

## Guide to Logging Termly Hifdh Assessment Grades

### Hifdh

The assessment logging template is given below:

\*\*\*\*\* HIFDH \*\*\*\*\*

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#### TEST SCORE

=====

X out of 30

=====

#### ATTAINMENT GRADE

=====

A\* (29+)  
A (26+)  
B (23+)  
C (20+)  
R (0-19)

=====

#### ATTENDANCE

=====

Meeting Expectation  
Below Expectation

=====

#### BEHAVIOUR / ATTITUDE

=====

Outstanding  
Excellent  
Good  
Satisfactory  
Needs Improvement

=====

#### HOMEWORK

=====

Outstanding  
Excellent  
Good  
Satisfactory  
Needs Improvement

=====

#### COMMENT

=====

## How to complete each section:

### 1. Attendance

=====

#### ATTENDANCE

=====

Meeting Expectation

Below Expectation

- Refer to the document “How to View Pupil’s Attendance.”
- Follow all the steps in the document.
- Determine if the pupil’s attendance is meeting expectations using the table below.
- Keep the correct description for attendance and delete the incorrect description.

<b>Meeting Expectations</b>	2 or less absences during the current term.
<b>Below Expectations</b>	More than 2 absences during the current term.

### 2. Log Surah Reached

- In the drop down box to the left of the Assessment Log, select the surah the pupil has reached.
- The surah you select must be the last surah that the pupil is fully competent on.

### 3. Test Score

=====

#### TEST SCORE

=====

X out of 30

- Delete the X and enter the pupil’s test score.

#### 4. Attainment Grade

=====

**ATTAINMENT GRADE**

=====

- A\*** (29+)
- A** (26+)
- B** (23+)
- C** (20+)
- R** (0-19)

- Keep the Grade Attained and delete all the others.
- Remember to delete any unnecessary gaps.

#### 5. Behaviour / Attitude

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**BEHAVIOUR / ATTITUDE**

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- Outstanding**
- Excellent**
- Good**
- Satisfactory**
- Needs Improvement**

- Select the correct description using the table below as a guide and delete all the other descriptions.
- Remember to delete any unnecessary gaps.

<b>Outstanding</b>	Outstanding adaab and conduct. Kind, friendly and helpful to peers. Respectful to the teacher. Attends lessons punctually and is always fully equipped and ready to work. Focussed, pays full attention. Answer questions and is engaged with the lesson. Always gives their very best and tries hard. Will often do more than is expected of them.
<b>Excellent</b>	Excellent adaab and conduct. Kind, friendly and helpful to peers. Respectful to the teacher. Attends lessons punctually and is always fully equipped and ready to work. Focussed, pays full attention. Answer questions and is engaged with the lesson. Always gives their very best and tries hard.
<b>Good</b>	Good adaab and conduct. Kind, friendly and helpful to peers. Respectful to the teacher. Attends lessons punctually. Tries hard and puts in a good effort. May be a bit chatty occasionally and may sometimes not be on task / focussed or equipped. May not always put their hand up to answer questions.
<b>Satisfactory</b>	Good adaab and conduct. Kind, friendly and helpful to peers. Respectful to the teacher. Tries hard and makes an effort. May not always be punctual, equipped or focused.
<b>Needs Improvement</b>	Poor adaab and conduct. Distracts peers and disrupts the lesson. Unkind to peers. Not focussed and does not make an effort. Often late and often forgets equipment.

## 6. Homework

### HOMEWORK

Outstanding  
Excellent  
Good  
Satisfactory  
Needs Improvement

- Select the correct description using the table below and delete all the other descriptions.
- Remember to delete any unnecessary gaps.

<b>Outstanding</b>	Homework is always completed to a very high standard. Extra work is often completed (the pupil is going above and beyond expectations).
<b>Excellent</b>	Homework is always completed to a high standard.
<b>Good</b>	Homework is completed to a good standard but rarely not completed.
<b>Satisfactory</b>	Homework is completed to an acceptable standard but occasionally not completed.
<b>Needs Improvement</b>	Homework is frequently not completed and the standard is poor.

## 7. Comment

### COMMENT

- Mandatory to comment if the student has been graded 'R'. R means the student will most likely have to repeat the level (if at the end of the year) or drop a level (if at end of the Autumn / Spring term).
- **For grades other than 'R'**: Optional for Autumn and Spring Term. Mandatory in the Summer Term.
- This is a useful space for providing more detail on any of the above assessments.
- Please be courteous, positive and encouraging (imagine how the Prophet (saw) would say it).
- Phrase comments positively rather than negatively (eg "Ali would benefit from paying more attention" is better than, "Ali never pays attention") .

### Positive Feedback

Widdowson

**Positive Feedback**

- ✓ I like it!
- ✓ I love it!
- ✓ Good job!
- ✓ Great stuff!
- ✓ That's correct!
- ✓ That's it!
- ✓ That's nice!
- ✓ That's right!
- ✓ Very good!
- ✓ Well done!



**Very Positive Feedback**

- ✓ Awesome!
- ✓ Brilliant!
- ✓ Excellent!
- ✓ Fantastic!
- ✓ Magnificent!
- ✓ Marvelous!
- ✓ Outstanding!
- ✓ Terrific!

After these words you can add the word Job or Work. For example: **Awesome work!** ...or... **Excellent job!**



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### Negative Feedback

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**Negative Feedback**

Here are some nicer ways of giving negative feedback instead of saying "That's wrong!"

- ✓ Not exactly.
- ✓ Good try but ...
- ✓ That is almost it.
- ✓ Unfortunately not.
- ✓ Let's try that again.
- ✓ You were almost right.
- ✓ That's not quite correct.
- ✓ I'm afraid that's not quite right.



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### Encouraging Feedback

Widdowson

**Encouraging Feedback**

- ✓ I'm impressed!
- ✓ That's more like it.
- ✓ That's much better.
- ✓ You are doing well.
- ✓ You're getting there.
- ✓ I'm very proud of you.
- ✓ You've improved a lot.
- ✓ You've just about got it.
- ✓ Keep up the good work!
- ✓ That's coming along nicely.
- ✓ Nothing can stop you now.
- ✓ You're on the right track now.
- ✓ You're getting better every day.
- ✓ One more time and you'll have it.




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