



هيئة جودة التعليم والتدريب
Education & Training Quality Authority

National Examinations Guidelines



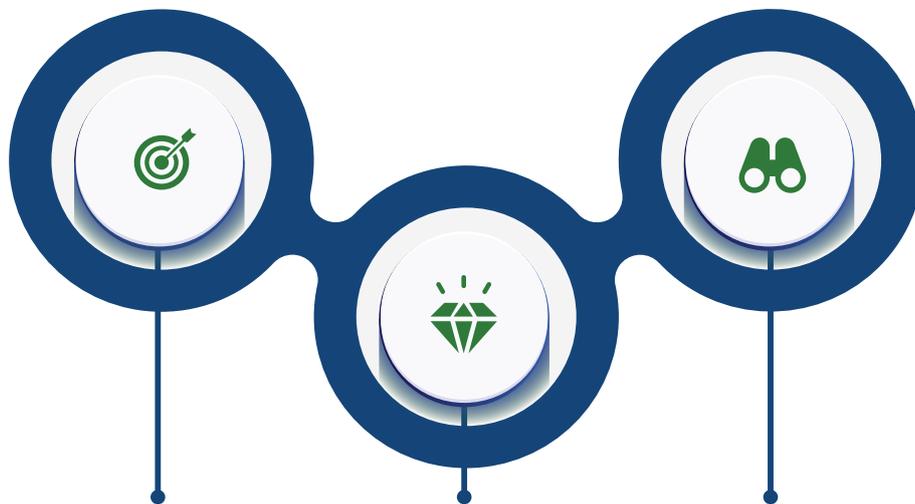
<https://www.bqa.gov.bh>

Education and Training Quality Authority Priorities

Strategic Plan (2023-2026)

The priorities according to the strategic plan are:

- Create a High Impact on National Education and Training Policies
- Build Enabling Structures
- Increase Engagement and Accessibility



Mission

To play a critical role in advancing quality and raising trust in the education and training sectors, by providing reliable insights in a timely, responsive, and transparent manner

Values

Fairness
Competitiveness
Sustainability

Vision

To be an effective partner in driving continual quality enhancement for a world-class education and training sectors in Bahrain

Importance of National Examinations

What benefits do you get from the national examinations as a Grade 12 student?

It is a measurement tool that helps you with the following aspects:

- Measuring your academic achievement at the end of secondary stage.
- Identifying your strengths and areas for improvement for your university study.
- Motivating you to stand out and compete positively.
- Measuring your ability to analyse information and data and come up with solutions based on real-life situations.
- Measuring your applied language and computational skills.
- Providing appropriate support to evaluate your abilities for university choices.
- Measuring your skills, knowledge and core competencies that contribute to your participation in building the knowledge-based economy and society.

What benefits do you get from the national examinations as a Grade 9 student?

It is a measurement tool that helps you with the following aspects:

- Measuring your academic achievement at the end of Grade 9.
- Identifying your strengths and areas for improvement before moving to the secondary stage.
- Motivating you to stand out and compete positively in order to improve your skills, knowledge and basic competencies.
- Measuring your linguistic skills and scientific and mathematical abilities and knowledge, by applying them to real-life situations.

Students' Guidelines

Dear student, during the national examinations, be sure to consider the following points:

- Set a timetable to review and practise the past national examinations samples.
- Ensure you have a healthy breakfast.
- Arrive at school well ahead of the examination's start time.
- Bring all the necessary tools and materials you may need.
- You will not be allowed to leave the examinations hall until half of the designated examination time has passed.
- Bring the official ID card or a copy of it.
- Read the question paper carefully before answering the questions.
- Do not write your personal information on the examination paper or answer sheet.
- You must refrain from asking the invigilator to explain the examination questions.
- Make sure to answer all the questions in the paper before handing it to the invigilator.

You will face partial or complete grade deprivation in the following cases:

- Causing disturbance in the examination hall.
- Possessing of any unauthorised materials.
- Communicating with other students in any form.
- Cheating or violating instructions in any form.
- Taking the examination in another student's name or on their behalf.
- Seeking help or providing assistance to another student.

Immediately inform the invigilator if



1

you feel unwell



2

you do not receive the correct examination paper



3

printing of the examination paper is unclear



4

the number of pages in the examination paper is incomplete

How to answer A Multiple-Choice Question (MCQ) Paper

It is preferable to
use HB pencil



Fill in the answer
circle correctly



Erase any
answer you wish
to change using
an eraser only



Shade only one
option for each
answer



الامتحانات الوطنية للصف الثاني عشر
المهارات الرياضية - أبريل ٢٠٢٤

التعليمات
١- استعمل قلم الرصاص HB.
٢- امسح أي إجابة تود تغييرها بالمسحاة فقط.
٣- ظلل خياراً واحداً لكل إجابة.
مثال: إذا كنت تعتقد أن الخيار B هو الإجابة الصحيحة،
ظلل إجابته:
وهي بهذه الطريقة
A B C D
X ● ✓

لاستعمال المربع فقط
غائب ○

NAME: _____
SCHOOL: _____
TGID: _____
PACKET: _____
BOX: _____

A	B	C	D
1 ○○○○	11 ○○○○	21 ○○○○	
2 ○○○○	12 ○○○○	22 ○○○○	
3 ○○○○	13 ○○○○	23 ○○○○	
4 ○○○○	14 ○○○○	24 ○○○○	
5 ○○○○	15 ○○○○	25 ○○○○	
6 ○○○○	16 ○○○○	26 ○○○○	
7 ○○○○	17 ○○○○	27 ○○○○	
8 ○○○○	18 ○○○○	28 ○○○○	
9 ○○○○	19 ○○○○	29 ○○○○	
10 ○○○○	20 ○○○○	30 ○○○○	

Parents' Guidelines

Dear Parents

The national examinations are conducted annually for Grade 9 and Grade 12 students with different purposes for the examinations in these two grades. The purpose of Grade 9 national examinations is to assess students' abilities and skills within the competencies of the national curriculum at the end of basic education. The purpose of Grade 12 national examinations is to measure students' achievement of educational objectives in the Kingdom of Bahrain after completing 12 years of study.

The following key points should be considered and ensured before taking the national examinations:

-  Ensure to review the schedule of the national examinations and inform your child about it in advance.
-  Encourage your child to practise on past national examination samples.
-  Create a suitable home environment to facilitate studying and preparing for the national examinations.
-  Ensure that students arrive early at school with the necessary stationery tools.

School Administrations' Guidelines

Before the implementation of the National Examinations

- Increase students' awareness of the importance of the national examinations.
- Enhance students' self-confidence and provide a supportive environment for them.
- Provide students and parents with the national examinations schedule.
- Prepare the teaching and administrative staff for the organisational aspects of conducting the national examinations.
- Prepare in advance the examination halls, the necessary tools and devices for conducting the national examinations.
- Ensure that the examinations halls are free of any supporting educational materials.
- Attend the briefing meetings held by the Education and Training Quality Authority (BQA) and disseminate the information to the relevant individuals in the school.
- Utilise the publications issued by BQA.

During the implementation of the National Examinations

- Ensure receiving all national examination materials from the designated distribution centre.
- Report any behavioural or administrative violations to the BQA.
- Facilitate the quality check of the school by BQA representatives.
- Display a copy of the instructions of the national examinations inside the examinations hall.

After the implementation of the National Examinations

- Ensure the safety of students' answer sheets, preventing damage and loss, and return them to the distribution centre within the specified time after the examinations.
- Keep copies of the attendance register, seating plans, and any instructions or correspondence between the BQA and the school in a specified file.

Markers' Guidelines

Dear Marker

The national examinations are an independent tool to evaluate students' performance in the Kingdom of Bahrain. The Education and Training Quality Authority (BQA) values your participation in the national examination Arabic and English marking team. Kindly adhere to the following procedures to ensure the success of the national examinations.

Benefits of participating in the marking process:

1

Experience

Provides you with professional experience of the international standards in assessment processes

2

Knowledge

Gives you the opportunity to share your professional knowledge and experience with other specialists

3

Professionalism

Contributes to increasing your confidence, accuracy and proficiency in your career

4

Skill

Provides you with the skill of writing qualitative reports on students' performance

5

Inclusivity

Gives you an overarching vision of the assessment process, which will help you in assessing your students' performance

6

Remuneration

Your commitment to the marking process qualifies you to receive the marking remuneration

Markers' Guidelines

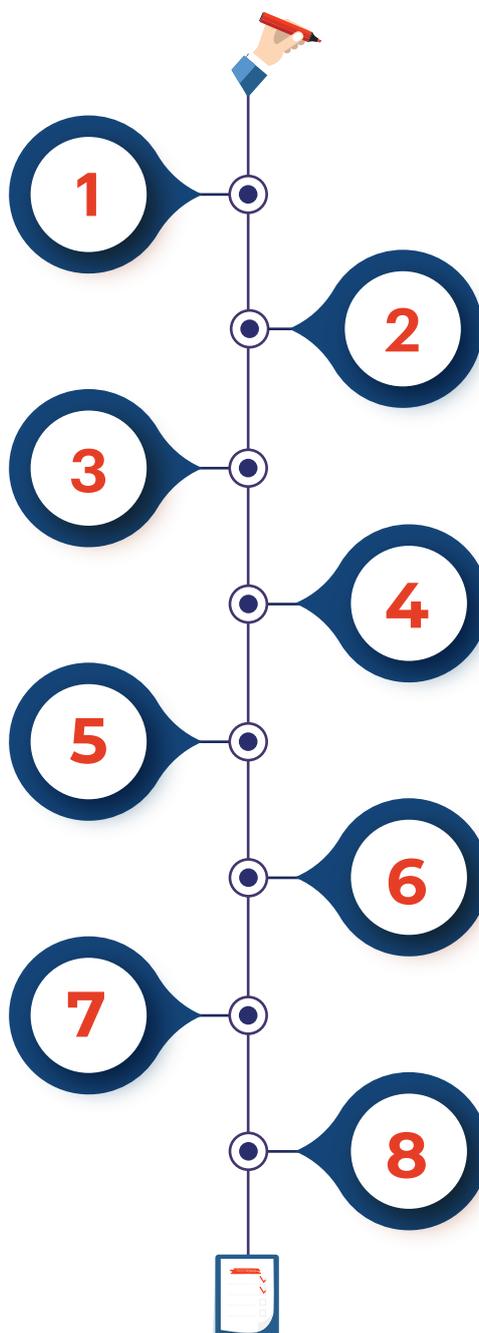
The procedures that must be followed to ensure the success of the national examinations marking process:

Arrive early at the marking centre, and adhere to the BQA laws and regulations throughout the marking process

Ensure you sign the confidentiality agreement

Ensure to read the 'Markers' Instructions' before starting the marking process

Commit to writing the marking report upon completing the examinations marking process



Complete the fingerprint procedures and sign your contract before starting the marking process

Adhere to the organisational structure of the marking panel by attending the specified teams according to the designated tables assigned to each team headed by the team leader

Attend the standardisation meeting to learn about the key standards of the national examination marking process and to ensure sufficient understanding of them before commencing the marking process

Sign the attendance report at the end of the marking period



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