



Table of Contents

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



Administration of Exam

All exams will be held online at www.almaghrib.org/exams. Details of the exam date, location and timing will be available at www.almaghrib.org/exam_information.php. All students who have taken the seminar are responsible for checking this website for all relevant information and updates.

Attendance

It is FARD upon every student to take the final exam. 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 course.

Absence from the final examination

Students are responsible for knowing the time and date of the 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 the Deferral Coordinator before they are approved for a 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 Deferral Coordinator reserves the right to approve or deny deferral requests put forth by students.

Requesting a deferral

Students requesting a deferral must request for it from their exam profiles at: www.almaghrib.org/exams by the Wednesday of the exam date. This can be found under the exam record tab. Deferral requests will be managed by the Deferral Coordinator.

Should any other academic exam or major function (conference, weddings, etc), conflict with the scheduled exam, students must request deferral as soon as possible. Those without valid reasons will not have their requests approved, resulting in an automatic mark of zero for that particular examination.



Written/E-mail requests submitted on or after the exam day will not be accepted, with exception of extenuating circumstances. Students must submit proper documentation such as a doctor's note, documentation of work, or proof of travel to Deferral Coordinator. In any case of emergency, students are responsible for notifying the Deferral Coordinator.

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 14 days of the originally scheduled exam date. Students have the flexibility to choose when they wish to take their exam. 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

Hajj Policy

Students traveling for Hajj whose examination date conflicts with their hajj trip are required to follow the deferral process. Such students must request for a deferral by emailing deferral@almaghrib.org prior to leaving. The deferral department will add you to the deferral which will allow to pick a suitable date for your exam.

Grades

Students will receive their final grades for each seminar approximately one week 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 review a maximum of 15 incorrect answers from their exam. Students can review their exams from their exam profiles at www.almaghrib.org/exams under the exam record tab.

Students who have not received their examination results after this period of time should e-mail grades@almaghrib.org.

Assignments

Assignments are 20% of a student's final grade.



Request for Review of Exam

Students have 30 days upon receipt of their final grade to a review or have their exam re-graded. The option to review or to have one's exam re-graded is no longer available after 30 days.

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. The student is required to pay \$35 (USD/CND)/ £ 17 (GBP) surcharge fee for the retake. 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 \$75 (USD/CND)/ £ 35 (GBP) will be charged to take the exam. 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.



Ilm Rush Cardholders

Students who have an Ilm Rush Card enjoy a 40% discount on retake and remitted exams. To take advantage of the discount, cardholders need only to follow the usual process and the discount will automatically be recognized.