



ONLINE-EXAM REQUIREMENTS AND INSTRUCTIONS

Table of Contents

Exam Requirements	2
Exam Instructions: How to Access Exam Using Google Docs	3-5
Accessing Exam in Google Docs without a Gmail Address	6

Please carefully read both the Exam Requirements and the Exam Instructions found within this document.

Failure to read and abide by the Requirements and Instructions may undermine the validity of your exam and/or grade.



EXAM REQUIREMENTS

1. Your exam will be conducted **online** and will be shared with you on the Friday before your Qabeelah exam date (by end of the business day EST TIME ZONE).
2. You will no longer have access to the exam by Monday; therefore, you may write the exam at the time of your discretion within this period.
3. Once you start, you will have two (2) hours to complete the exam. The exam is closed book.
4. Your exam must be supervised by an individual; this may include a family member or a friend. This supervisor (proctor) must testify that you have taken the exam in the time allotted to you, with the absence of notes and any sort of helping aids. A form for your proctor will be sent to you to be completed.



EXAM INSTRUCTIONS

How to Access your Exam Using *Google Documents*.

1. You will receive an email in your inbox directing you to a Google document that will be shared with you. The e-mail subject will be "I've shared a document with you..." and will include the name of the exam in it.

(*Note:* GMAIL USERS: If you do not receive an e-mail, you may access your 'Documents' section. This tab is located in the top left-hand corner of your e-mail page. It will be written in the color blue.)

2. Click the link given in the email. A new browser will open and it will direct you to your Final Exam. Commence your exam and follow the instructions (Do **not download** anything; directly type on the page.) You have two (2) hours to complete your exam. Fill out all the necessary Information.

File Edit View Favorites Tools Help

Google Docs

zainabali@gmail.com Docs Home | Help |

ZainabAli_Rays of Faith_Travel... saved on June 13, 2008 11:12 AM by A B

File Edit View Insert Format Table Tools Help

PROCTORED EXAM FORM

Date: March 30 2008

I, _____ (Your Name) have agreed to proctor _____'s
(Students Name) exam on March 30, 2008 for _____ at _____ (time).
I agree to supervise the exam and ensure that the student writes the exam with the
absence of notes and study aids. I will ensure that the student writes the exam for the
allotted time (2 hours). Once the student receives the exam file, they will keep all
files which they receive confidential and will not share any of the contents with
anyone.

(Proctor Signature)

SEMINAR INFORMATION

Oabeelah:

A screenshot of a Google Docs document showing a form for seminar information. The form is titled '(Proctor Signature)' and 'SEMINAR INFORMATION'. It includes fields for 'Qabeelah:', 'Seminar:', 'City:', and 'Dates of Seminar'. A red circle highlights the signature line and the 'SEMINAR INFORMATION' section.

(Proctor Signature)

SEMINAR INFORMATION

Qabeelah: _____

Seminar: _____

City: _____

Dates of Seminar

_____ ; _____

A screenshot of a Google Docs document titled 'Rays of Faith Final Exam' by Shaykh Waleed Basyouni. The form includes fields for 'FIRST NAME:', 'LAST NAME:', 'ADDRESS:', and 'ALMAGHRIB USERNAME E-MAIL:'. A red circle highlights these four fields.

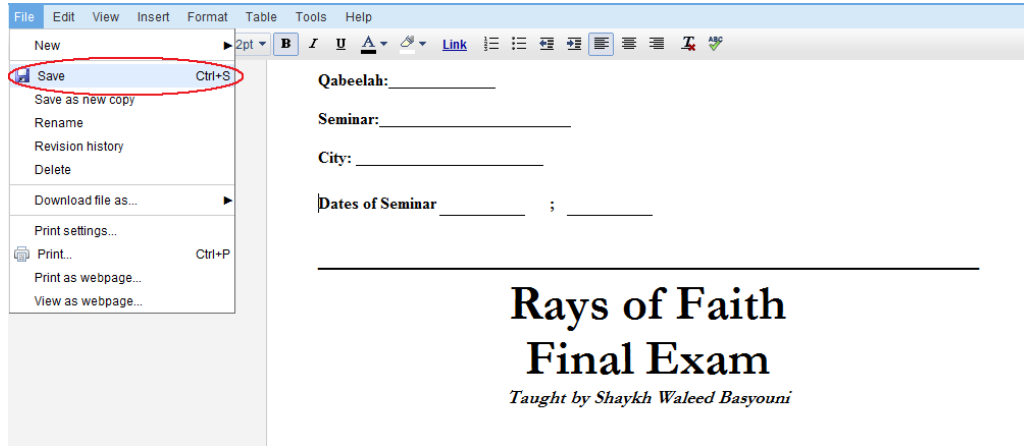
**Rays of Faith
Final Exam**

Taught by Shaykh Waleed Basyouni

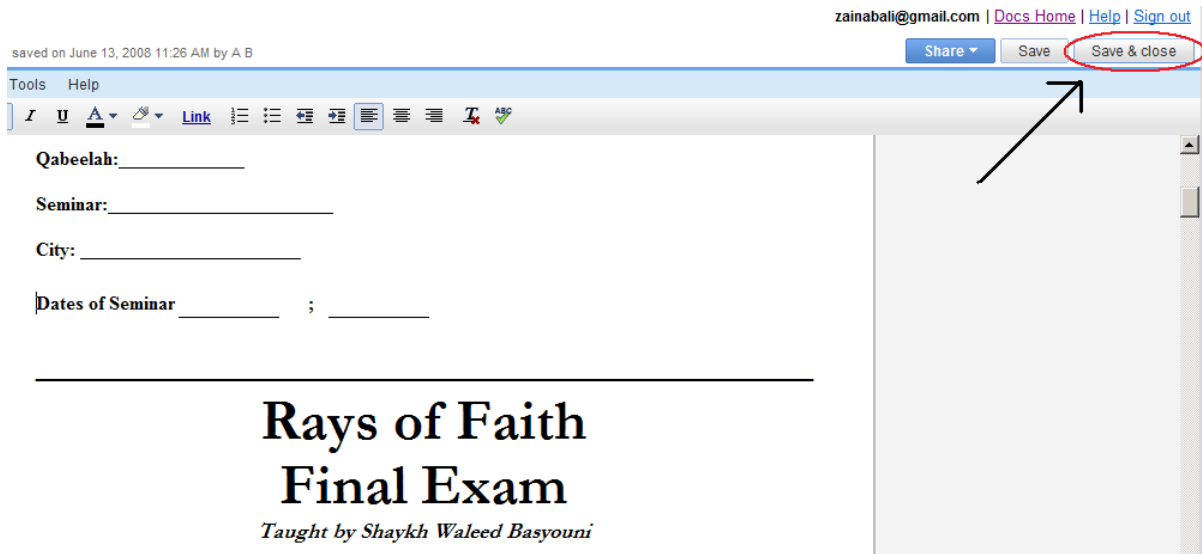
[FIRST NAME:](#)
[LAST NAME:](#)
[ADDRESS:](#)
[ALMAGHRIB USERNAME E-MAIL:](#)

- When you have completed your exam, go to the File Menu found in your Toolbar, click "Save". You may also save by clicking on the "Save" button in the right-hand corner.

Note: Your exam will be automatically saved every few minutes; however, we strongly advise you save your exam yourself every few minutes by pressing "CTRL + S".



- Click on the "Save & Close" button found in the right-hand corner.



Note: Once your exam is closed, you may **not** re-open it to make any changes. All changes are tracked before and after the exam has been closed. You will receive a grade of "0" if there are any changes after the exam has been closed.



How to Access your Exam Using *Google Documents* without a Gmail Address

If you do not have a Gmail address, you may create a Google account using your own email address. To learn how, please click on the link below to view the YouTube instructional video.

<http://www.youtube.com/watch?v=gJpkRbNto7E>

We expect you to take this exam seriously and adhere to the exam policies. This is an amaanah (Trust) between you and Allah ta'ala.

May Allah grant you success in your exam, and increase us all in beneficial knowledge!

Aameen.