



## EXAM PAPER GUIDELINES

1. State the title of the book or topic followed by the year of the class also:  
e.g “Zaad-ut-Taalibeen – Year 3”
2. Change the subtitle to mid-year or end of year exam as suited, followed by the date of the exam (please double check the exam timetable)
3. Number each question and place the individual mark value for that question in brackets and the end of the sentence.
4. Ensure the total marks for all questions add up to a 100.
5. If a question requires the students to write on the exam material, place it on a separate page so the question papers can be kept independent for students to take home and review.