



Table of Contents

| | |
|--|---|
| Administration of Exam | 2 |
| Attendance | 2 |
| Attendance Sheet | 2 |
| Absence from the final examination | 2 |
| Requesting a deferral | 3 |
| Deferral Date | 3 |
| Traveling Students | 3 |
| Hajj Policy | 4 |
| Grades..... | 4 |
| Request for Review of Exam | 4 |
| Retake Policy..... | 4 |
| Past Exams..... | 5 |



Administration of Exam

Details of the exam date, location and timing will be available at www.almaghrib.org/exam_information.php at least two weeks prior to the exam. All students who have taken the seminar are responsible for checking this website for all relevant information and updates. Students will be given two hours to take the exam, unless stated otherwise.

Attendance

It is FARD upon every student to take the final exam. Students arriving late for their exam will not be granted additional time to complete examination. Individuals who require a deferral with a legitimate reason will be required to follow and respect the deferral process. Students missing their examination without an acceptable reason will not be granted another opportunity to take their exam and will receive a mark of '0' for the seminar.

Attendance Sheet

An attendance sheet will be circulated during each examination. Signing-in upon arrival and signing out upon submission of the exam is imperative. It is the responsibility of each AlMaghrib student to ensure that they have signed in and signed out on the official attendance sheet. Should a student fail to sign in or sign out on the attendance sheet, AlMaghrib Institute will not be responsible for the examination of the student.

Absence from the final examination

Students are responsible for knowing the time, date and location of their exam. Exam information is clearly available to each student at www.almaghrib.org/exam_information.php. Therefore lapses in the knowledge of the above mentioned information are not acceptable grounds for missing an examination. Deferred exam requests based on the above reasoning will be denied. Absence from the examination for any further reasons must be justified in writing with adequate documentation. Only missed exams due to serious illness, unfortunate family circumstances or serious, extenuating circumstances will be granted a deferral. Inadequate exam preparation is not an acceptable ground for the request of a deferral.

Absence for reasons of serious illness must be justified by a medical certificate. The student must submit this documentation to their respective Exam Coordinators/Proctors before a taking the deferred exam. Students who take their exam during the period of illness may not appeal their results of the examination on the grounds of sickness.

Absence for other serious reasons must be justified in writing. AlMaghrib Institute reserves the rights to request further documentation or explanations before a deferral is granted. The Qabeelah Head Exam Coordinator reserves the right to approve or deny deferral requests put forth by students.



Requesting a deferral

Students requesting a deferral must complete the Exam Deferral Request Form at www.almaghrib.org/exam.php at least one week in advance of the exam date. Deferral requests will be managed by the head exam coordinator for each Qabeelah.

Should any other academic exam or major function (conference, weddings, etc), conflict with the scheduled exam, students must fill out the deferral form one-week prior to the exam date. Deferral requests which are completed less than one weeks notice does not guarantee a response of approval before the exam day. Those without valid reasons will not have their requests approved, resulting in an automatic mark of zero for that particular examination.

Requests submitted after the exam day will not be accepted. Students must submit proper documentation such as a doctor's note, documentation of work, or proof of travel to their exam coordinator. In any case of emergency, students are responsible for notifying their exam coordinator (Refer to www.almaghrib.org/exam_information.php for Exam Coordinator contacts). Traveling students should refer to the traveling students section of this policy.

Every student is responsible for requesting deferrals on their own. Requests that are made through friends or family will not be accepted.

Deferral Date

Those who have had their requests approved must take the exam within ten days of the originally scheduled exam date. Students do not have the flexibility to choose when they wish to take their exam; the deferred exam will be scheduled by the exam coordinator of the student's Qabeelah. Students who fail to attend the scheduled deferral without a justified reason will not be allowed to take the exam on an alternate date.

NOTE: ALL EXAMINATIONS ARE CLOSED AFTER ONE MONTH (Condition also applies to traveling students)

Traveling Students

Students who travel to take a seminar are required at least one week in advance to fill the Traveling Student Exam Request Form at www.almaghrib.org/exam.php. Travel requests completed less than one week in advance does not guarantee the student the receipt of the exam.

The student will take the exam online the same day as the local students. Once the travel form has been submitted, an e-mail with detailed instructions will be provided.

A traveling student who wishes to defer their exam must fill out the Exam Deferral Request Form based on reasonable grounds. All conditions for deferrals apply to traveling students.



Hajj Policy

Students traveling for Hajj whose examination date conflicts with their hajj trip are required to follow the deferral process. Such students must complete the Deferral Request Form prior to leaving so that they are aware of the deferred exam date fixed by the Exam Department.

Grades

Students will receive their final grades for each seminar approximately 1-2 weeks after taking their examination.

The passing grade for AlMaghrib Institute's examinations is 70% unless stated otherwise. The physical exams will not be returned to the students, although students may request a review of their exams by emailing grades@almaghrib.org.

Students who have not received their examination results after this period of time should complete the Grade Request Form available on the exam webpage www.almaghrib.org/exam_information.php.

Request for Review of Exam

Students have up to three months upon receipt of their final grade to request a review or have their exam re-graded.

Retake Policy

Students who have received a failing grade on their final examination (less than 70%) and wish to pursue a credit, have the option to re-take a different version of the exam for the seminar. To request a re-take:

1. Students must login into their "My AlMaghrib" account (http://www.almaghrib.org/enroll.php#My_AlMaghrib).
2. Corresponding to the seminar in question, students will have the option to select "Re-take exam".
3. Once selected, students are required to indicate the dates they wish to take the exam. Note that the available dates will be the three weekends following the date of the request.
4. Students are responsible to read the Exam Policies prior to confirming their request, upon which they are to process their payment by clicking on the "Pay Online" button.

It is only upon the receipt of payment that the student's exam will be administered.



Past Exams

Students who have taken a seminar but have chosen not to take the exam will not receive credit, and thus have 'failed' the seminar. However, students have the opportunity to take a remitted exam in order to adjust the grade. An administrative fee per exam will be charged to take the exam which is based on the seminar's country. To request a remitted exam:

1. Students must login into their "My AlMaghrib" account (http://www.almaghrib.org/enroll.php#My_AlMaghrib).
2. Corresponding to the seminar in question, students will have the option to select "Take late exam".
3. Once selected, students are required to indicate the dates they wish to take the exam. Note that the available dates will be the three weekends following the date of the request.
4. Students are responsible to read the Exam Policies prior to confirming their request, upon which they are to process their payment by clicking on the "Pay Online" button.

It is only upon the receipt of payment that the student's exam will be administered.