

General Regulation for Stages of Primary, Intermediate and Secondary Schools and its Explanatory Notes

Part 1 General Provisions

Article 1

This regulation includes primary, intermediate and secondary schools stages and equivalent stages at all educational institutions but the training and temporary courses institutions shall have their own regulations.

Article 2

The competent educational institutions shall conduct the following examinations:

- a- Two sessions of general examinations for certificates covered by this Regulation.
- b- Two sessions of upgrading examinations at the educational stages covered by this regulation.

Article 3

Competent educational institutions shall determine the time for holding such examinations for certificates and upgrading annually.

Article 4

- a) Student shall be examined in general certificates, upgrading examinations and the evaluation of the year works (assignments) on the subjects of each stages syllabus.
- b) The concept of the subject integral unit and the numbers of questions papers shall be determined by a decision from the Minister of Education or the head of the competent educational authority in coordination with these authorities.
- c) The student final marks shall consist of the mark on the subject he has been examined at or the question paper.
- d) The subject or question papers maximum and minimum marks shall be determined by a decision from the Minister of Education or the head of the competent educational authority.
- e) As exception to paragraph (a) above, the sports and fine arts education teachers shall assess the pupils' marks during the academic year in compliance with basis set by the competent educational authorities and the grades of such subjects shall be added to the total mark in such a way to have an effect on the student aggregate. Such subjects shall have no minimum mark level (mean). Provisions of this paragraph shall not apply to sports and fine arts education institutes.

f) The student rating at science shall be completed by the teacher of the same subject through his continuous follow up throughout the year.

Article 5

A mark of (30) points shall be earmarked for behavior and attendance and added to the student's total marks in away that affects such marks and his aggregate, upgrading and certificate wise, provided that the school shall adopt clear educational concepts that student shall follow inside and outside the school. The student who shows lenience in performing all the educational principles or some of them or is absent from school without an excuse, shall lose some of what he scores of the mark allotted for the behavior and attendance.

Article 6

The full mark on each subject shall be divided into 30% for the annual performance, 70% for the first session and second session examinations, and the Minister of Education or the head of the competent educational authority may, with mutual coordination, make necessary amendments in such percentages as required by the educational teaching techniques development in the Kingdom.

Article 7

(a) A student shall be considered to have passed the examination of the first session for certificate or upgrading if the said has obtained the pass mark at each subject or question book as determined by the Minister of Education or the head of the competent educational authority.

(b) A student may be permitted to take the second session examination if the subjects he completed do not exceed half of the school subjects and the fraction shall be rounded for the favor of the student.

(c) A student shall be considered as passed the examinations of the second session if the said obtained the pass mark at each subject or question book at which the said did not pass at the first session.

Article 8

If a student failed and repeated a class for two consecutive years, he shall be dismissed. Such shall have the right to sit for the examinations from non-governmental school, night schools or as external student (by correspondence). In lack of a non-governmental or night school, the district/area education director may extend the period of stay of the said student at the school for a third year according to his need and circumstances.

Article 9

(a) The Ministry of Education or the competent educational authority shall give the student who passes the examinations of the general secondary stage, a certificate signed by the Minister of Education or the head of the competent educational authority or their designees.

The intermediate certificate shall be signed by the Ministry Undersecretary or the deputy

director of the competent educational authority and the primary stage certificate shall be signed by the districts/areas directors of education.

(b) The following percentages shall be the base for general certificate assessment:

90% and above: excellent.

75 % to below 90 %: very good.

60% to below 75%: good.

Pass mark to below 75% : passed

Fractions shall be rounded in favor of the student.

(c) A substitute certificate may be given if the competent authority made certain that the original certificate has been lost; and it shall be marked on the substitute "substitute for a lost one".

Chapter 2

Acceptance for General Certificate Examinations

Article 10

For general examinations of primary schools certificate the following shall be accepted, after filling the pertinent forms,;

- a- All students registered at the sixth grade of the government primary school.
- b- All students registered at the sixth grade of the non- governmental day or night schools.
- c- The external (by correspondence) students.

Article 11

For the general examination of the intermediate school certificate, first session, the following shall be accepted after filling the pertinent forms:

- a) All students registered at third grade intermediate at governmental day and night school, who have completed their intermediate studies.
- b) Student applying from non- governmental day and night schools supervised by the competent educational authority on condition that such schools shall submit the lists proving their success at upgrading examination from second grade to third grade.
- c) Foreign students provided that they shall submit the following documents:-
 - 1- The certificate of primary school completion or its equivalent in as decided by the Equivalent Committee at the Ministry of Education.

2- A document proving the pass at upgrading examinations from 2nd grade intermediate to third grade intermediate or an equivalent endorsed by the competent official authorities.

All previously mentioned documents shall be subject to accreditation by authentication according to the originals by the educational authorities, the Ministry of Foreign Affairs then the Saudi Embassy. Nevertheless, if there is a cultural attaché for the country which issued such documents it will suffice to obtain his accreditation of the educational authority of that country.

d) External (by correspondence) students after they obtain the primary school certificate or its equivalent on condition that their age shall not be under fifteen years. They shall sit for examinations on the three years curriculum.

Article 12

The following students shall be accepted to sit for the general examination of the general secondary school certificate, in both divisions (sciences and arts) at the first session after filling the pertinent form :-

a) All students registered at the end of the secondary school stage, at the governmental day and night schools.

b) All students applying to sit for such examinations from day and night non-governmental schools under supervision of the competent educational authority provided that they prove their pass of examinations of upgrading from second grade to third grade secondary and regular attendance.

c) The foreign students provided that they should submit the following documents:

1- Certificate of the intermediate school completion or its equivalent as decided by the Equation Committee at the Ministry of Education.

2- A document proving their pass of the upgrading examinations form second grade to third grade secondary or its equivalent accredited by the official authorities.

Authentication of such documents shall be in accordance with the rules stipulated in article (11).

d) External (by correspondence) students successfully upgraded to the third grade, but this provision shall not apply to the teachers' institutes.

e) External (by correspondence) students obtaining the intermediate certificate or its equivalent, on condition that the applicant's age shall not be under eighteen years and they shall take the examinations on the three years curriculum.

Article 13

The second session general secondary school certificate examinations (supplementary examinations) shall be held for the following categories:

a- Students who completed the first session but did not pass a subject or more or one questions paper or more to half of the school subjects, and fraction shall be rounded for the favor of the student.

b- The students, who did not sit for the examinations of the first session for excuses acceptable to the competent educational authorities.

Chapter 3 **Examinations and Relevant Matters**

Article 14

a- Examinations shall be written, oral, practical or mixture of all that or part thereof.

b- General certificate students of one-year system shall be examined on the final year syllabus only, but those of the three-year system shall be examined on the three years syllabus.

Article 15

In the questions, it shall be considered that they shall measure the students' comprehension of the subjects' facts and information contents and how far they acquired the skills targeted by the educational efforts and to realize this, the following shall be observed at putting them:

a- In the questions it shall be taken into account that the students answers, shall not be restricted to recounting the facts memorized (learnt by heart). Nonetheless, such questions shall include elements that will help to pin point the ability of the student to soundly think, analyze, judge and conclude and to what extent he has acquired the targeted skills and the satisfactory type of behavior and the desired educational orientation.

b- Questions shall be suitable to the standard of the student taking into account the differences among the students.

c- Questions shall be miscellaneous and convenient for the fixed time.

d- Questions shall be correctly phrased, stylistically and semantically sound and clear of ambiguities and obscurity. Moreover, the answers to such questions shall not vary to the extent that correctors disagree on the assessment of such.

Article 16

Two equal question groups shall be simultaneously put for every upgrading and certificate examinations, one for the first session and the other for the second session.

Article 17

Samples of different possible answers for the questions of both sessions shall be made to be referred to by the corrector when he needs, with regarding that the student shall not be required to give the very example, however, it his expression indicative of the required shall be satisfying.

Article 18

The composer of the questions shall specify sub- grades for each point or part of the question and shall specify a part of the grade for the student's illustrations, maps, correct spelling, logical sequences of ideas and relevance of the student's attainment of general knowledge.

Article 19

The competent educational authority shall issue clear instructions on general certificate examinations to organize the following basic requirements:-

- a- Assign examination centers and centers of grades assessment and answer papers correction and revision.
- b- Form committees to monitor the progress of the examinations, organize the examinations halls, the principles of controlling them, organize the distribution of question papers to the students, keep such papers and deliver them in the method determined by the competent educational authority.
- c- Form examinations regulating and control committees.
- d- Form committees for the correction and revision of the examinations papers.

Article 20

(a) Topics of each school subject's syllabus at all educational stages shall be divided into two, and the academic year shall be divided into two equal terms, too. The student shall take the first syllabus examination, for final, at the end of the first syllabus term and take the second syllabus examination at the end of the second term only on the subjects of the second syllabus, coupled with giving due attention to the continuous evaluation of the annual performance.

(b) 100 marks shall be earmarked for each subject during the academic year, to be distributed as follows:

* 15 marks for the academic year works (assignments) in the first term of the academic year.

* 35 marks for the first term examination.

* 15 marks for the academic year works (assignments) in the second term of the academic year.

* 35 marks for the examinations of the second term of the academic year.

(c) Subject to provisions of paragraph (a) of Article 7 above, a student shall score, at least, 25% of the grade of the second term examination to pass the examinations of the end of the academic year.

(d) The student entitled to sit for the second session examination shall be examined on the

whole subject (subjects) syllabus(s) he has completed.

(e) In exception to paragraph (a) above, the study of the whole syllabus of some school subjects may be at only one of the two terms, upon a decision from the Minister of Education or the head of the competent educational authority.

(f) The competent educational authorities shall issue instructions determining patterns of the continuous assessment (rating) which form the correct educational concept of the academic year works (assignments) rating.

Article 21

Students who do not take the first term final examination for a reason acceptable to the school shall be examined simultaneously on specific date, two months prior to the end of the second term.

Article 22

If a student was absent from the first session of the second term final examination of the general certificate or upgrading, at one subject or more, based on a reason acceptable to the competent educational authorities. He shall be allowed to take the second session examination on the whole subject or subjects he was not examined on, and the second session examination shall be the last chance for him in that year.

Article 23

The student who does not take the examinations of the first session without an acceptable reason on half the syllabus subjects or less than half, shall be allowed to study the second term. Moreover, he shall take the examination at the second session only on all subjects, which he did not take their examinations.

Article 24

The student who did not take the first term examination without an acceptable reason on more than half of the subjects of the syllabus, shall be considered as failed the examination.

Article 25

If an error happens in the questions, they shall be left as they are and a committee of the examination progress shall make a report in the light of which the discipline and control committee shall act.

Article 26

The Ministry of Education or the competent educational authority shall issue instructions to determine methods of correcting and revising answer papers in pursuance to educational developments.

Article 27

The student succeeding at the second session examination for the general secondary school certificate shall be given the pass mark at the subject or subjects he took their examination, regardless of the grade he obtained. This provision shall not apply to the student who did not do the first session examination for a reason accepted by the competent educational authority.

Chapter 4 **Secrecy of Questions and Penalties of Violation thereof**

Article 28

Examination questions of all types and stages shall have the secret classification as of the hour when the people to put the questions are commissioned up to the moment they are announced at the start of the examination.

Article 29

Every Saudi or non-Saudi employee, laborer or worker who, by virtue of his position, views the questions or undertakes a matter related thereto shall be responsible for the secrecy of such questions.

Article 30

The following shall be considered a grave violation of the secrecy and integrity of the examinations:-

- a- Stealing examination questions by any direct or indirect means.
- b- Collecting left outs of questions to use them illegally.
- c- Selling, buying or disclosing questions by any means.
- d- Stealing the answer sheet of a student, hiding, replacing it by another sheet or making change in it by any means.
- e- Attempting any of the above mentioned by resorting to causes even if the crime has not completed.
- f- Being an accomplice of the perpetrators of the previously mentioned.

Article 31

The following shall be considered a violation of the integrity of the examinations and a cheating:-

- a- Directly or indirectly helping a student in answering the questions.
- b- Indirect intimation of the type of questions, even if by a symbolic form or any means.
- c- Being an accomplice of the perpetrators of the said violations.

Article 32

Whoever comes to have knowledge about committing any of the things cited in the two preceding articles shall report such to the competent authorities.

Article 33

The following actions shall be taken if one of the crimes cited in articles (30, 31 and 32) committed:

Firstly, the initial investigation documents shall be referred, directly, to the Prosecutor General, what ever the perpetrator is and the case shall be taken to the Shari'a (Shariite) court to sentence the judgment appropriate for the crime and circumstances.

Secondly, Legal punishment shall be applied on the official, contractor and laborer.

Thirdly, If the perpetrator of one of the crimes stipulated in articles (30 and 31) above, is a student at the verge of maturity (above 15 years of age) his examination shall be cancelled at all subjects after concluding the necessary investigation. Furthermore, he shall be deprived of the right of taking an examination for a period ranging between one year to three years. But if the said is under age of maturity (below 15 years), his examination shall be cancelled at the same subject or all subjects after conducting the necessary investigation and his case shall be referred to the school's administrative committee to decide the proper reformatory actions, it sees.

Article 34

Each student entering the examination halls shall abide by all instructions issued by the Ministry of Education or the competent educational authority, and such authorities shall determine punishments suitable for violation of such instructions.

Article 35

The Ministry of Education or the competent educational authority shall issue necessary decisions and instructions to handle the examinations properly.

Article 36

All matters related to the examinations, which have not been covered by this Regulation, shall be regulated by a decision from the Minister of Education or the head of the competent educational authority.

Article 37

The provision of this regulation shall apply to both boys and girls schools.

Article 38

a- This regulation shall replace the previous examinations regulation upon the authorization of the Council of Ministers resolution No 1106 dated 18/19/11/1390H for the Higher

Committee to issue such a regulation.

b- Working by the currently effective decisions and instructions shall continue with no contradiction with this Regulation.

c- The Ministry of Education and other competent educational authorities shall issue the explanatory decisions of this Regulation.

Article 39

This Regulation shall be published in the official gazette (Umm Al-Qura) and be reported to the competent authorities to execute its provisions and it shall be effective as of the start of the academic year 1395/1396H.

Article 40

The Minister of Educations and the heads of the educational authorities shall execute this regulation, each within his jurisdictions.

The aim of enacting the new examinations law is to attempt reaching developed educational measures to enable teaching authorities to pinpoint the student benefits from the educational process at the end of the academic year without reflecting psychotically impacts or any undesirable educational or behavioral complex on the student.

Therefore, the new regulation has been produced with clear articles and easy to apply. It is restricted to setting basic rules and general framework for the examination process, and leaves the authorities in charge to set the executive regulations and treat the emerging problems. Such as shown in articles (6, 26,35, 36 and paragraph (c) of article 38) shall be in consistence with the developed educational process and treat each issue timely. Article 4, paragraph (b) reads "The concept of the integrated unit of the class subject and number of question sheets of each class subject shall be defined by a decision from the Minister of Education or the head of the competent educational authority with inter-coordination among such authorities".

The same Article paragraph (d) reads "The maximum and minimum grades of the class subject and question sheets shall be defined by a decision from the Minister of Education or the head of the competent authority".

After studying the contents of paragraph (b-d) above by the competent persons at the Ministry of Educations and the General Presidency for Girls Education, it was decided that the syllabus subjects' branches shall be independent units with maximum and minimum grades. Moreover, the questions paper shall remain as they used to be in the light of the previous examinations regulation as a temporary action enforced in this present year 1395/1396H. The instructions shall be issued in this respect, after the current academic year following a complete study of the various aspects of this matter.

Article 4, paragraph (c) stipulates, "The maximum grades of a student at a school subject shall be made up of his general attainment at the examined subject or the questions paper".

The student aggregate at the end of every year is: the grades he obtains from the academic year works (assignments) at both the first and second terms plus the grades he obtains at the

final examinations of both terms, either in upgrading or certificate examinations. But the aggregate of the external (by correspondence) students of the one-year system shall be made of the grades they obtained at the final examinations of the first and second terms only and they do not have academic year works (assignments).

Grades of external (by correspondence) students, one-year system, shall be assessed on the basis of 50% for the first term final examination and 50% for the final examination of the second term.

It is noticed that the first term final examination does not have minimum grades (mean mark), but the obtained marks shall be added to the precedent and the subsequent academic year works (assignments) grades and the second term final examinations.

Paragraph (f) of Article 4 above stipulates, "The student rating at the practical education shall be done by the teacher of such a subject, through his continuous follow up throughout the year.

This paragraph shall contain the women and practical education at the schools for girls.

Article 20, paragraph (a) stipulates, " The topics of each school subject and the academic year at all educational stages shall be equally divided into two. The student shall take the first term examination at the end of the first section of the syllabus, as a whole and for final, and he shall take the second term examination at the end of the second section of the syllabus, just in the second syllabus section subjects. With due emphasis on the continuous evaluation of academic year works (assignments).

The specialized officials at the Ministry of Education and the General Presidency of Girls Education have investigated the contents of such paragraph and they decided the following:-

1- The first term of the present academic year, 1395/1396H terminates by the end of Wednesday 18/2/1396H corresponding to 18/2/1976 and the final term examinations shall be on the last days of the said term for all stages of all types of education.

2- The second term for this year 1395/1396H shall start in the morning of Saturday 21/2/1396 corresponding to 21/2/1976 for all stages of all types of education.

3- The first term final examinations, for all stages and types of education, including final years of each stage, shall be conducted by the schools.

4- The first term final examinations shall be conducted and executed by the subjects' teachers inside the classrooms without forming dedicated committees or using confidential papers, but timetables by which the students shall know the subject they will be examined at shall be put before the examinations.

5- Each school shall divide the topics of prescribed textbook into two equal parts, as far as possible, and shall examine their students at the end of the first term on the first part of the textbook for final. Such shall be for all upgrading classes of the intermediate and secondary stages and equivalent levels, and for upgrading and certificate classes for the primary stage.

6- The educational sectors at the Ministry of Education and the General Presidency for Girls Education in mutual coordination shall divide the topics of the syllabus for the students of

the intermediate and secondary school certificates and those on the equivalent levels and such action shall be reported to the educational districts/areas to forward it to their respective schools.

7- Upgrading examinations shall be conducted at the end of the second term in the same manner followed for the examinations of the end of the first term stipulated in item (4) above.

Paragraph (b) of Article 20 stipulates the division of the subjects grades between the academic year works (assignments) and examinations of the end of the two terms excepting the subject of practical training at the (technical education institutes). The grades of the said subject shall be distributed on the basis of 30% for academic year works (assignments) and 70% for the examination of the second term with no examination held at the end of the first term, with due attention to the continuous evaluation throughout the year.

Paragraph (c) of Article 20 stipulated: "With regard to the provisions of paragraph (a) of Article 7 above, a student's success at the end of the academic year shall depend on obtaining 25% of the total marks of the examination at the end of the second term of the academic year.

Meant here, are the 35 marks earmarked for the examination of the end of the second term of the academic year. In other words, a student, in order to pass his academic year successfully shall obtain (8.75 = eight and three fourths marks) out of the 35 marks earmarked for the subject at the examination of the end of the second certificate examinations.

The external (study by correspondent) student, in order to pass his academic year successfully, shall obtain (12.50 = twelve and a half marks) marks out of the (50) marks designated for the examination of the end of the second term, both for upgrading and the certificate.

Paragraph (f) of Article 20 stipulates, "The competent educational authorities shall issue instructions to define patterns of the continuous evaluation which form the right educational concept to evaluate the academic year works (assignments) ".

The concerned persons at the Ministry of Education and the General Presidency for Girls Educational studied the contents of this paragraph. It was consequently decided that the schools shall set the educational and social patterns that will enable them to thoroughly evaluate the abilities of their students. Such shall cover the mental, physical and cultural aptitudes shown by the learnt linguistic, motor and numerical skills and the practical applications in the field of the Islamic religion, such as the recitation of the Holy Koran, perfecting and memorization thereof.

At evaluating the student performance during the academic year, there shall be considered the efforts he exerts on his school and homework assignments, his participation in various activities, going frequently to the school library and laboratories and the girl student interest in handcraft and household art and types of women activities.

Some of the educational patterns that shall be considered are the contribution of the student to maintain the school discipline and his cooperation with the members of the school community, respect for teachers and peers, protection of his school properties and maintenance thereof and the extent of his contribution to strengthen the relationship

between the school and home.

The school may set patterns as it thinks shall realize the educational objectives and enable it to, clearly and accurately, evaluate the performance of its students throughout the academic year. The academic year works (assignments) shall be evaluated by different methods avoiding complications, causes of phobia and scaring male and female students and avoid ignoring the student's predispositions and aptitudes.

Regarding the examination of this present year first session, the schools already executed before the issuance of the new regulation, the schools may take one of the following actions:

a- Consider the marks scored by the student at the examination of the first session included in his marks earmarked for the first term academic year works (assignments).

b- Conduct a first term final examination on the part of the book the students have studied after the examination of the first session and consider the result of the student at the end of the first term as the average marks of the first session examination and the examination of the end of the first term.

We hope this regulation shall achieve the educational objectives we all desire and enable the school to, actively, participate in performing its duty and take care of the welfare of its students. And the success is but From Allah, The Almighty God

**General President of Girls Education, Minister of Education.
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