Health Education
10 Advanced	A	Islamic Education, Arabic, English, Maths, Physics, Chemistry, Social Studies & Moral Education
	B	Computer Sciences, Arts (Visual / Musical) 3 <sup>rd</sup> Language, Physical and Health Education
11 Advanced	A	Islamic Education, Arabic, English, Maths, Physics, Biology, Social Studies & Moral Education, Health Sciences
	B	Creative Design & Innovation, Physical and Health Education
12 Advanced	A	Islamic Education, Arabic, English, Maths, Physics, Chemistry, Social Studies & Moral Education, Health Sciences
	B	Creative Design & Innovation, Physical and Health Education

Grade	Group	Subjects
6 - 8 Elite	A	Islamic Education, Arabic, English, Maths, Science, Social Studies & Moral Education
	B	Design and Technology, Arts (Visual / Musical), Physical and Health Education
9 Elite	A	Islamic Education, Arabic, English, Maths, Physics, Chemistry, Biology, Social Studies & Moral Education
	B	Computer Sciences, Arts (Visual / Musical) 3 <sup>rd</sup> Language, Physical and Health Education
10 Elite	A	Islamic Education, Arabic, English, Maths, Physics, Chemistry, Biology, Social Studies & Moral Education
	B	Computer Sciences, Physical and Health Education
9 + 10 Professional	A	Islamic Education, Arabic, English, Maths, Science, Social Studies & Moral Education
	B	Specialised Skills, Computer Sciences, Physical and Health Education,



## Assessment System

1. Formative assessment is administered for all subjects in the two Groups during the three terms, and its tools are specified in AlManhal in order to enter marks.
2. Formative assessment is continuously used during the education processes to track student performance.
3. Central exams are administered for Grades (1 - 3) in Arabic, English and Mathematics at the end of each term; and for Islamic Education, Social Studies and Science at the end of the first and third terms including each term contents.
4. Central exams for Group A subjects shall be administered at the end the first and third terms for Grades (4 - 12), and they incorporate the contents of the same term for End of Term 1 Exam, and terms 2 and 3 contents for End of Term 3 Exam.
5. Group B subjects undergo specific central assessments in each term (practical performance, project, or test), and they are determined according to term subject contents on AlManhal.

End of Term Exam Schedule			
Grades & Subjects	Term		
	1	2	3
1 – 3 (Arabic, English and Maths)	Exam	Exam	Exam
1 – 3 (Islamic Education, Science and Social Studies)	Exam	-	Exam
4 -12 (Group A Subjects)	Exam	-	Exam

## Tests and Exams Types

### 1. Diagnostic Test

#### Directions:

- It is administered for Grades (1 - 3) students.
- The diagnostic test is centrally prepared by the Ministry of Education teams.
- It includes Arabic, English, and Maths.
- It targets Public and Private schools applying the Ministry's curriculum.
- Administration time is the second and third week of students' starting date.
- Test time is one period with flexibility.
- It is administered electronically or paper.
- It is implemented with continued teaching during the school day according to the school schedule.
- Its mark is not counted in the student's total score of the school year.
- The teacher analyses the tests' results to determine the skills acquired and missed by a student.
- The diagnostic test results' analysis is used in individual and group remedial programmes preparation.

#### Construction Bases:

- It assesses the extent to which the student has mastered the basic skills s/he has undergone.
- The number of test items is 20 maximum.
- Equivalent test versions are prepared.

### 2. Central Summative Exam

#### Directions:

- It is administered for Grades (1 - 12) students.
- The exam is centrally prepared by the teams of the Ministry of Education.
- It includes all subjects in Group A.

- It targets Public and Private schools applying to the Ministry's curriculum.
- It is administered for Grades (1 - 12) according to 2018/2019 Exam Dates Planner.
- Exam time is specified in centrally-issued schedules.
- The exam is administered electronically or on paper.
- Student's mark is entered on AlManhal.
- It has a relative weight of the student's total score.
- The teacher / school administration analyses the results of the exams to determine the student's acquired and missed skills.
- The summative exams' results analysis is used in the implementation of individual and collective remedial or enrichment programmes.

**Construction Bases:**

- It assesses the extent to which the student can address learning outcomes and indicators.
- The exam includes objective and subjective questions.
- It caters for the individual differences among the students and addresses the determined students' needs.

### 3. Short Test

**Directions:**

- It is administered for Grades (1 - 12) students.
- The exam is centrally prepared by the teams of the Ministry of Education.
- It includes all subjects in Group B as one of the summative assessment tools.
- It targets Public and Private schools applying to the Ministry's curriculum.
- It is administered for Grades (1 - 12) all through terms.
- Test time is a teaching period.
- The exam is administered electronically or on paper.
- Student's mark is entered on the system approved by the Ministry.
- It has a relative weight of the student's total score.

**Construction Bases**

- It assesses the extent to which the student is able to address learning standards / outcomes and indicators.
- The teacher adheres to the criteria centrally specified for assessment.

- It caters for the individual differences among students and the determined students' needs according to the selected assessment tool.
- The test coverage will be specified according to the term instructional plan published by the Curriculum Directorate of the Ministry of Education.

#### 4. Resit Exam

##### Directions

- It is administered for Grades (1 – 3) absent students in Group A subjects.
- It is administered for Grades (4 – 12) absent or failing students in Group A subjects.
- It is centrally prepared by the Ministry of Education Teams.
- The exam targets students who have not achieved the minimum mark in any subject of Group A subjects at the end of the school year due to low performance or absence.
- The resit exam includes basic skills and knowledge studied by the student during the term.
- The exam mark (100) is parallel to the end of term exam and has the same weight for failing students, and takes the full term weight for absent students.
- The minimum mark is entered if the student gets the pass mark.
- The exam is administered electronically or on paper.

#### 5. Grade 12 End of Year Resit Exam

##### Directions

- It is administered for students who failed Group A subjects.
- It is centrally prepared by the Ministry of Education Teams.
- The criterion for entering the resit exam is failing maximum 3 subjects at the end of the year.
- The resit exam skills are parallel to the end of year exam.
- The minimum mark is entered if the student gets the pass mark.
- The exam mark is (100), which is independent from the end of the academic year mark, and is included in the total marks of the student.
- The exam is administered electronically or on paper.
- The student is considered non-pass in the subject (fail) in case of failure to get the minimum mark.
- If the student misses the resit exam, s/he will have the previous mark.

- If the student is absent all through the term and does not take the resit exam at the end of the first term, he will be (Excused Absence).

### Grade 12 Students' Ijtiaz Programme

Giving national students who are enrolled in national service at the end of the school year a new opportunity to get the secondary school certificate.

#### Administration Bases:

- It is administered for students who failed Group A subjects.
- It is centrally prepared by the Ministry of Education Teams.
- The criterion for entering the exam is failing any subjects after the resit exam.
- The exam skills are parallel to the end of year exam.
- The minimum mark is entered if the student gets the pass mark.
- The exam mark is independent, and is included in the total marks of the student.
- The exam is administered electronically or on paper.

Student is considered as non-pass in subject (fail) if s/he does not get the minimum mark; and can join a second exam session if a new one is decided.

- Exam administration time and location shall be determined in coordination with the National Service.

### Tamkeen Programme

Giving students who failed in maximum 3 subjects at the end of the school year a new opportunity to get a pass mark and move to a top Grade. It targets Grades 4 to 11, and relies on self-learning and a sit a one-time administered central exam.

### **Administration Bases:**

- It is administered for students who failed Group A subjects.
- It is centrally prepared by the Ministry of Education Teams.
- The criterion for entering the exam is failing a maximum 3 subjects at the end of the year.
- The exam skills are parallel to the end of year exam.
- The minimum mark is entered if the student gets the pass mark.
- The exam mark is independent, and is included in the total marks of the student.
- The exam is administered electronically or on paper.
- Its time is determined at the beginning of the school year.
- Failure to get the pass mark in one subject or more results in student retention in the same Grade.
- If the student is absent from the Central Exam, he / she will not pass and will restudy the same Grade.

## Exam Administration

### Phase I: Preparation

1. Introduce the examination policy (students, parents and teachers).
2. Ensure electronic system (AlManhal) inputs (formative assessment marks) according to the administration and approval times.
3. Prepare students for examinations in a positive manner and commit to implement the guidelines during the exam.
4. Sign a commitment letter (the school principal and the testing staff) to keep exam secrecy and security.
5. Circulate exam schedules in time.
6. Identify (critical medical cases, the determined people, and external committees), supply their needs and develop a plan to communicate with them.
7. Organize the halls according to the guidelines, with a guide map for classroom locations.
8. Ensure that classrooms are free of academic materials / wall charts, etc.
9. Distribute desks in the examination rooms, not exceeding 20 students in each room.
10. Ensure that hall quality standards are met (a clock, appropriate lighting, ventilation, suitable seats for students).
11. Allocate a room for delivery and submission committees complying with safety and security standards.
12. Nominate members of the control committee and work team, and determine their tasks.
13. Organize the daily invigilation schedule (taking into account the general regulations and directions).
14. Check exam booklets and the accuracy of their box and envelopes data by date, subject, school data, numbers, and instructions.

### Phase II: Exam Administration

1. Check the daily attendance and departure record (distribution table of invigilators and monitors).
2. Open the Exam Committee Room / distribute the envelopes to monitors.
3. Organize students in rooms and make sure they have no cellular devices and communication devices.
4. Assign a team at school level to receive inquiries from the committees and provide responses.
5. Deliver exam paper envelopes to monitors 10 minutes before the exam starts.
6. Allow Grades (1 – 3) to read questions to students.

7. Let only Grades (1 – 4) students use pencils in writing responses.
8. Prohibit using calculators in Maths exams for Grades (1 – 6).
9. Administer exam according to the organizing schedules.
10. Maintain discipline (outside and inside exam rooms).
11. Monitor violations and apply procedures according regulations.
12. Receive students' responses booklets from invigilators by the approved numbers, count unused exam booklets, and verify delivery and submission forms.
13. Enter students' attendance and absence.
14. Compile and sort exam booklets, enclose the committee head's report and its attachments and submit them to marking centers according to the schedule.

### **Phase III: Post Exam Administration**

1. Distribute marking tasks to the teaching staff.
2. Download the answer key form AlManhal System.
3. Assign teachers to mark and review students' papers, and approve Grade (1 – 11) marks.
4. Enter marks on AlManhal System.
5. Review entry electronically and on paper.
6. Approve marks.
7. Analyse students' results and identify strengths and weaknesses.
8. Determine success and failure rates and study causes.
9. Assign teachers to build remedial and enrichment plans according to results.



## Exam Administration Tasks and Responsibilities

The school administration (exam committees) shall assume the following tasks and responsibilities:

### 1. Notify the examination committee's employees the following:

- It is prohibited to carry or use mobile phones or any electronic equipment in the exam rooms, control committees and exam printing centres.
- They should take care and caution in confidentially dealing with exam documents, in a manner that ensures the safety of all organizing and documenting procedures, and not release data or results before being officially approved.
- All employees should sign commitment document (attached) and recognise their tasks and responsibilities. In case of any failure in tasks and responsibilities, or violation of test rules and regulations, necessary legal actions are to be taken against them.

### 2. Notify students of Grades (1 - 12) sitting exams the following:

- It is prohibited to carry or use all types of mobile phones and smart electronic devices, and all electronic communication applications during exams.

- Procedures to be taken by the committee formed at the school (or the committee centre) and shall be documented in accordance with the cases explained in the following table:

#	Offence	Measures
1	<ul style="list-style-type: none"> <li>• Cheating or helping others cheat.</li> <li>• Carrying or using mobile phones or video and audio devices.</li> <li>• Using social communication applications, or an evidence of circulating exam documents, based on the General Exams Supervisory Committee's report.</li> <li>• Behavioural abuse (verbal) of one of the exam staff at the centre, or one of his colleagues in the exam committee.</li> <li>• Student's threats to an employee or student in the exam committee.</li> <li>• Deliberate destruction of the exam paper.</li> </ul>	<ul style="list-style-type: none"> <li>• S/He is deprived of the subject exam, and is given zero in the term exam.</li> <li>• The guardian of the student who has been deprived of the exam shall be notified, and warned about the action to be taken in case of repeating the offence.</li> <li>• The committee shall keep the equipment and documents seized with their report.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Repeating the offence in 1.</li> </ul>	<ul style="list-style-type: none"> <li>• S/He is deprived of all subjects' exams in this term.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Physical assault on an employee or students based on the committee's report.</li> </ul>	<ul style="list-style-type: none"> <li>• S/He is deprived of all subjects' exams in this term.</li> <li>• The Code of Conduct in School Community shall apply to the student.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Catching a person sitting the exam instead of another student.</li> </ul>	<ul style="list-style-type: none"> <li>• S/He is deprived of the subject exam, and is given zero in the term exam.</li> <li>• If the impersonating person is a student other than students enrolled in the Student Information System (SIS), the report is transferred to the legal affairs.</li> </ul>

## Downloading Exams from AlManhal

### Exam Download

#### Menu Path

Student Information System/ Assessment Delivery/ Download

#### Purpose

Through this screen, you can download available exams from the system.

The screenshot shows the 'Download exam' interface for Haya Bint Hussein Girls' School. The search filters are set to: Education Type: Public, School Focus: General, Education Path: U.A.E, Stream Grade: Grade 7, and Course: Alfaqah, Alhadith Alsharif. A search button is visible. The table below shows the search results:

Assessment	Term	Grade	Course	Download	Publish Time	Status	Document List	Description
Exam 2	Term3	G7	Science	Download	05/06/2018 10:10	Opened	Science.docx	

- Specify the details of the exam that you want to download in the fields that appear once you.
- Click on the arrow beside the filter field.
- Click on the search button and the search results will be displayed:

The screenshot shows the 'Download exam' interface for Haya Bint Hussein Girls' School. The search filters are set to: Education Type: Public, School Focus: General, Education Path: U.A.E, Stream Grade: Grade 7, and Course: Science. A search button is visible. The table below shows the search results:

Assessment	Term	Grade	Course	Download	Publish Time	Status	Document List	Description
Exam	Term3	G7	Science	Download	05/06/2018 12:00	Available in 3 minute(s)	Science.docx	
Exam 2	Term3	G7	Science	Download	05/06/2018 10:10	Opened	Science.docx	

- The download button will not be activated before the specified time of publishing.
- Click **Download** button and the following screen will be displayed:

Download Assessment Content

**Generate OTP**

Enter OTP

**Get File List**

Name
No data to display

**Download content**

**Close**

- Click on **Generate OTP** button and the OTP will be sent to the user as a message on his registered mobile number.

**Note:** if you have more than one registered number, the following message will be displayed:

Select Phone Number

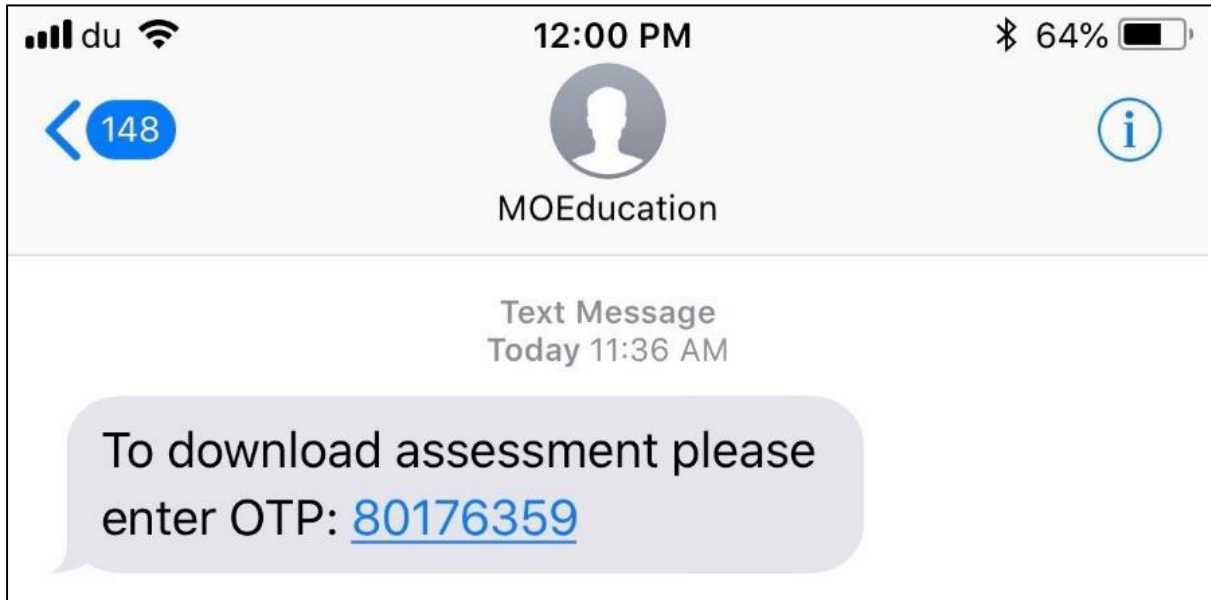
Please select the phone number to be used for OTP:

050 - XXX 0272

052 - XXX 8986

**OK**

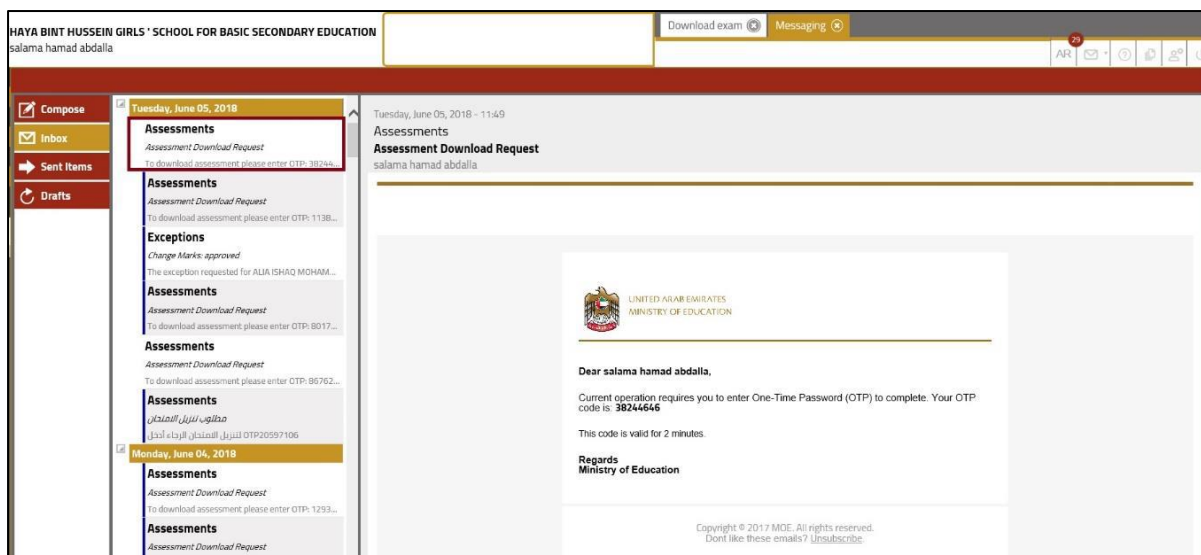
- Select the required number then click on the **OK** button.
- The OTP message will be sent to the mobile inbox as follows:



**Note:** The OTP message is also sent to the inbox in AlManhal, you can go to messages:



- Then from the messages screen click on the assessments message as the picture below shows:



- Type the OTP or copy the OTP and paste It in the enter OTP field, then click enter and the get file list button will be activated.
- Click on the Get file list button and a message will be displayed stating that the OTP has been validated and the download content button will be activated.
- Click on the Download content button and the exam will be downloaded.

#### Notes:

1. When the document is downloaded. it will be saved with the same name for the Grade and subject on the set.
2. The principal of the school shall download the exam and the marking Guide him/herself, and if absent or not available, the subject teacher or one who has an exam impediment.
3. The marking guide shall be published after the administration of the exam by an hour, and is accessible to schools to be downloaded via AlManhal.
4. When there is a problem with AlManhal and the school is unable to download the exam, consult the technical support or the operation centre.

When downloading exams from the system, kindly use the academic year 2018/2019

## Exam Marking

1. School administration develops a plan for marking Grades (1 - 11) students' responses prior to application, and informs teachers about it.
2. Marking of all types of central exams for all subjects shall be in teams as much as possible, except for shortage of teachers.
3. Makers should use the marking guide centrally-prepared by the Ministry of Education team.
4. Markers should flexibly deal with the marking guide and consider students' correct responses matching the answer key there.
5. Enter marks as per specified cells.
6. Make sure students' papers are reviewed before marks are approved on the electronic system.

### Marking Process:

- Marker bases his judgment on response correctness by having the key words or the appropriate answer that corresponds to the approved answer key.
- Marker determines the mark of an item or question based on the detailed distribution of marks in answer key.
- Marker scores the incorrect response of an item or question (zero) and leaves no response without marking.
- Marker writes (0) for the question mark if the response is incorrect or stroke.
- Marker writes (Missing) if the student did not answer the question.
- Marker writes (Repeated) for a repeated answer if there is more than one correct answer, or an answer that exceeds the required answer and does not affect the answer correctness. Marker writes (Repeated) on the other answer.

- For a stroke response, or having marks or words indicating the deletion or cancellation of the response and is not reanswered, the item or question response is marked. The allotted mark shall be written in the relevant place of the student's answer booklet and on the cover. The mark is approved by the head of marking committee of the subject. However, in case of a stroke response, or having marks or words indicating the deletion or cancellation of the response and is reanswered, the new response is marked and the stroke response is marked as (Repeated).
- In selected response or true / false test items, if the student selects more than one option, the student gets (0) for the item, and this applies to all objective items.





Added value for Term 1 Exam by selecting a question with higher skills in science (branches) and mathematics subjects. A sticker opposite to that question indicates the added value of 5 marks in addition to question mark. If a student can answer the question, he will get the added value.

### **Grades 4 – 11**

#### **Use Conditions:**

- Answering the question opposite to **BONUS** sticker.
- Question response is correct and complete.

#### **Use of Grades 4 - 11 additional mark guidelines for markers:**

1. Worthy 5 marks
2. Used in Maths, Science, Physics, Chemistry and Biology in Grades 4 - 11.
3. Used only ONCE.
4. Added to End of Term 1 if the student's mark is less than 100.
5. If the student gets a mark below 100 and needs a part of the additional mark (5) to get the Full Mark (100), the rest of the additional mark is canceled.

### **Grade 12**

#### **Use Conditions:**

- Answering the question opposite to **BONUS** sticker.
- Question response is correct and complete.

#### **Use of Grades 12 additional mark guidelines for markers:**

1. Worthy 5 marks.
2. Used in Maths, Physics, Chemistry and Biology.
3. Used only ONCE.
4. Added to End of Term 1 if the student's mark is less than 100.
5. If the student gets a mark below 100 and needs a part of the additional mark (5) to get the Full Mark (100), the rest of the additional mark is canceled.

## Score Entry

Score entry on the electronic system needs to be reviewed, and the reports available there can be used before the final approval of marks as per the following steps:

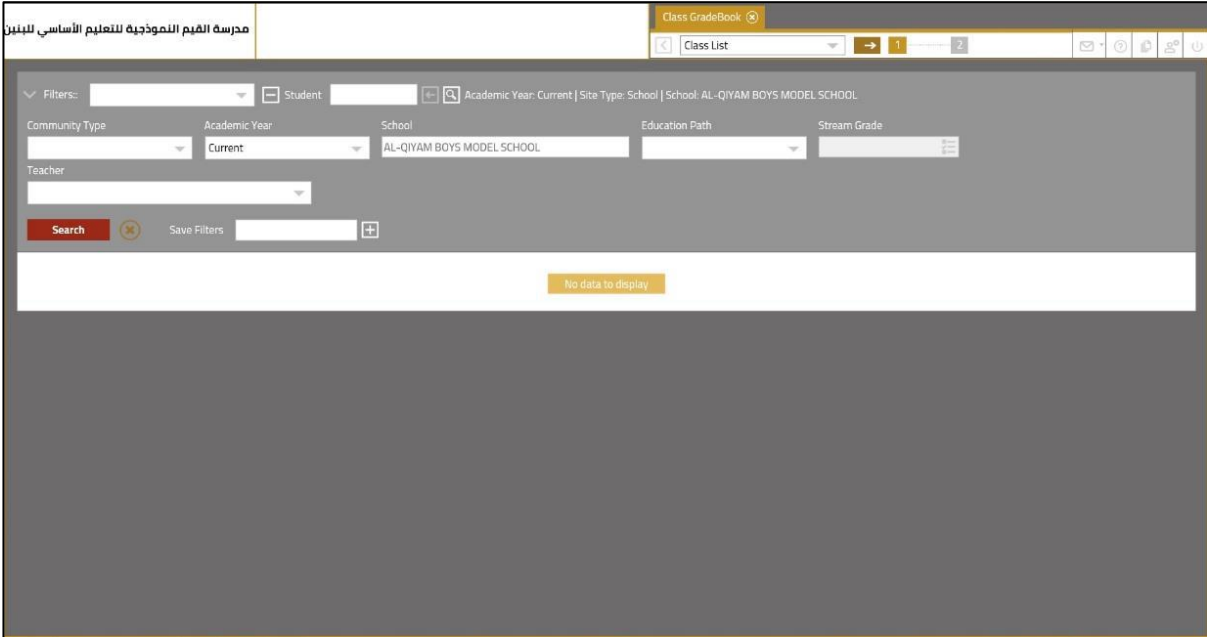
### Exam Score Entry

#### Menu Path

AlManhal System / Classes / Gradebook

#### Purpose

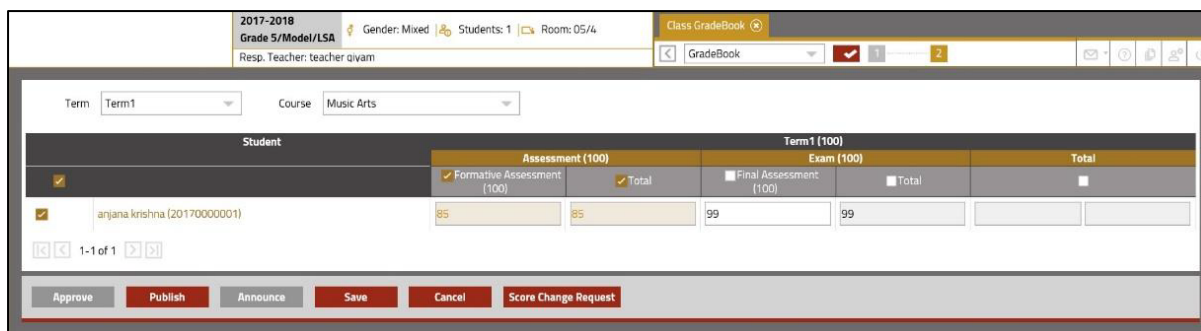
Through this screen you can enter Students' End of Term / End of Year Exam Scores



The screenshot shows the 'Class GradeBook' interface. At the top, there is a header with the school name in Arabic: 'مدرسة القيم النموذجية للتعليم الأساسي للبنين'. Below the header, there is a navigation bar with 'Class GradeBook' and a 'Class List' dropdown menu. The main area contains a search filter section with the following fields: 'Filters:', 'Student', 'Academic Year: Current', 'Site Type: School', 'School: AL-QIYAM BOYS MODEL SCHOOL', 'Community Type', 'Academic Year: Current', 'Education Path', 'Stream Grade', and 'Teacher'. There is a 'Search' button and a 'Save Filters' button. Below the search fields, a message states 'No data to display'.

**To enter a certain class scores, follow the following steps:**

- Click the arrow beside the filter field the search fields will be displayed.
- Enter a certain class search criteria, and then click Search button and the search results list will appear below the search fields.
- Select the class from search result menu.
- Click the arrow or step 2 to move to the following Gradebook Screen:



- Term will be automatically displayed. Select the subject for which you will enter the End of Term / Year Exam score.
- Enter each student's End of Term score in class as follows:



### Notes:

- Continuous assessment scores should have been entered and approved to allow entering End of Term Exam score.
- When entering Exam score, you should consider the maximum mark, as an Attention message will appear in case of entering a higher mark.

### A Certain Student's Score Entry

The system allows entering scores of a certain student, where you can search for a certain student through the student field then click on the Search button and the search results will appear, select the student from the search results list then move to the gradebook page and enter the scores of the student in the required courses.



- Click Save button to save scores.
- Click Approve to approve scores.
- Click Publish to publish scores to students and parents to be able to see them.

## Note:

- When End of Term score is approved, the score will be displayed in yellow, and when published, the continuous assessment scores will be displayed in green.

## Exam Score Approval

### Menu Path

AlManhal System / Classes / Gradebook

### Purpose

Through this screen you can approve Students' End of Term / End of Year Exam Scores

The screenshot shows the 'Class GradeBook' interface. At the top, there is a search bar and filter options. The filters include 'Academic Year: Current', 'Site Type: School', and 'School: AL-QIYAM BOYS MODEL SCHOOL FOR BOYS/CYCLE 1'. Below the filters, there is a 'Search' button and a 'Save Filters' button. The main content is a table with the following columns: Title, Teacher, Room, Special Education, and Nb Students. The table is grouped by grade level (G1, G2, G3, G4).

Grade	Title	Teacher	Room	Special Education	Nb Students
G1	01/1		1/1	<input type="checkbox"/>	24
	01/2		1/2	<input type="checkbox"/>	25
	01/3		1/3	<input type="checkbox"/>	25
	01/4		1/4	<input type="checkbox"/>	23
	Grade 1/General/5		01/1	<input type="checkbox"/>	0
G2	02/1		2/1	<input type="checkbox"/>	26
	02/2		2/2	<input type="checkbox"/>	27
	02/3		2/3	<input type="checkbox"/>	26
	02/4		2/4	<input type="checkbox"/>	26
G3	03/1		3/1	<input type="checkbox"/>	23
	03/2		3/2	<input type="checkbox"/>	22
	03/3		3/3	<input type="checkbox"/>	22
	03/4		3/4	<input type="checkbox"/>	23
G4					

- From the screen above, select the Class required to approve its End of Term scores filter criteria
- Click the Search field and then select the Class from the search result menu.
- Click the arrow at the screen top to move to Gradebook.
- The current term will automatically appear, specify the course that you want to approve its final exam score and the course scores will appear for each student as follows:

Student	Assessment (100)		Exam (100)		Total
	Formative Assessment (100)	Total	Final Assessment (100)	Total	
anjana krishna (20170000001)	85	85	99	99	

Approve Publish Announce Save Cancel Score Change Request

- Select Term Exam / Allotted score box, where **Approve** button will be soon activated when selecting Exam box.

Term1 (100)	
Exam (100)	
<input checked="" type="checkbox"/> Final Assessment (100)	<input checked="" type="checkbox"/> Total
99	99

- Click Approve button and the following message will appear:

Do you really want to approve the selected scores ?

Yes No

- Click Yes button as a message will appear notifying that scores are successfully approved, displaying the allotted score.

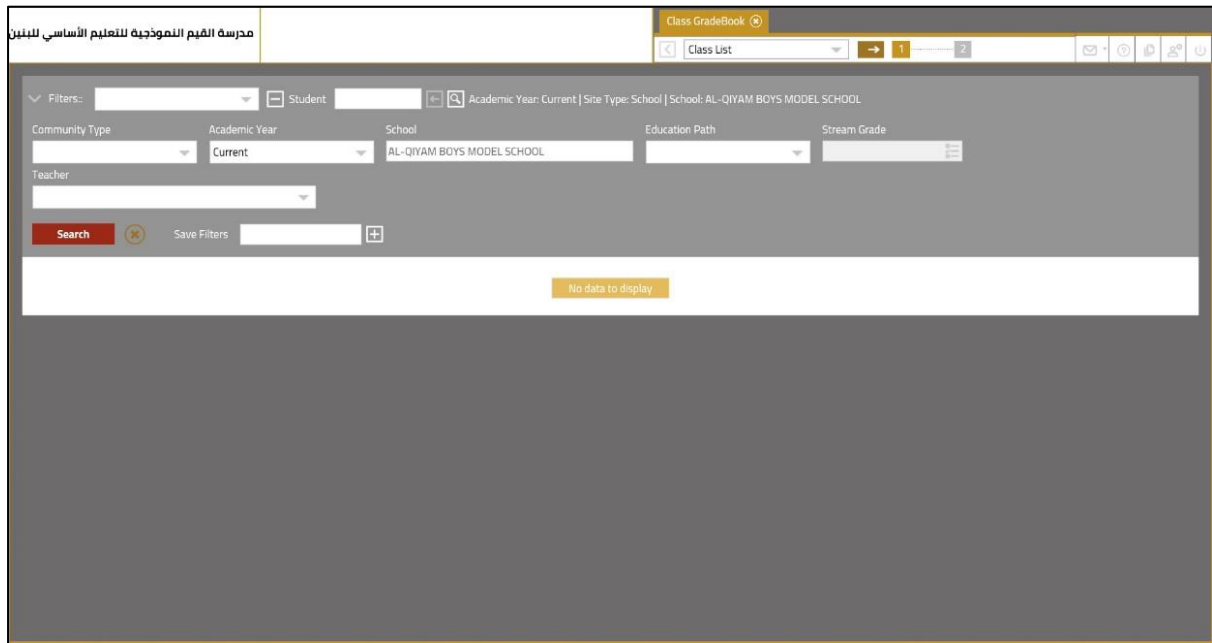
## Score Approval Cancellation

### Menu Path

AlManhal System / Classes / Gradebook

### Purpose

Through this screen, you can cancel score approval.

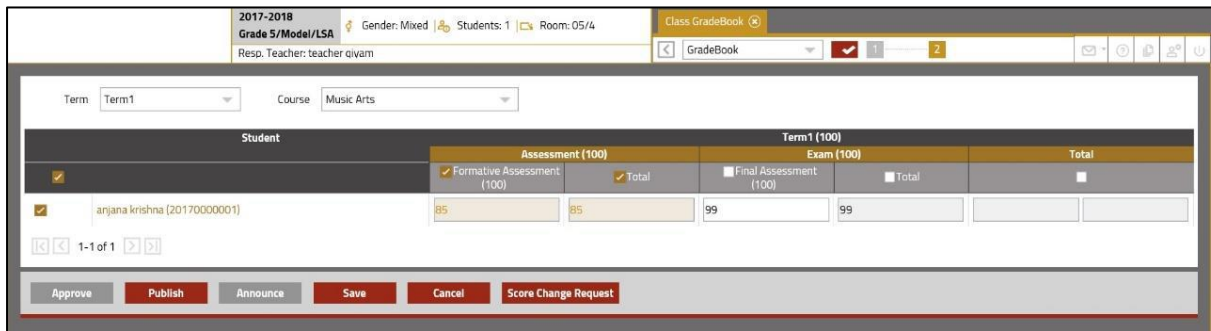


To cancel a class certain subject score approval, follow the following steps;

- From the screen above, search for the class that you want to change its students' scores by specifying the search filter that appear once you click on the arrow beside the filter field.
- Click on the search button and the search results will appear below the search fields.
- Specify the required class from the search results list.
- Click on step 2 or on the arrow to move to the gradebook screen.



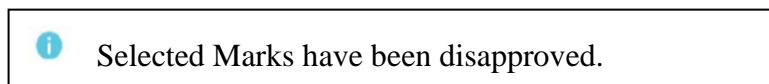
- The following Gradebook screen will be displayed:



- System will automatically display Term with possibility to select another term.
- Select the subject required to cancel its students' marks approval.
- Click Disapprove and the following message will appear:



- Click Yes and the marks will be disapproved displaying the following message:



## Score Entry

### Menu Path

AlManhal System / Exam Committee / Score Entry

### Purpose

Through this screen, all Educational Zone Schools' students' scores in a subject / certain subjects shall be entered by the Educational Zone's Exam Committee member in charge.

To enter students' scores by the Exam Committee member, the following steps must be followed:

When successfully entering the system, the following screen will automatically appear. You can also access the screen by clicking the Exam Committee from the menu bar and selecting Score Entry.



- Select the current school year and school from Location and Grade fields, and then the subject and class fields will appear. If you are responsible for entering more than one subject scores, select Subject from suspending menu; however, if you are responsible for one subject, it will automatically appear.
- Select the Term for which students' scores will be entered.
- Click Search button to display Class for selected Grade as follows:



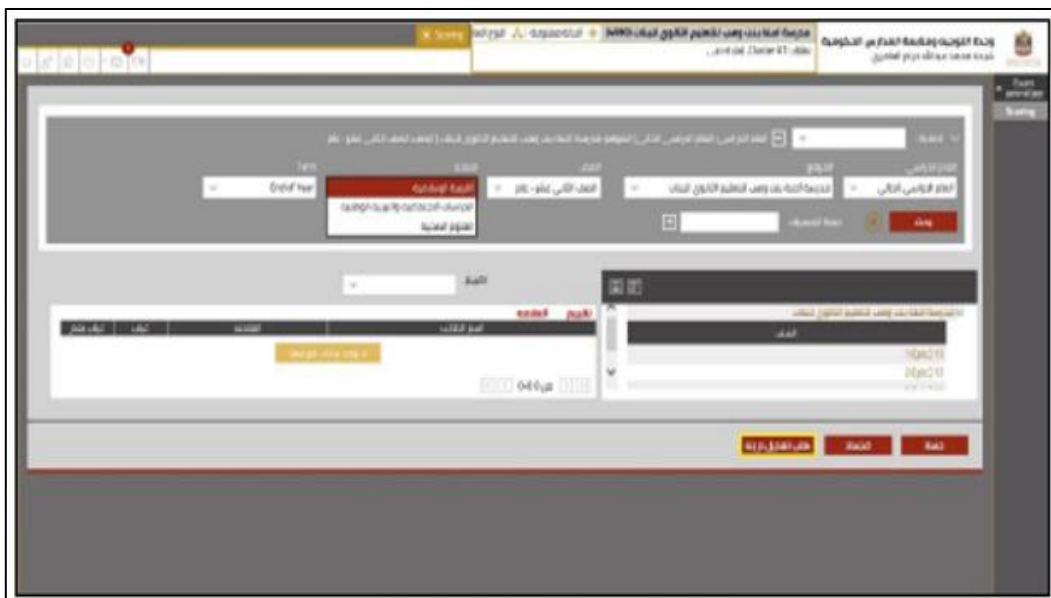


- Select Class to enter its students' scores in a specified subject, and the specified class students' names will be displayed on the left as shown in the screen above.
- Enter students' scores in Score field beside the student's name. If the student is absent from exam, select Absent option box beside to his/her name. If the student is absent with excuse from exam, select Absent with Excuse option box.
- Click Save button to save entered scores.
- Click Approve button to approve scores, and then you will not be able to amend any score following approval without making a Score Change Request.

**Note:**

- The Head of Committee is entitled to enter all his/her Educational Zone schools in charge students' scores in all subjects. He/She is the person nominated to make a score change request.

See the Head of the Committee screen below showing accessibility to select any subject from filter fields including Score Change Request button.



## Cases Resulting in Suspending Students in Electronic System

#	Case	Solution
1	Entry of a student's different marks in the Formative Assessment Tool (Mark, Absence, Excused Absence) in different subjects.	Unify entry ways for all subjects: Mark, Absence, Excused Absence) in all subjects.
2	Entry of a mark in one Assessment Tool and the other is Absence or Excused Absence.	Unify entry ways.
3	Entry of a mark in one cell of a student's term record and the other cells are Absence or Excused Absence.	Unify entry ways.
4	The summative assessment cells do not open.	Entry and approval of formative assessment.
5	Entry of different marks such as Mark, Absence or Excused Absence in Arabic and English (Listening, Speaking, Reading or Writing) tools.	Unify all entries: Arabic (Listening, Reading or Writing) English (Listening, Speaking, Reading or Writing)
6	Full absence of a student from all subjects' formative assessment.	Attendance of End of Term Exam compensates the formative assessment for Grades 4 – 12.
7	Excused absence of a student from one or more subjects' summative assessment.	Attendance of the formative assessment compensates End of Term Exam weight.
8	Student is absent from Listening, Speaking or Writing Exams on exam administration day.	Teacher is entitled to implement the same Exam on the following day, before closing the system for approval.
9	Student is absent from resit exam specified after Term 1.	Same original mark got at the End of Term Exam is retained.
10	Student is not formally registered in Term 1, and does not sit End of Term exam.	In case of completion of his data in the system, he is entitled to resit an exam (Whole Term Weight is counted). If the school cannot complete his/her registration, he/she does not sit the exam.
11	No teacher for a Group A subject.	Process is centrally implemented.
12	No teacher for a Group B subject.	Process is implemented at school.

## Exam Administration Forms

UNITED ARAB EMIRATES  
MINISTRY OF EDUCATION



الإمارات العربية المتحدة  
وزارة التربية والتعليم

### Form 1 (Assessment and Examination Directorate)

Commitment Document by (School Principal – Exam Work Staff)

End of Term ( ) for the Academic Year 2018/2019

School		Zone / Cluster	
Name		Position	

School	1	2	3	4	5	6	7	8	9	10G	10A	11G	11A	12G	12A
Grades															

#### I guarantee

- That there are no exam impediments such as the 1<sup>st</sup> and 2<sup>nd</sup> degrees (son, daughter, father, mother, husband, wife, grandchild, granddaughter, brother, sister) for the Grade 12.
- That there are no exams of 1<sup>st</sup> degree relatives (son, daughter, father, mother, husband, wife) for Grades (1 – 11).
- To comply with the provisions of the human resources laws of the federal government to take caution in dealing with the examination documents, and deal with them in strict confidentiality, so as to ensure the safety of all organizing and documenting procedures.
- Not to disclose data, statistics or results before they are officially approved.
- To demonstrate accountability in case of any failure in the tasks and responsibilities, or violation of the regulations and organisational charts.

Signed	Day		Date		Signature	
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Form 2 (Assessment and Examination Directorate)

Task Distribution Form

End of Term ( ) for the Academic Year 2018/2019

Centre / School		Centre / School ID		Zone / Cluster	
Grade		Subject		Time	
Session		Day		Date	

#	Room No.	Invigilator's Name	Signature	Monitor's Name	Signature

Approved by the Head of Exam Centre/ School Principal

Name	Signature



**Form 3 (Assessment and Examination Directorate)**

**Delivery and Submission Form**

**End of Term ( ) for the Academic Year 2018/2019**

Centre / School		Centre / School ID		Zone / Cluster	
Grade		Subject		Time	
Session		Day		Date	

#	Monitor's Name	Envelopes No.	Papers No.	Sign.	Committee Member	Sign.

Approved by the Head of Exam Centre/ School Principal	
Name	Signature



Form 4 (Assessment and Examination Directorate)

Absence Form

End of Term ( ) for the Academic Year 2018/2019

Subject		Day		Date	
---------	--	-----	--	------	--

Student's Data					
Student's Name		Student's ID		Grade	Stream
School		School ID		Education Type	
Exam Centre		Centre ID			

√	Absence Reason	Document
	<ul style="list-style-type: none"> <li>• Non-Muslim (in the Islamic Education exam only).</li> <li>• Illness is an acceptable excuse under an approved medical report.</li> <li>• Death of a 1st or 2nd degree relative.</li> <li>• Summoned by an official authority, under a letter from that authority.</li> <li>• Emergency travel.</li> <li>• Joined in military missions or courses under a statement from the employer.</li> <li>• Called and did not respond – without a known reason.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Invigilator's 1 Name	Signature	Invigilator's 1 Name	Signature
Monitor's Name	Signature	Head of Committee's Name	Signature

Head of Grade 12 Marking Centre Decision / School (Exam Centre) Principal (Grades 1 - 11)					
√	Decision	Signature	√	Decision	Signature
	Approved as Excused Absence on System.			Approved as Unexcused Absence on System	

Remarks:

- To accept the apology, it is required not to delay the submission of the excuse more than (two working days) and to submit the original excuse to the head of the committee, whereas the student / learner keeps a copy of it.
- The original copy of Grade 12 students is sent to the (Marking Centre), and the committee / center keeps a copy of it.



Form 5 (Assessment and Examination Directorate)

Cheating or Offence in Exam Report

End of Term ( ) for the Academic Year 2018/2019

Subject		Day		Date	
---------	--	-----	--	------	--

Student's Data					
Student's Name		Student's ID		Grade	Stream
School		School ID		Education Type	
Exam Centre		Centre ID			

√	Offence	Evidence
	<ul style="list-style-type: none"> <li>• Cheats from a book.</li> <li>• Copies from writing on the wall.</li> <li>• Copies from writing on the table.</li> <li>• Talking with a colleague.</li> <li>• Making disruption in exam room.</li> <li>• A device is used.</li> <li>• Students' responses were similar.</li> <li>• Other.</li> </ul>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Invigilator's 1 Name	Signature	Invigilator's 1 Name	Signature
Monitor's Name	Signature	Head of Committee's Name	Signature

School (Exam Centre) Principal's (Relevant Committee's) Decision:		
√	Decision	Signature

## Communication

### Inquiries:



[Assessment.Dept@moe.gov.ae](mailto:Assessment.Dept@moe.gov.ae)



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