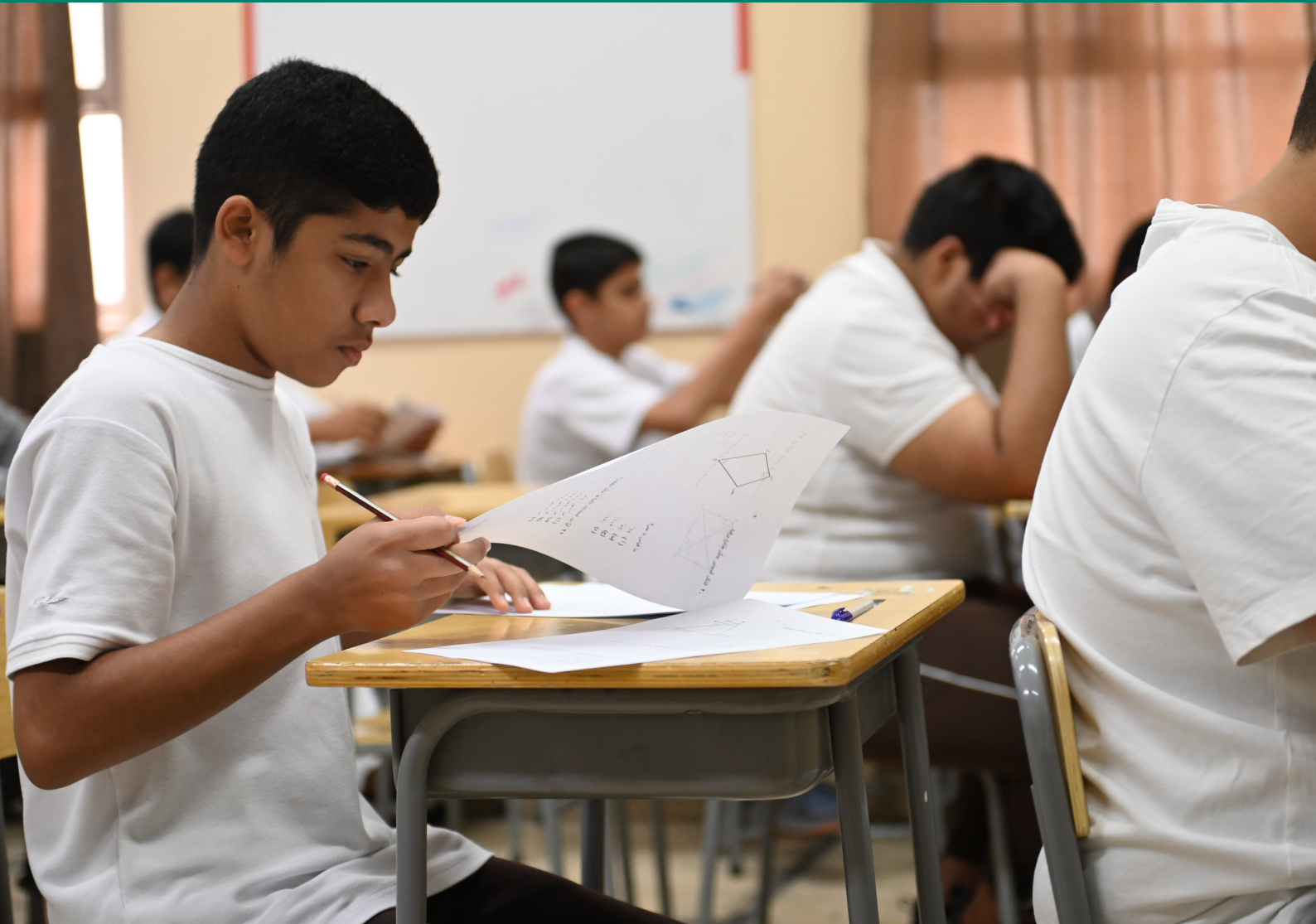




هيئة جودة التعليم والتدريب
Education & Training Quality Authority
مملكة البحرين - Kingdom of Bahrain

General Instructions

For School Administration





General Instructions For School Administration

Pre-Examinations Awareness Instructions for School Administration

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

The role of the school during and after National Examinations

- Ensure receiving all materials for the National Examinations from the designated distribution centre.
- Report any behavioral or administrative violations during the National Examinations period to the Directorate of National Examinations.
- Facilitate the quality check of the school by BQA representatives.
- Display a copy of the instructions for the National Examinations inside the examination hall.
- Ensure the safety of students' answer sheets, preventing damage or loss, and return them to the distribution centre within the specified time after the examination.
- Keep copies of the attendance registers, seating plans, and any instructions or correspondence between the Directorate of National Examinations and the school in a specified file.