



هيئة جودة التعليم والتدريب
Education & Training Quality Authority
KINGDOM OF BAHRAIN مملكة البحرين

The National Examinations Handbook for Schools

2025 Edition





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Introduction

The National Examinations Handbook for Schools is designed by the Education & Training Quality Authority (BQA). It includes instructions & guidelines on procedures to implement during the conduct of National Examinations in schools in the Kingdom of Bahrain.

The BQA in the Kingdom of Bahrain conducts annual National Examinations in the core subjects for Grade 9 and in common subjects for Grade 12. The BQA works independently to assess students performance at the end of basic and secondary education, identifying strengths and areas for improvement, and it provides information to the relevant stakeholders about the Kingdom's educational system and its development to take the necessary decisions to support the positive aspects of the education system and address the areas for improvement among students.

The Directorate of National Examinations (DNE) sets and implements the National Examinations to measure students' performance in pre-university education stages. The DNE aims to:

- independently assess students' performance in the Kingdom of Bahrain at the end of basic and secondary education.
- develop test specifications according to the national curriculum and in line with international standards.
- develop examinations that are valid, reliable, and fit for purpose.
- administer and conduct National Examinations effectively and efficiently.
- publish national examination results and reports and make them available to all concerned stakeholders.
- communicate with all concerned stakeholders in an effective and sustainable manner, to contribute towards improving and developing the education system in the Kingdom of Bahrain.

This Handbook provides schools with all the information they need to ensure that the conduct of the National Examinations runs smoothly for their schools.



PART 1: GENERAL PRINCIPLES

1.1 National Examinations Materials

1.1.1 Ownership

Ownership of all material delivered by BQA to schools belongs to BQA, even after publication.

1.1.2 Ownership of National Examinations Papers

All National Examination papers will become the intellectual and physical property of BQA. Students' answer papers will not be returned to schools.

1.1.3 Ownership of Students' Work

BQA reserves the right to use students' answer papers or extracts from them on an anonymous basis in educational presentations, materials, and products. These can be published either in printed or electronic format. BQA also reserves the right to use students' work for educational purposes, for example, in standard settings and teachers' training.

1.1.4 Ownership and Use of National Examinations Materials

Schools may reproduce copies of past question papers and other materials published by BQA for internal school training purposes provided that copies are:

- inclusive of all BQA copyrights, acknowledgement, and notices.
- used exclusively by students at the school.
- not offered for sale in any circumstances.

1.2 Administrative Services Provided by BQA

1. Conduct Briefings for all schools in the Kingdom of Bahrain.
2. Provide schools with National Examination materials and



documentation such as The National Examinations Handbook for Schools, National Examinations schedules, attendance registers, and seating plans.

3. Coordinate with the Ministry of Education (MoE) regarding providing schools with special arrangements based on their requirements in accordance with the criteria in Section 4.
4. Inform and advise the stakeholders of all National Examination administrations.
5. Issue performance and marking reports.
6. Issue National Examination results reports.

1.3 Responsibilities of the School

1. Update periodically and accurately the school students' data.
2. Attend all briefings conducted by BQA and disseminate them to the relevant school members, including students, and administrative and teaching members.
3. Communicate with students and parents in all matters related to National Examinations.
4. Apply for Special Arrangements or Special Considerations in accordance with the BQA regulations and guidance.
5. Ensure the availability of examination halls, appropriate devices, and material to conduct the National Examinations.
6. Assign school representatives and invigilators and ensure their awareness of The National Examinations Handbook for Schools and any required instructions.
7. Ensure the delivery of all National Examinations materials to students and their collection from the designated location specified by BQA, while protecting these materials from any damage or loss.
8. Report any suspected or alleged cases of malpractice or maladministration (Section 5) to the BQA in coordination with the MoE and assist the BQA in investigating any suspected malpractice.



9. Facilitate the quality check visits to the school by DNE representatives, including unannounced quality checks, in coordination with the MoE.
10. Allocate a folder for the National Examinations materials to save a copy of attendance registers, seating plans, and any instructions or correspondence about National Examinations.

1.4 Correspondence with the Education and Training Quality Authority

For further information, please find the following contact details:

Education and Training Quality Authority (BQA)

Directorate of National Examinations

Address: Doha Plaza, Floor 10 Building 2334, Road 2830, Block 428

Seef District

Phone: 17567620

Fax: 17562308

Email: dne@bqa.gov.bh



PART 2: NATIONAL EXAMINATIONS REGISTRATIONS

2.1 Students

2.1.1 Eligibility

1. Participation of students from government schools in National Examinations is mandatory and can only be taken through the school
2. All students must be registered according to their teaching group based on data provided by the MoE.
3. Private schools' participation in G12 National Examinations is optional, and requires an official request submitted by the school and in coordination with the MoE – Private Education Directorate.

2.1.2 Transferred Students

1. Students may be transferred to a school registered with BQA.
2. The school is responsible for registering any transferred student.
3. A student who transfers to another school after final registration has been completed becomes the responsibility of the receiving school.
4. A transfer student form (Form SO1) must be completed by the school to which the student is transferred.
5. BQA will not accept requests for partial transfers (for example, taking just one question paper of an examination at another school).

2.1.3 Correspondence about National Examinations

All correspondence on any aspect of the National Examinations will be conducted between BQA and the MoE. In special cases, it may be conducted with the school administration in coordination with the MoE. BQA will not accept any direct correspondence with students or their parents.

2.1.4 Disqualification of Students

Any student for whom malpractice has been confirmed may be disqualified from certain questions/question paper(s) (see Section 5).



2.2 Registration

2.2.1 Initial Registration Information

BQA requires initial registration information at the beginning of an academic year to:

- print the required quantities of question papers.
- estimate the number of the part-time staff.

2.2.2 Final Registrations

1. It is the school's responsibility to ensure updating the students' data accurately and submit the complete final student entry data to BQA through MoE.
2. Private schools are responsible for accurately updating their students' data and submitting them directly to BQA in coordination with Private Education Directorate - MoE.
3. BQA will use the final student entry data submitted by the MoE, and the data of private schools sent by their respective administrations.
4. In the case of a student who travels abroad, drops-out, or gets transferred to a private school that is not participating in the National Examinations, BQA will not accept any amendments to the data except an official letter from the MoE for the government schools, or from the administration of private schools in coordination with Private Education Directorate - MoE.

2.2.3 Student Numbering

Every student in each school will be assigned a number on the examinations papers, which is their personal CPR number.



PART 3: CONDUCT OF NATIONAL EXAMINATIONS

3.1 Preparation for the National Examinations

Prior to the National Examinations session, the school administration has to do the following:

3.1.1 Declaration of Interest

If a member of staff has an interest in a person taking the National Examination, they must complete the Declaration of Interest form (Form SO8). This must be handed to the school that will arrange for a copy to be sent to BQA in coordination with the MoE. The original form must be kept for 1 year in the school's National Examinations file to ensure the integrity of the examinations process.

In this case, the school should not assign a relative of the student to invigilate them. If the person responsible for managing the examinations at the school is a relative of the student, appropriate arrangements must then be made to ensure the presence of a suitable substitute.

3.1.2 Students' Instructions for the National Examinations

The BQA distributes students' instructions and National Examinations schedule to schools. Schools should clearly display a copy of the instructions in the examination halls and distribute the examinations schedule at least a week before the examinations.

3.1.3 Examinations Venue

A. School

All students must take their examinations in the school where they are registered unless prior permission has been obtained



from BQA for students to take the examination elsewhere.

B. Examination Hall

Any examination hall must have appropriate conditions e.g. comfort, quietness, suitable temperature, lighting, and ventilation.

C. Display Material

There must not be any materials displayed in the examination hall, such as diagrams or wall charts, that could assist students in answering the examination questions. Particular care must be taken with those examinations that are held in learning centres.

D. Clock

A clock for time keeping must be visible to all students in the hall.

E. Special Cases Halls

In cases where special conditions apply that meet requirements for special cases halls, the school administration should follow the following procedures:

1. Provide all necessary requirements for each student to take the examination according to their condition, in accordance with the laws and procedures of the National Examinations.
2. Allocate a dedicated room for students with special cases taking the examinations.
3. Appoint invigilators.

Note that the same procedures applicable to other classes also apply to special cases halls.

3.1.4 School Representatives

Schools must inform BQA in advance of the name of the school



representative(s) who will collect and return the question papers for each day during the examinations period. The representative(s) must collect the question paper packets from the designated distribution centre on the examination date. BQA will advise all schools of the timing and the venue of the distribution centre before the dates of the examinations.

Schools' representative responsibilities

1. Receive the National Examination papers from the BQA distribution centre and return them daily during the examinations period.
2. Maintain the security and confidentiality of the National Examinations materials as the school representative will be asked to sign a confidentiality statement and will be given a copy of it. This copy of the statement must be kept in the school's National Examinations file.
3. Check that the correct National Examinations materials have been received through verifying their school's name on the packets and not another school name before leaving the distribution centre.
4. Check that question papers are sealed in secure envelopes.
5. Deliver the National Examinations papers to the school administration who in turn will distribute them to the invigilators.

The school representative will receive the following:

- Sealed packets containing the National Examinations papers.
- Answer sheet packets are labeled with: the name of the school, grade, subject and examination paper number. These packets contain the following:



- Students' attendance register for each grade and question paper.
- Seating plan for each grade and question paper.
- Student labels, which contain the student CPR number and barcode, to be placed on specified box on each question paper for essay papers only.
- The answer sheets for the multiple-choice question papers only.
- Sealed envelope containing the password for the recorded scripts of the languages examinations, except for G12 Arabic.
- A copy of the Confidentiality Statement.

The school must keep all of the above in a secure place until the time of the examination. The BQA must be immediately notified in coordination with MoE in case the safety of any of the National Examination materials has been compromised such as in cases of fire, theft, loss, damage or leakage or any other situation.

3.2 Invigilation Requirements

The Invigilator is a teacher from the same school where the National Examinations are conducted but does not teach the subject being examined. The invigilator must:

1. attend the examination hall within sufficient time prior to the start of the examination.
2. give their full attention to maintaining student behaviour during the examinations and must not perform any additional tasks (such as marking or using mobile phones) in the examination hall.
3. be able to seek assistance easily without leaving the examination hall and without disturbing the students.
4. be familiar with the 'Instructions for Students' and The National Examinations Handbook for Schools before the National



Examinations session.

3.2.1 Invigilator Responsibilities Prior to the Examination

1. Check students' seating as follows:
 - According to their serial number in the attendance register.
 - The seating arrangements in the examination hall must be organised in such a way that students are prevented from disturbing others or overlooking other answer papers.
 - Each student must have a separate desk or table of sufficient size to comfortably accommodate question papers.
 - In exceptional circumstances, when students are not sitting on individual desks, it is necessary to leave sufficient space between them.
 - Any student suffering from an infectious or contagious disease must take the examination in a separate hall (Special Cases Hall). The student's answer paper must be placed in a separate envelope from other answer papers at the school, and the student's CPR number label should be placed on the front of the answer paper.
2. Check that the students have all the necessary materials to enable them to complete the examination (consider item 9 in this section about authorised and unauthorised materials).
3. Ensure that the papers packet containing students' answers is correct according to the grade, teaching group, subject, and paper number.
4. Ensure that all students have received the correct examination paper.
5. The invigilator must verify the identity of each student using their ID card or a copy of it.
6. Stick the students label with their CPR number in the specified box on the question paper considering the following:
 - Writing 'absent' on the specified place on the student label if a student is absent.



- In case the student label is missing or damaged, the CPR number should be written in the appropriate allotted space on the question paper cover.

7. In MCQ examination papers, the following must be considered:

- Ensure handing the correct answer sheet to the student with the correct pre- printed personal information on it (student name and CPR number).
- In case of student absence, 'Absent' option on the answer sheet should be shaded.
- If there is no answer sheet registered with the student's personal information, one of the included pirate (New Student) answer sheets must be used with the correct CPR filled in. It is essential in this case to fill in the "New Student" bubble as well.
- In case a student's answer sheet is damaged, one of the included pirate "New Student" answer sheets must be used with the correct CPR filled in. In this case, however, the "New Student" bubble must not be filled in.

8. Fill in the seating plan considering the following:

- Put a (√) mark for the present student in the designated attendance space and put an (x) mark for the absent student in the designated absence space.
- Add the student's name and CPR number if the information is not provided in the attendance register.
- Correct any incorrect student information.
- If there is a special cases hall, the attendance register (Form S05) should be used.
- If there is insufficient space in the printed attendance register, the attendance register in (Form S05) should be used.

9. Fill the seating plan by writing the serial number in the correct box according to each student seating arrangement in the



examination hall.

10. Inform students of the following:

- Answers should be written in the designated places on the question papers or shaded on the correct answers on the MCQ answer sheets.
- Not to use correcting fluids/correcting pens.
- Not to use highlighters or glues.
- Follow the instructions on the examination papers or the MCQ answer sheets about the authorised and unauthorised materials as follows:

Grade 9

Subject	Paper	Authorised Materials	Unauthorised Materials
Arabic	1	Blue pen	Linguistic dictionary Electronic dictionary
	2	Pencil Eraser	Smart watch Mobile phone
English	1	Blue pen	Linguistic dictionary Electronic dictionary
	2	Pencil Eraser	Smart watch Mobile phone
Mathematics		Pencil Eraser Ruler	Calculator Smart watch Mobile phone
Science		Pencil Eraser Ruler	Calculator Smart watch Mobile phone



Grade 12

Subject	Paper	Authorised Materials	Unauthorised Materials
Arabic	1	Blue pen	Linguistic dictionary Electronic dictionary
	2	Pencil Eraser	Smart watch Mobile phone
English	1	Blue pen	Linguistic dictionary Electronic dictionary
	2	Pencil Eraser	Smart watch Mobile phone
Mathematical Skills		Pencil Ruler Eraser Calculator	Smart watch Mobile phone

3.2.2 Invigilator's Responsibility During the Examination

1. Be always alert at all times to prevent any disturbance or attempts of cheating.
2. Ensure the security of examination papers to prevent any leakage, copying, or capturing of them.
3. A student who arrives late, but no more than after **quarter** of the time of the examination, may be allowed to sit the examination. If later than that, then the student will be considered absent. Students should not be allowed to sit the exam unless there is an excuse accepted by BQA, as follows:
 - If the student is late for an acceptable reason such as sudden illness or transportation difficulties, and as long as the student does not meet any other students who have already taken the examination, then the late student will be permitted to take the examination and be given additional



time to compensate for their late arrival.

- A student who arrives late because of negligence or carelessness will be permitted to take the examination in the remaining time left only.
4. The Invigilator must not read the examination questions to students.
 5. The Invigilator must not provide any information to students about the following:
 - Any errors that may appear on the examination paper, unless officially corrected by the BQA, whether they are printing or spelling mistakes.
 - Any question in the examination paper or the hints on how to answer them.
 6. The Invigilator must remove and retain any unauthorised materials discovered in the possession of a student during the examination. For more details, refer to Section 5.
 7. Students who leave the examination hall temporarily must be accompanied by a member of staff. In cases where Special Considerations is applied for (such as illness) such students may be allowed extra time to compensate for their temporary absence.
 8. Students are not allowed to leave the examination hall permanently until **half** of the allotted time for the exam has elapsed.
 9. The Invigilator, after consultation with a member of the school's senior staff, may expel the misbehaved student from the examination hall, but such action should only be taken when it is felt essential or when the continued presence of the student could cause disruption to other students. Such students should be transferred to a special hall. For more details refer to section 5.
 10. The Invigilator must take the following actions in the event of an emergency such as a fire alarm or any other alert or serious disturbance:
 - Evacuate the examination hall.
 - Ensure that all the question papers and student answer papers are left in the examination hall and that the hall is



locked if possible.

- Ensure that the students are supervised as closely as possible whilst they are out of the examination hall to ensure that there is no communication.
- After the students have returned to the examination hall, indicate the time at which the interruption occurred and the time of resumption and allow additional time to compensate for the delay.
- If there are only a small number of students, consideration should be given to the possibility of taking the students, with their question papers and answer papers, to another safe place in order to complete the examination.
- Make a full report of the incident and of the action taken and provide this immediately to the BQA in a separate envelope.

11. The invigilator must inform the students about the approaching end of the designated examination time five minutes in advance.

3.2.3 Invigilator's Responsibilities at the End of the Examinations

1. Invigilators should instruct students to stop writing at the end of the examination.
2. Students arriving late and who are given additional time to compensate for their late arrival, will be instructed by the invigilators to stop writing at the end of their allocated additional time.
3. Ensure that all student answer papers, and unused papers are collected before the students are allowed to leave the examination hall.
4. Ensure that the students' personal CPR number label is present on all their answer papers.
5. Answer papers must be arranged in the order of student serial numbers according to the attendance register.



6. Ensure that the word 'Absent' is written on the question paper when a student is absent and the 'Absent' option is shaded in the MCQ answer paper.
7. The attendance register and seating plan must be completed. The invigilator must write his/her name, sign them and include them in the answer paper packet. The school should retain a copy of them in the school's National Examinations file.
8. All used and unused answer papers, along with the attendance register and seating plan of the teaching group as well as the Special Needs Papers (if available), must be included in the answer packet along with a copy of the attendance register and the special needs hall seating plan to ensure that all papers are returned to the BQA.
9. Check that the label on the answer packet provided matches the grade, teaching group, subject and paper taken.
10. Answer packets must be sealed and to maintain a high level of confidentiality of the answer papers, they must not be read or photocopied by any person unless this is specifically required by the BQA.
11. The packets containing student answer papers must be delivered by hand to the school administration, so that the school representative delivers them to the distribution centre. These packets should be delivered at the end of each exam day.

PART 4: SPECIAL ARRANGEMENTS AND SPECIAL CONSIDERATIONS

BQA prepares this part to make the National Examinations accessible to all students. Schools are strongly encouraged to read the whole of Part 4 to make the appropriate decisions regarding their students.

4.1 SPECIAL ARRANGEMENTS

Special Arrangements are procedures for students with special



educational needs to reduce the impact of such needs on their performance. BQA Special Arrangements procedures include:

- An extra time allowance.
- The provision of specially adapted papers.
- Assistance with reading or writing.
- Other special arrangements.

In all cases, the school administration must report these cases in coordination with the MoE through a formal request submitted prior to the National Examinations. All requests are considered on an individual basis; however, the BQA will not take into account any special arrangements for requests that are not submitted through the MoE or that are sent after the deadline. As for private schools, special arrangements requests are received directly from them, and each case is responded to in coordination with the MoE and the Private Education Directorate.

Note: If Arabic is not the student's native language, it will not be considered a valid reason to request special arrangements.

Principles Governing Special Arrangements

1. All students are assessed according to the same marking criteria.
2. Special Arrangements must not give the student an advantage over other students.
3. Special Arrangements must not interfere with the integrity of the examinations.

4.1.1 How to Apply for Special Arrangements

1. All government schools submit Special Arrangement requests to the MoE.



2. BQA receives the approved requests for Special Arrangements through the MoE.
3. As for private schools, Special Arrangement requests are directly received according to the specified dates.
4. Official letters of acceptance for special arrangements are issued in accordance with National Examinations laws and regulations, through the MoE for government schools and in coordination with the Private Education Directorate for private schools.

4.1.2 Guidance on How to Deal with Particular Disabilities

The following points outline the instructions regarding requests for various Special Arrangements, which should be submitted through the MoE for government schools and directly to private schools in coordination with the MoE Private Education Directorate (refer to 4.1.1)

(A) Students with Physical Disabilities

1. Students with physical disabilities are given an additional time allowance of 25%. BQA may provide additional time (more than 25%) in cases of severe physical disabilities.
2. Students with severe disabilities may require a rest break. The timing of the examination should be paused and re-started when the student is able to continue. The student must remain under supervision at all times.
3. If the student cannot write independently, an application to use a writer should be submitted (see 4.1.1). The school is responsible for selecting an appropriate writer and must follow the Regulations Governing the Use of Writers (see 4.1.3). A 'Writer's Transcription Cover Form' must be attached to the answer paper (Form S03).
4. In case the student uses a computer for written examinations, the school may request this arrangement (see 4.1.1). The school must follow the Regulations Governing the



use of Computers (see 4.1.3)

5. If the student can write, but the handwriting is not easy to read, the school may assign an assistant to transcribe the student's work to another separate paper to facilitate reading the student's response. The 'Writer's Transcription Cover Form' (Form S03) should be included with the student's answer sheet (see 4.1.3).

(B) Students with Visual Impairment

1. Question papers can be provided in the following types:
 - **Braille question papers** – question papers will be modified in Braille including the images and diagrams.
 - **Enlarged question papers in A3 size** – question papers will be modified to A3 size.
 - **Enlarged and modified question papers** – question papers will be modified to illustrate images or font enlargement and will be re-printed on A4 size.
 - **Coloured question papers** – other than white papers, question papers can be printed on A3 or A4 size.
2. Students receiving modified question papers are still expected to answer the same questions as other students except for blind students.
3. Students with visual impairment will be given an additional time allowance of 25%. BQA can authorise granting additional time exceeding 25% in severe cases.
4. Students with visual impairment may require a rest break. The timing of the examination should be paused, and re-started when the student is able to continue. The student must remain under supervision at all times.
5. In case the student uses a computer or Braille machine for written examinations, the school may request permission to use them. The school must adhere to the Regulations



Governing the Use of Computers (see 4.1.3)

6. If the student can write, but the handwriting is not easy to read, the school may assign an assistant to transcribe student's work to another separate paper to facilitate reading the student's response. The 'Writer's Transcription Cover Form' (Form SO3) should be included with the student's answer sheet (see 4.1.3).
7. If the student cannot read independently or use Braille, an application to use a reader should be submitted (see 4.1.1). The school is responsible for selecting an appropriate reader and the Regulations Governing the Use of Readers must be followed (see 4.1.3).

Note: It is essential that deadlines for submission of applications are met by the MoE. If they are not met, the BQA will be unable to provide the modified papers.

(C) Students with Hearing Impairment

1. Students with hearing impairment may be given an extra time allowance of 25%. BQA recommends providing (more than 25%) additional time in severe cases.
2. In listening examinations, Special Arrangements may be made for students with hearing impairments. For example, they may be allowed to take the examination in a separate hall, use headphones, or request the tapescript (see 4.1.1)
3. If Special Arrangements will not enable the student to take the listening examination, an exemption from the listening examination may be requested provided that the student has taken the reading and writing examinations.
4. Sign language must not be used in languages examinations.
5. Sign language may be used to help the student with hearing impairment and special needs in reading the questions only. Sign language must not be used to convey or write down the answers.



(D) Students with Learning Disabilities

1. Students with learning disabilities may use an extra time allowance of 25%. BQA recommends providing (more than 25%) additional time in severe cases.
2. A reader or writer can be provided for students with learning disabilities. The school is responsible for selecting an appropriate reader or writer and adhering to the Regulations Governing the Use of Readers or Writers (see 4.1.3):
 - Readers will not be allowed in the reading examinations.
 - In case of using a writer in written examinations, the student should be able to dictate all grammar and punctuation and the words letter by letter. A writer is not automatically permitted to act as a reader for the student unless the BQA has given prior permission that the student may have the use of a reader.
 - If the student can write, but the writing is not clear to be read, the school may assign an assistant to transcribe the student's work on a separate paper to facilitate reading the student's response, and the 'Writer's Transcription Cover Form' must be attached (see 4.1.3, Form SO3).
 - If a student normally uses a computer or Braille machine at school to compensate for a learning disability, a request may be made for this arrangement for written examinations. The school must follow the Regulations Governing the Use of Computers (see 4.1.3).

4.1.3 Regulations Governing

All these arrangements are provided in accordance with the BQA rules and regulations, based on requests submitted by government



schools through the MoE, as well as direct requests from private schools in coordination with the Private Education Directorate.

(A) Use of Readers

A reader is a person who, on request, will read the questions or any part of the student's answers.

1. Permission for the use of a reader must be obtained from the BQA prior to the examinations.
2. During an examination, a reader must:
 - read the questions and the answers accurately and as often as requested.
 - only read the rubrics and questions, not explain or clarify.
 - not give factual help to the student or offer any suggestions.
 - not advise the student regarding which questions to do, or when to move on to the next question or the order in which the questions should be done.

For the visually impaired, the reader is allowed to do the following:

- Describe tactile diagrams, graphs, and tables to the student in order to gain accurate information from the original examinations copy.
 - If requested, give the spelling of a word which occurs in the question paper.
 - Give the student breaks during an examination if needed.
 - Immediately inform the Invigilator of any communication issues between them and the student.
3. The use of a reader must neither give an unfair advantage nor disadvantage to the student.



4. A reader cannot be used in the reading examinations.
5. Additional time will be permitted for the use of a reader, normally being up to 25% of the prescribed duration of the examination.
6. A reader should be one of the school's administrative or teaching staff who can read accurately at a reasonable speed.
7. A reader is responsible to the school regarding their duties.
8. The reader must not be the student's teacher, nor a friend or a relative.
9. A student requiring a reader must be accommodated in a separate hall under separate invigilation, so that no other student is able to hear what is being read. The reader cannot act as the Invigilator.
10. For students who need a reader and a writer, the same person can act as a reader and a writer at the same time, refer to the Regulations Governing the Use of Writers (see 4.1.3)
11. Failure to comply with the regulations may affect the student's result.

(B) Use of Writers

A writer is a designated person who writes down a student's dictated answers to questions. Students are eligible to use a writer if they suffer from long-term or temporary disabilities that prevent them from writing by any other means.

1. Permission for the use of a writer must be obtained from the BQA prior to the examination.
2. During the examination, a writer must:
 - neither give factual help to the student nor offer any suggestions.



- not advise the student regarding which questions to do, or when to move on to the next question.
 - write down answers exactly as they are dictated (in some examinations this will involve students dictating their answers letter by letter and using punctuation, for example in examinations where accuracy of the language is being examined).
 - not permitted to act as a reader for the student unless the BQA has given prior permission that the student may have the use of a reader.
 - draw maps, diagrams, and graphs only and strictly in accordance with the student's instructions.
 - give breaks to the student during an examination if needed.
 - immediately refer any problems in communication to the Invigilator.
3. The use of a writer must neither give the student an unfair advantage over, nor disadvantage to, the other students.
 4. Additional time will be permitted for the use of a writer, which will normally be 25% of the prescribed duration of the examination.
 5. A writer should be one of the school's administrative or teaching staff who can write accurately and at a reasonable speed.
 6. A writer should take full responsibility for all duties related to his/her position as a writer.
 7. The reader must not be his/her teacher, a friend or relative of the student.
 8. A student requiring a writer must be accommodated in a separate hall under separate invigilation, so that no other student is able to hear what is being dictated. The writer cannot act as the Invigilator.
 9. For students who need a reader and a writer, the same



person can act as a reader and a writer at the same time, refer to the Regulations Governing the Use of Readers (see 4.1.3)

10. In case of an emergency before or during the examination, the school may assign a writer, provided that the BQA is informed.
11. After transcribing the student's answers, school must send to the BQA the following:
 - The transcription produced by a writer.
 - Student's original question paper.
 - Writer's Transcription Cover Form (Form S03).
12. Failure to comply with the regulations may affect the student's result.

(C) Use of Computers

These regulations apply to those students who normally use computers to produce written work, and who have been given permission to use them for written examinations. The aim of these arrangements is to enable students with disabilities to demonstrate their academic achievement.

1. It is the student achievement that must be assessed, and the use of the computer must not enhance his/her achievement or give an unfair advantage over other students.
2. In cases where the students' disability means that they cannot present written answers, students may be permitted to produce their answers via a computer. It is expected that the Special Arrangements requested for examinations will reflect the students' usual method of working.
3. When considering an application for Special Arrangements that will involve the use of a computer or a basic typewriter, the BQA will need full details of the hardware and software installed on the computer so as to disable the programmes.



These include but are not limited to spell checks, grammar checks, predictive text software, dictionaries, thesaurus, calculators, spread sheets, graphic packages, computer-aided design software, voice-activated software, internet and other assisted programmes whose use will impact the student's ability and give an unfair advantage over others.

4. Similarly, students must not be able to gain access to existing files or documents. Hard disk systems must be clear of any files and must only contain the software required for the examination concerned.
5. A computer must be used solely by the student who is registered for the National Examinations, and not by someone acting on the student's behalf.
6. The school must ensure that the computer is working efficiently during the examination period and that students are only able to gain access to what has been agreed in advance. The school must also ensure that the auto save facility is available and operating.
7. In circumstances where students are using computers which may distract other students, they must be accommodated separately during examinations. BQA's normal regulations concerning invigilation must be applied.
8. In order to ensure the fair application of marking schemes, schools may in some cases be asked to supply additional information concerning the previous academic performance of the student.
9. The student's answers must be printed after the elapsed time for the examinations and the student must be present in order to verify that his/her printout is complete. The school administration must submit the student's printed answer sheets to the BQA along with the students' answer papers.
10. Failure to comply with the regulations may affect the student's result.



(D) Writer's Transcription Cover Form

In case a school asked for a permission to use a writer, and the permission has been approved by the BQA, the school administration will assign the writer to write/re-write the students answers from his question paper to a blank question paper. A copy of the Writer's Transcription Cover Form (Form S03) must be attached to the student's question paper and sent to the BQA.

The following instructions must apply:

1. When receiving permission for the use of a writer, the school must make sure that:
 - The writer listens to the student's answers, who could not write, and write it directly on his/her question paper.
 - The writer transcript student's answers, whose handwriting is unreadable directly after the examination. The transcript must be on a blank question paper.
 - The transcript may be hand-written with a blue pen or pencil or by a computer.
 - The transcript must be an exact copy of the student's question paper. Any mistakes, including those of spelling, punctuation, and grammar, must be transcribed as given by the student and must not be corrected.
2. After transcribing the student's answers, school must send to the BQA the following:
 - The transcription produced by a writer.
 - Student's original question paper.
 - Writer's Transcription Cover Form (Form S03).
3. Failure to comply with the regulations may affect the student's result.



4.2 SPECIAL CONSIDERATIONS

Special Considerations are governed by the fact that the student has been affected by one of the following adverse conditions prior to taking the examination or during the examination; temporary illness, bereavement of a close relative, or any incident which affected the student's emotional state. The school should then inform MoE about these cases, which in turn notify the BQA. The BQA will coordinate with the Private Education Directorate – MoE regarding any cases reported by private schools, if applicable, so BQA can make a decision according to its own regulations detailed in 4.2.1.

Principles Governing Special Considerations

- Special Considerations must not give the student an unfair advantage over other students.
- Special Considerations must not interfere with the integrity of the examination.

4.2.1 Eligibility for Special Considerations

Special Considerations request is accepted if:

- A formal request is submitted with evidence.
- A student fails to complete a part of the examination.

Special Considerations request will not be accepted if:

- No formal request is submitted with evidence.
- A student fails to complete a part of the examination because of unaccepted excuse.
- The reason for application is that the students were not adequately prepared for the examination.



4.2.2 How to Apply for Special Considerations

BQA receives approved Special Considerations requests for government schools through the MoE and directly from private schools within **3 working days** after the completion of the National Examinations. The BQA will send its response to these cases through the MoE for government schools and in coordination with Private Education Directorate for private schools.

PART 5: MALPRACTICE AND MALADMINISTRATION

Malpractice and maladministration are actions that threaten the integrity of the BQA examinations. It is the responsibility of the school to immediately report all cases of suspected malpractice or maladministration to the MoE who in turn will report them to the BQA. Private schools will have to report such cases directly to the BQA who will coordinate with the Private Education Directorate in the MoE.

5.1 Types of Suspected Malpractice and Maladministration

The following are some examples of malpractice and maladministration:

- Collusion of one of the school's administration or teaching staff in helping students to answer question papers.
- Failure of the Invigilator to control students during the examination.
- Obtaining unauthorised access to examination material.
- Having unauthorised materials in the examination hall.
- Students copying work from others, or collusion or attempted collusion with others during the examination.
- Disruptive behaviour in the examination hall.
- Students using false identity and completing the examination on



behalf of others.

- Plagiarism.
- The inclusion of offensive or aggressive material in answer papers.

5.2 Followed Procedures for Suspected Malpractice and Maladministration

All such malpractice or maladministration incidents in government schools should be reported to the MoE who will report them to the DNE, while private schools have to report them directly to the DNE who will coordinate with the Private Education Directorate.

5.2.1 Cases Identified by the School

In any case of suspected malpractice by students or administrative and teaching staff that may be harmful to the integrity of the National Examinations, the school must report the case by completing 'Malpractice and Maladministration Report Form' (Form S07). Therefore, the BQA, in coordination with the MoE, will send the school the acknowledgment of receipt of the forms.

5.2.2 Cases Identified by National Examinations Markers and other Stakeholders.

When Markers identify suspected cases of malpractice and maladministration during marking students' answer papers, the BQA will report all suspected cases back to the school through the MoE in case of government schools and directly in case of private schools. The school must inform the student(s) of the allegation. The school must investigate this matter further by completing the 'Malpractice and Maladministration Form' (Form S07) then submitting them with the evidence no later than three working days from the date the formal letter was sent to the MoE or



private school; if this deadline is not met, then the BQA will present available evidence of the case to the BQA Malpractice and Maladministration Committee to assess the situation.

5.3 BQA Procedures for Malpractice and Maladministration

BQA Malpractice and Maladministration Committee is responsible for investigating each case of the suspected cases based on the related available information; and then decides the appropriate procedure according to the BQA rules and regulations. BQA informs the concerned school in coordination with the MoE by sending official letter with the decision made, and the school should inform the relevant stakeholders.

PART 6: EXAMINATION RESULTS

BQA reviews the quality of the results reports thoroughly before being issued. Results are announced on the BQA official website which will have a link to results on Bahrain.bh, where students can view and download their statement of results.

6.1 Types of Reports

Following the marking of the students answer papers the BQA will produce three results reports for Grades 9 & 12, these being:

- **Report to the Ministry of Education:** shows the average school performance mark for the subjects. It also shows the average performance mark for all schools (National Average) and the marking reports.
- **Report to the Teaching Group:** shows the performance level and the Mark for each student in a teaching group in each subject and the average performance mark of each teaching group, school, and the average performance mark of all schools (National Average).



- **National Examinations Statement of Results:** shows the performance level and Mark of student in each subject.

6.2 Result Appeal

6.2.1 Submission of Appeal

1. A student can appeal the national examination results in any of the examined papers through submitting an appeal request on Bahrain.bh website within **3 days** of the release of G12 National Examinations results.
2. A service fee of **BD 5** will be charged for each appeal of a National Examination paper. The amount will be refunded in case the appeal is accepted and the score is changed as result in the appealed paper.
3. DNE will not consider any appeal request regarding the results if it is submitted through the phone.

6.2.2 National Examinations Appeal Procedures

The BQA appeal procedures will include the following:

- A re-check that all parts of the answer papers have been marked.
- A re-check that the marks on the answer papers have been correctly totalled.
- A re-check that the total mark for each answer paper has been correctly recorded on the IT system.
- A re-check on the totalling of the answer paper marks for a subject.
- A re-check as to whether any allowances, for example, Special Considerations or Malpractice, have been applied.
- A re-check of student answer paper against the marking scheme.



6.2.3 Response to the Appeal

- The DNE will respond to the appeal within **10 working days** of receiving the appeal requests.
- A notifying email will be sent to the appealing student of the result of the appeal. If an appeal is accepted in any of the papers, the student can download a modified report through the Bahrain.bh website.

Part 7: Paper Forms

The following table outlines the paper forms required for the National Examinations to be used as needed.

Form Number	Form Name
S01	Student Transfer Form
S03	Writer's Transcription Cover Form (For Assistant Writer)
S05	Attendance Register Appendix
S06	Comments on the Examination Form
S07	Malpractice and Maladministration Report Form
S07.1	Appendix - Malpractice and Maladministration Report Form
S08	Conflict of Interest Form

Form S01 – Student Transfer

- This form must be filled and endorsed by the school to which the student has transferred.
- The results of the transferred student are calculated within the results of the school to which he is transferred.



S01

Student Transfer Form

Please read the instructions before filling out the form.

Section 1: Student Information

Student CPR Number:

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Student Name:

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Student's Grade & Teaching Group:

G9 ☐

G12 ☐

Teaching Group:

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Section 2: Information of the School Transferred From

School Number:

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School Name:

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Section 3: Information of the School Transferred to

School Number:

--	--	--	--

School Name:

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Section 4: School Principal Acknowledgement

We hereby acknowledge the accuracy of the information in the form.

Name:

--

Position:

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Date:

--

Signature:

--

An endorsed copy must be sent to BQA



Form S03 – Writer’s Transcription Cover Form (For Assistant Writer) Notes to the School

- The school should fill out the form and attach it securely to the student question paper to send to the BQA with students answer papers.
- The assistant writer should state in the comments box any problems that have been encountered during noting down a student answer that the BQA should be aware of.



S03

Writer's Transcription Cover Form (For Assistant Writer)

Please read the instructions before filling out the form.

Section 1: School Information

School Number:

School Name:

Section 2: Student Information

Student ID:

Student Name:

Student's Grade & Teaching Group:

G9 ☐

G12 ☐

Teaching Group:

Subject:

Question Paper:

Section 3: Assistant Writer Information

Comments (if appropriate)

The answers are written in the copy attached to the student mentioned above with the assistance of the Assistant Writer during the examination session in accordance with the regulations governing the Assistant Writers in Part 4 of The National Examinations Handbook for Schools.

Writer name:

Position:

Date:

Signature:



Section 4: School Principal Acknowledgement

We acknowledge the accuracy of the information within this form.			
Name:	<input type="text"/>	Position:	<input type="text"/>
Date:	<input type="text"/>	Signature:	<input type="text"/>

Kindly send this completed form attached to the student's answer paper after acknowledgement.



S05

Attendance Register Appendix

Grade/ Teaching Group					
Subject/Paper					
School Name		School Number			
Examination Paper Date					

Serial Number	Student CPR Number	Student Name	Attendance	
			Present	Absent

1. The invigilator should use this appendix to record students' information if they are not recorded in the attendance register provided or if there is no more space in it.
2. Put a (√) in the status column to indicate whether a student is present or absent.
3. Keep a copy of this form in the National Examinations folder at the school.
4. Attach this form to the teaching group answer papers.

Name of Invigilator:

Position:

Date:

Signature:



S06

Comments on the Examination Form

Kindly use this form to record any comments by the school administrative or teaching staff regarding the national examinations, ensuring a separate form is used for each subject and paper you wish to comment on.

Grade:	Examination Paper Date:
Subject:	Question Paper Number:

Comments:

Name

Position

School Name

School Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date

Kindly send this form to BQA within no more than 5 working days from the end of the national examination period. Any comments will be taken into consideration if applicable.



S07

Malpractice and Maladministration Report Form

General Information

School Number

School Name

Grade ☐ 9

Teaching Group

Subject

☐ 12

Examination Paper

Case

Number

Case Type

*Invigilators details witnessing suspected malpractice/maladministration

Invigilator (1)

Name	<input type="text"/>	Position	<input type="text"/>	Mobile Number	<input type="text"/>
Invigilator Statement					

Invigilator (2)

Name	<input type="text"/>	Position	<input type="text"/>	Mobile Number	<input type="text"/>
Invigilator Statement					

* The information above must be filled according to the number of invigilators, and in the case of having more than two invigilators, please fill out the form "Appendix – Malpractice and Maladministration Report (S07.1)" in The National Examinations Handbook for Schools to complete the required information.



****Student/Students Information**

Student CPR Number		Student Name	
Student Statement			
Student CPR Number		Student Name	
Student Statement			
Student CPR Number		Student Name	
Student Statement			

**The information above is filled according to the number of students and in the case of insufficient space for the students' data, please fill out the form "Appendix - Malpractice and Maladministration Report (S07.1)" in The National Examinations Handbook for Schools to complete the required information.

Please attach the following with the form:

1. A copy of the students' seating plan.
2. A Statement of the school procedures to raise awareness of the National Examinations rules for students and staff.

School Principal's Acknowledgement

We acknowledge the accuracy of the information within this form.			
Name:	<input type="text"/>	Position:	<input type="text"/>
Date:	<input type="text"/>	Signature:	<input type="text"/>

Kindly send this form to BQA after the acknowledgement



S07.1

Appendix - Malpractice and Maladministration Report Form

School Name

School Number

Grade/Teaching Group

Exam Subject/ Paper

Case Number

Case Type

School Name

School Number

Grade/Teaching Group

Exam Subject/ Paper

Case Number

Case Type

Invigilators details witnessing suspected malpractice

This section should be filled out in case there is insufficient space of the invigilators' data in the Malpractice and Maladministration Report Form (S07):

Invigilator

Name		Position		Mobile Number	
Invigilator Statement					

Invigilator

Name		Position		Mobile Number	
Invigilator Statement					

Student/Students Information

This section should be filled out in case there is insufficient space of the Students' data in the Malpractice and Maladministration Report Form (S07):

Student CPR Number		Student Name	
Student Statement			
Student CPR Number		Student Name	
Student Statement			
Student CPR Number		Student Name	
Student Statement			
Student CPR Number		Student Name	
Student Statement			
Student CPR Number		Student Name	
Student Statement			
Student CPR Number		Student Name	
Student Statement			

School Principal's Acknowledgement

We acknowledge the accuracy of the information within this form.

Name:

Position:

Date:

Signature:

Kindly send this form to BQA after the acknowledgement



S08

Conflict of Interest Form

The school must fill out this form if there is a family relationship between any of the school's staff members and a student or students in the classes in which the National Examinations are being conducted and the related member should not be assigned to monitor them.

If this member is responsible for administering the National Examinations at the school, appropriate arrangements must be made to ensure an alternative presence.

Section 1: School Details

School Number:

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School Name:

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Section 2: Declarer's Details

To fill out this section, please refer to the attached table in 'Excel' format.

Section 3: School's Endorsement

School Principal's Signature:

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Date:

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After approval, please send the completed form to the BQA and keep a copy of it in the National Examinations file at the school for one academic year only.