

How to Use the Grade Book

This Grade Book will be used by the parent or home teacher to keep track of the student's progress through the course. The following introduction will explain how the Grade Book should be used.

Lesson Assessments:

At the end of each lesson, there is a Lesson Assessment, which consists of a series of assignments that the student completes during a two-week period. When the student has completed all assignments in the assessment, the home teacher will use these grading sheets to grade their work.

On the following page is a sample grade report with the grades for the first **Lesson Assessment** filled in. You can fill in sections on a daily, weekly, or monthly basis according to your preference. Whatever the frequency you decide on, each Unit Evaluation Sheet should ideally be completed within 2 months.

When grading the student's assignments points should be taken off for the following items:

- Incorrectly prepared assignments (see Appendix A of the Student Guide for details on what is expected).
- Spelling or grammatical errors.
- Messy handwriting and/or papers (i.e. creases, smudges, erasing, etc.)

If an assignment has more than a few errors, or if it was not completed satisfactorily, we recommend that you give the student a chance to complete the assignment again before awarding a grade.

Make sure to enter the date into the **Date** box (at the top right corner of each Lesson Assessment chart) when each Lesson Assessment is graded in order to keep track of the student's progress and make sure he/she stays on schedule (one Lesson Assessment every two weeks).

Level F: Unit Evaluation Sample Grade Report

Student Name: Ahmad Mohammad

Date Completed: _____

Unit 1, Lesson 1	Grade (%)	Comments	Date
Tafsir	98	Very nice essay.	10/31/2008
As-haab Ar-Rasool	97		
Aqidah	85		
Seerah	100		
Arabic	100		
Khut	100	Great improvement!	

Unit 1, Lesson 2			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 1, Lesson 3			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 1, Lesson 4			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 1 Grade	
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Unit Evaluations:

Upon completion of all four Lesson Assessments in the unit, the home teacher will average the percentages from all Lesson Assessments in order to assign a Unit Grade. See the Sample Grade Report on the following page.

In order to obtain the average, add all the percentages together and divide the total by 24 (this is the number of percentages that you added together). This number will be the average for the unit and should be entered in the **Unit Grade** box where indicated.

Make sure to enter the date in the **Date Completed** box in order to keep track of when each unit is finished.

Level F: Unit Evaluation Sample Grade Report

Student Name: Ahmad Mohammad

Date Completed: 10/31/08

Unit 1, Lesson 1	Grade (%)	Comments	Date
Tafsir	98	Very nice essay.	9/15/08
As-haab Ar-Rasool	97		
Aqidah	85		
Seerah	100		
Arabic	100		
Khut	100	Great improvement!	

Unit 1, Lesson 2			Date
Tafsir	100		9/30/08
As-haab Ar-Rasool	98		
Aqidah	99		
Seerah	87	You need to include a bibliography next time.	
Arabic	100		
Khut	100		

Unit 1, Lesson 3			Date
Tafsir	100		10/15/08
As-haab Ar-Rasool	100		
Aqidah	100		
Seerah	100		
Arabic	75	Watch out for you handwriting next time.	
Khut	100		

Unit 1, Lesson 4			Date
Tafsir	100		10/30/08
As-haab Ar-Rasool	100	Masha-Allah!	
Aqidah	100		
Seerah	100		
Arabic	100	Nice improvement.	
Khut	100		

Unit 1 Grade	97.4
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Final Grade Report:

Once the student has completed all five units in the course, the home teacher will complete the Final Grade Report Form in order to assign a Final Letter Grade for the course. See the Sample Final Grade Report on the following page.

First, the home teacher will enter the Unit Grades (from the Unit Grade Reports) into the chart on the form where indicated.

Second, the home teacher will add the percentages up and enter the sum into the box where indicated.

Third, that number will be divided 5 to get the average percentage for the course.

Finally, the home teacher will use the Grading Scale to calculate the students **Final Letter Grade** for the course and will enter that letter grade in the box where indicated.

Level F: Final Grade Report

Student Name: Aliyah Mohammad Date Completed: 6/25/2009

Directions: Enter the unit grade (as a percentage) for each of the five units in the chart below. Use your Unit Evaluation Grade Reports to get this percentage. Then follow the directions in the chart below to calculate the final grade percentage.

Unit	Grade (%)	Comments
Unit 1	97.4	
Unit 2	99.5	
Unit 3	100	
Unit 4	97.5	
Unit 5	99.0	
Total sum of all percentages	493.4	
Divide the sum by 5 and enter the number in the box to the right.	98.7	

Directions: Now use the following grading scale to calculate your child's final letter grade and enter it in the box below.

Grading Scale:

90-100 = A
76-89 = B
66-75 = C
50-65 = D
0-49 = Failing

Level F Final Grade	A
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Grade Report Forms

Level F: Unit Evaluation #1 Grade Report

Student Name: _____ Date Completed: _____

Unit 1, Lesson 1	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 1, Lesson 2			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 1, Lesson 3			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 1, Lesson 4			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 1 Grade	
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Level F: Unit Evaluation #2 Grade Report

Student Name: _____ Date Completed: _____

Unit 2, Lesson 5	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 2, Lesson 6			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 2, Lesson 7			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 2, Lesson 8			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 2 Grade	
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Level F: Unit Evaluation #3 Grade Report

Student Name: _____ Date Completed: _____

Unit 3, Lesson 9	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 3, Lesson 10			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 3, Lesson 11			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 3, Lesson 12			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 3 Grade	
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Level F: Unit Evaluation #4 Grade Report

Student Name: _____ Date Completed: _____

Unit 4, Lesson 13	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 4, Lesson 14			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 4, Lesson 15			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 4, Lesson 16			Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 4 Grade	
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Level F: Unit Evaluation #5 Grade Report

Student Name: _____ Date Completed: _____

Unit 5, Lesson 17	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 5, Lesson 18	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 5, Lesson 19	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 5, Lesson 20	Grade (%)	Comments	Date
Tafsir			
As-haab Ar-Rasool			
Aqidah			
Seerah			
Arabic			
Khut			

Unit 5 Grade	Grade (%)

Level F: Final Grade Report

Student Name: _____ Date Completed: _____

Directions: Enter the unit grade (as a percentage) for each of the five units in the chart below. Use your Unit Evaluation Grade Reports to get this percentage. Then follow the directions in the chart below to calculate the final grade percentage.

Unit	Grade (%)	Comments
Unit 1		
Unit 2		
Unit 3		
Unit 4		
Unit 5		
Total sum of all percentages.		
Divide the sum by 5 and enter the number in the box to the right.		

Directions: Now use the following grading scale to calculate your child's final letter grade and enter it in the box below.

Grading Scale:

90-100 = A
76-89 = B
66-75 = C
50-65 = D
0-49 = Failing

Level F Final Grade	
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Level F Answer Key

How to Use this Answer Key

The Level F Answer Key includes answers to all questions in the lesson assessments that the student will complete as part of the course. This Answer Key and Grade Book are for the use of the parent or home teacher, and should be kept in a separate location from the student guides and other course materials.

Answer Key Features

Each Answer Key is labeled with the Unit number and Lesson number. The key has subject headings and the questions and/or assignments that the student should have completed for the Lesson Assessment. Each question also includes the page number in the text where the answer can be found to assist you in showing the student where to find the correct answer for any question/s that he/she may have answered incorrectly.

Answer Format

The answers given in this key are brief notes of the main points that should be covered; they are not in the format that should be expected of the student. The student is expected to answer all questions in complete sentences, unless otherwise noted. Answers should also be complete, with correct spelling and grammar.

Grading the Student's Answers

The student has been informed in the student guide of exactly how to prepare assignments (see Appendix A, B and C in the Student Guides). You should look over this information so that you know what is expected of the student. When grading the student's assignments the following items should not be allowed:

- One word answers
- Incomplete sentences
- Spelling mistakes
- Grammatical errors

You can choose to deduct points for these errors or (as we highly recommend) have the student redo the assignment to correct any mistakes before issuing a final grade.

Special Note for Arabic

The answers for the Arabic Worksheets have not been included in the answer key, as most of these assignments require the student to search for certain items in the Qur'aan, and there is no way to know ahead of time what answers the student may choose to use on the worksheets. Therefore, the parent or home teacher will need to evaluate the worksheets separately.

This task may seem intimidating at first, but you will soon realize that the worksheets are designed in such a way that even parents with a limited knowledge of Arabic should be able to grade the worksheets and in the process learn many important aspects of Qur'aanic Arabic, and Allah knows best.

If at any time you feel you need assistance in grading or implementing the course, please contact us at support@ad-duha.org.

Unit 1, Lesson 1 Assessment

Our'aan Assessment

Although Qur'aan assignments are not graded and are not required for graduation, we encourage you to have the student memorize the assigned ayaat. If the student has memorized the ayaat, then you can take this time to test their memorization.

Assigned Ayaat Suratulun-Nisaa' (4) 148-154

Tafseer Assessment

In an essay of 200-300 words or more, the student should give a summary of the Tafseer below are simply notes as to what major points should be included and the page in the textbook where that information can be found.

Essay should include the following: The crucifixion of Christ, the crimes of the Jews, the evil accusations against Maryam, Isa and his mission, the revelation itself as a continuation of previous revelations, Musa (as), the People of the Book and Prophethood in general.

As-haab Ar-Rasool Assessment

These answers should be given in the form of complete sentences. The answers given below are simply notes as to what major points should be included and the page in the textbook where that information can be found.

- 1) What was Mus'ab ibn `Umayr's social status in Makkah society?
High
Page 1
- 2) What type of lifestyle was he accustomed to living?
Wealthy
Page 1
- 3) Why did he become a Muslim?
Listening to the Prophet (saw) speak at a gathering.
Page 2
- 4) How did he come to lose his wealth?
His mother threw him out.
Page 5
- 5) In what battle did he carry the standard of the Muslim army?
Uhud
Page 12

- 6) In what battle did he die?
Uhud
Page 12
- 7) With what was he covered for burial?
His garment and idhkhir grass over his feet.
Page 12
- 8) By what nickname did Mus'ab (raa) come to be known by among the Muslims?
Mus'ab al-Khayr
Page 11
- 9) Which important Chieftain became Muslim after speaking to Mus'ab (raa) in an orchard of the Zafar clan in Yathrib?
Usayd ibn Khudayr
Page 8
- 10) What important companion did Mus'ab convince to accept Islam?
Sa'd ibn Mua'dh
Page 9

Aqidah Assessment

The student should memorize (in Arabic with its English meaning) the following supplications. Note this part of the Assessment is not written, but memorization of these supplications will be tested in the Final Exam.

- 1) The supplication made when visiting the sick page 20
"May there be no harm; it is only purification, if Allah wills." Bukhari
Page 16
- 2) The supplication the Prophet (saw) would make for a patient page 17
"O Lord of the people! Take away the disease. Cure him; since You are the only one to cure. There is no cure except Yours. A cure that leaves no side effect." Al-Bukhari
Page 17
- 3) The supplication when one is experiencing pain page 17
Place your hand on the place of the pain and say: "In the name of Allah." (3 times) then say; "I seek refuge in the dignity of Allah and His decree from what I suffer and from what I fear." (Seven times) Muslim
Page 17

The following are short essay questions. The following answers are simply notes as to what major points should be included and the page number in the textbook when that information can be found. The student's answers should be in complete sentences including references to Qur'aan or Ahadith.

- 4) Is it permissible to take medication?
Yes, "Allah did not send any illness, except that He sent down its cure" ibn Majah and Al-Hakim who said it is Sahih.
Page 15
- 5) What type of medication is not permissible and why?
Ones with unlawful ingredients like wine and pork, "Indeed Allah has not placed your cure in what He made unlawful for you." at-Tabarani with a Sahih chain of narrators.
Page 15-16
- 6) How do you wash the body of a person who has died in Jihad?
You don't, "Do not wash them. Each wound-or each drop of blood-will be musk on the Day of Judgment." Ahmed with Sahih chain of narrators.
Page 25
- 7) What is the desirable way to position the body in the grave?
In a "Lahd", "The Lahd is for us, while Shaqq is for the others." Ahmed, Abu Dawud and Tirmidhi and its chain is one that is criticized, although some of them considered it Sahih.
Page 35

Seerah Assessment

The following question should be answered in a paragraph of at least 100 words or more each.

- 1) What is the best kind of Historian?
One who tells the truth.
Page 32
- 2) How should the one studying history approach the subject?
As a warning and a lesson and not insult those who have gone before us.
Page 33-34

Arabic Assessment

- 1) Why are many Muslims deprived of the benefit of the Qur'an?
They think it is difficult to understand.
- 2) How is Arabic different from other languages (in terms of how it is spoken and written now and how it was spoken and written at the time of the Prophet (saw))?

It is the same while other languages have changed so much as to be unrecognizable.

- 3) What two cultures have adversely affected the interpretation of the Qur'an?
Greek and Persian
- 4) The word "Qur'an is derived from the word _____
Qira
- 5) The first word of the Qur'an is _____
Iqra
- 6) Three of the Companions assigned the job of writing down the Qur'an were _____, _____, and _____.
Ali bin Abi Talib, Zaid bin Thabit and Maawiya

Khut Assessment

Khut Worksheet 1-1. Look for accuracy and neatness. Writing should be readable and smooth.

Unit 1, Lesson 2 Assessment

Our'aan Assessment

Memorize Suratul-Nisaa' (4) 155-159 (highly recommended)

Tafseer Assessment

In an essay of 200-300 words or more the student should give a summary of the Tafseer for the ayat studied in this lesson. The following main ideas should be included.

Essay should include the following: The story of Prophet Isa (as) and Maryam his mother, the crucifixion, and how Allah raised Isa (as) to Himself.

As-haab Ar-Rasool Assessment

- 1) Who was Barakah?
The maidservant of the Prophet's (saw) mother who lived in the household with Fatimah.
Page 15
- 2) How old was Fatimah when her father first started receiving revelations?
5
Page 15
- 3) What are some of the names that Fatimah was known by?
Az-Zahrah, Al-Batool, One of the four perfect women
Page 20
- 4) How old was she when she married?
19
Page 22
- 5) Who did she marry and what two proposals did her father refuse before he accepted this one?
Ali, Umar and Abu Bakr (rahm)
Page 22

Aqidah Assessment

- 1) What are three benefits of Az-Zakah?
Purification, helping the poor, limiting wealth.
Page 47

- 2) What is the ruling for one who refuses to pay Az-Zakah?
Force, discipline, and finally fight him until he submits or repents.
Page 47
- 3) What are the three categories of wealth upon which Az-Zakah is due?
Gold and silver, Livestock, Fruits and grains.
Page 48-49
- 4) What does one not pay Az-Zakah on?
Slaves, horses, mules, and donkeys.
Wealth below Nisaab
Fruits and vegetables
Women's jewelry
Precious jewels (non-business)
Items for personal use
Page 52-53

Seerah Assessment

The following question should be answered in 100 words or more each.

- 1) What are the three ages that historians have separated history and why?
The Earlier Ages, The Middle Ages, and the Modern Ages.
Page 35
- 2) Who is Ibn Khaldun and what was his contribution to History?
The Muslim originator of the principles of History.
Page 38
- 3) Three thousand years ago what were considered the ideal qualities of a ruler and why?
Physical power, wrestling, bravery, and mental power.
Page 40

Arabic Assessment

- 1) What do we mean by "Qur'anic Terms"?
Terms that have added meaning in Islamic understanding.
Page 5
- 2) What are some of the limitations of Translations?
The inability to convey the same exact ethos and feelings from one language to another despite the accuracy of the translation of individual words.
Page 7-8

Khut Assessment

Khut Worksheet 1-2. Look for accuracy and neatness. Writing should be readable and smooth.