

**Procedure for Organizing the Teaching
Process and Educational Assessment**

EDU-QMS-P12

Issue/Revision Number:

01/00

Date of issue: 00/00/2000

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Procedure for Organizing the
Teaching Process and
Educational Assessment

EDU-QMS-P12

Approvals

Prepared by: Consulting firm	Review: Quality Manager	Approved by: General Manager
Name:	Name:	Name:
Signature:	Signature:	Signature:

Statement of amendments

NO	Statement of amendments	Date of Amendment	Page number
1.			
2.			
3.			
4.			

Distribution List

NO	Administration	Responsible	Number of copies
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1- Purpose:

This procedure aims to establish a clear mechanism for organizing the teaching process at (write the name of the educational institution), ensuring the quality of education, alignment with curriculum objectives, and the application of diverse assessment methods to measure students' performance and ensure continuous improvement in academic outcomes.

2- Scope:

This procedure applies to all activities related to teaching and assessment in (write the name of the educational institution), including:

- Lesson planning and scheduling.
- Conducting classroom sessions.
- Using diverse teaching strategies.
- Applying assessment tools (tests, assignments, observations, projects).
- Analyzing assessment results and utilizing them for improvement.

3- Responsibilities:

Role	Responsibilities
School Principal	Approves the teaching plan and assessment policies.
Vice Principal for Academic Affairs	Oversees the implementation of the teaching process and monitors teachers' compliance with assessment requirements.
Heads of Departments	Monitor lesson preparation, tests, and grading.
Teachers	Prepare and deliver lessons, design tests and assignments, analyze student results.
Quality Officer	Monitors compliance of teaching and assessment with the quality system and documents observations.

4- Definitions:

Term	Definition
Teaching Process	All activities carried out by the teacher to achieve curriculum objectives within the classroom.
Educational Assessment	A set of tools and methods aimed at measuring student achievement and progress.
Formative Assessment	Continuous evaluation conducted during the learning process (observations, assignments, participation).
Summative Assessment	Midterm and final exams to measure overall student achievement.

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5- Tools and models:

NO	Form name	Code	Retention period	Storage location
1	Semester Teaching Plan	EDU-QMS-F43	3 years	Office of the Vice Principal for Academic Affairs
2	Lesson Implementation Log	EDU-QMS-F44	3 years	Office of the Vice Principal for Academic Affairs
3	Assessment Tools and Results Log	EDU-QMS-F45	3 years	Quality Unit

6- Procedure Steps:

NO	Step (Brief)	Step (Detailed)	Responsible	Form Used	Update Responsibility
1	Prepare teaching plan	Develop a semester plan with lessons distributed over weeks.	Teachers	EDU-QMS-F43	Teachers
2	Approve the plan	Review by department heads and approval by the School Principal.	School Principal	EDU-QMS-F43	School Principal
3	Distribute schedules	Share class schedules with students and teachers.	Vice Principal for Academic Affairs	EDU-QMS-F43	Vice Principal
4	Prepare lessons	Daily lesson preparation including objectives, activities, and teaching aids.	Teachers	EDU-QMS-F44	Teachers
5	Deliver lessons	Deliver lessons according to the plan using diverse strategies.	Teachers	EDU-QMS-F44	Teachers
6	Use teaching aids	Employ appropriate educational aids and technologies.	Teachers	EDU-QMS-F44	Teachers
7	Student participation	Encourage student interaction and classroom engagement.	Teachers	EDU-QMS-F44	Teachers
8	Formative assessment	Ongoing evaluation through assignments and participation.	Teachers	EDU-QMS-F45	Teachers
9	Design tests	Develop short and long tests aligned with quality standards.	Heads of Departments	EDU-QMS-F45	Heads of Departments
10	Conduct tests	Administer tests at scheduled times.	Teachers	EDU-QMS-F45	Teachers
11	Grade tests	Grade answer sheets based on clear and objective criteria.	Teachers	EDU-QMS-F45	Teachers

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12	Analyze results	Analyze student results to identify strengths and weaknesses.	Teachers + Quality Officer	EDU-QMS-F45	Quality Officer
13	Submit reports	Submit mid-semester reports on student performance to management.	Vice Principal for Academic Affairs	EDU-QMS-F45	Vice Principal
14	Address learning gaps	Develop remedial plans for underperforming students.	Teachers + Counselor	EDU-QMS-F45	Vice Principal
15	Continuous improvement	Introduce improvements to teaching and assessment methods based on results.	Quality Committee	EDU-QMS-F43/44/45	Quality Committee

7- Risk management:

Risk	Cause	L×C	Level
Weak compliance with teaching plan	Lack of effective monitoring	4×3=12	Medium
Unfair assessment	Weak grading standards	5×3=15	High
Low student achievement	Weak teaching strategies	4×4=16	High
Delayed result submission	Administrative disorganization	3×3=9	Medium

8- Performance indicators:

Indicator	Measurement method	Target	Frequency
Teaching plan implementation rate	Lessons delivered ÷ Lessons scheduled × 100	≥ 95%	Monthly
Student pass rate in tests	Number of students passing ÷ Total students × 100	≥ 85%	Semesterly
Time to announce results	Duration between exam and result announcement	≤ 7 days	Semesterly
Student and parent satisfaction rate	Satisfaction surveys	≥ 85%	Semi-annual

9- References

- ISO 21001:2025 (Clauses: 8.2, 8.3, 8.4).
- Annual teaching plan of (write the name of the educational institution).
- Educational Quality Policy.

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No.	Subject	Planned Lessons	Lessons Delivered to Date	Teacher	Teaching Aids Used	Remarks
1	Arabic Language	30	28	Mr. Mohammed Ali	Textbook + Flashcards + Visual Presentations	One lesson delayed due to extracurricular activity
2	Mathematics	25	25	Mr. Khaled Hassan	Educational Games + PowerPoint + Worksheets	Full compliance with plan
3	Science	20	19	Mr. Ahmed Saeed	Experiments + Educational Video	One lesson postponed for review
4	Islamic Education	25	24	Mr. Abdulrahman Youssef	Quran + Hadith cards	Needs more Tajweed practice
5	Social Studies	15	15	Mr. Sami Abdullah	Maps + Documentary Pictures	Good student participation
6	Art Education	10	10	Ms. Huda Al-Shareef	Drawing tools + Watercolors	Excellent creativity in artworks
7	Physical Education	10	9	Mr. Majed Al-Qahtani	Sports Equipment + School Playground	Some absenteeism reduced participation

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School: Al-Noor Private Primary School

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Approval Information

Role	Name	Signature	Date
Prepared by:	Teachers		
Reviewed by:	Heads of Departments		
Approved by:	Vice Principal for Academic Affairs		

Retention Period: 3 years – Storage Location: Office of the Vice Principal for Academic Affairs

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Quality Management
System in Education
Schools

MANUAL

Quality Management System MANUAL
in Schools

Code
EDU-QMS-MANUAL

Procedures

NO	Procedure	Code	Forms
1	Context management procedure, understanding interested parties, and determining scope	EDU-QMS-F01	EDU-QMS-F01 EDU-QMS-F02 EDU-QMS-F03 EDU-QMS-F04
2	Procedure for determining educational policy and objectives	EDU-QMS-F02	EDU-QMS-F05 EDU-QMS-F06 EDU-QMS-F07 EDU-QMS-F08
3	Procedure for the distribution of roles and responsibilities	EDU-QMS-F03	EDU-QMS-F09 EDU-QMS-F10 EDU-QMS-F11 EDU-QMS-F12
4	Educational Risk and Opportunity Management Procedure	EDU-QMS-F04	EDU-QMS-F13 EDU-QMS-F14 EDU-QMS-F15
5	Procedure for setting and reviewing educational objectives	EDU-QMS-F05	EDU-QMS-F16 EDU-QMS-F17 EDU-QMS-F18
6	System Change Management Procedure	EDU-QMS-F06	EDU-QMS-F19 EDU-QMS-F20 EDU-QMS-F21
7	Human Resource Management, Training and Development Procedure	EDU-QMS-F07	EDU-QMS-F22 EDU-QMS-F23 EDU-QMS-F24 EDU-QMS-F25 EDU-QMS-F26 EDU-QMS-F27
8	Facilities Management and Learning Environment Procedure	EDU-QMS-F08	EDU-QMS-F28 EDU-QMS-F29 EDU-QMS-F30 EDU-QMS-F31
9	Control of documents and documented information	EDU-QMS-F09	EDU-QMS-F32 EDU-QMS-F33

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			EDU-QMS-F34 EDU-QMS-F35
10	Internal and external communication procedure	EDU-QMS-F10	EDU-QMS-F36 EDU-QMS-F37 EDU-QMS-F38 EDU-QMS-F39
11	Implementation of curricula and adaptation of educational activities	EDU-QMS-F11	EDU-QMS-F40 EDU-QMS-F41 EDU-QMS-F42
12	Procedure for organizing the teaching process and educational assessment	EDU-QMS-F12	EDU-QMS-F43 EDU-QMS-F44 EDU-QMS-F45
13	Student Services and Educational and Guidance Support Procedure	EDU-QMS-F13	EDU-QMS-F46 EDU-QMS-F47 EDU-QMS-F48 EDU-QMS-F49 EDU-QMS-F50 EDU-QMS-F51
14	Management of educational and innovative activities and student projects	EDU-QMS-F14	EDU-QMS-F52 EDU-QMS-F53 EDU-QMS-F54 EDU-QMS-F55 EDU-QMS-F56 EDU-QMS-F57 EDU-QMS-F58 EDU-QMS-F59
15	Complaints and Suggestions Management Procedure	EDU-QMS-F15	EDU-QMS-F60 EDU-QMS-F61 EDU-QMS-F62 EDU-QMS-F63 EDU-QMS-F64 EDU-QMS-F65 EDU-QMS-F66 EDU-QMS-F67
16	Measuring student and parent satisfaction	EDU-QMS-F16	EDU-QMS-F68 EDU-QMS-F69 EDU-QMS-F70 EDU-QMS-F71 EDU-QMS-F72 EDU-QMS-F73

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			EDU-QMS-F74 EDU-QMS-F75 EDU-QMS-F76
17	Internal review and educational audit procedure	EDU-QMS-F17	EDU-QMS-F77 EDU-QMS-F78 EDU-QMS-F79 EDU-QMS-F80 EDU-QMS-F81 EDU-QMS-F82
18	Administrative review procedure	EDU-QMS-F18	EDU-QMS-F83 EDU-QMS-F84 EDU-QMS-F85 EDU-QMS-F86
19	Non-conformity management and corrective action procedure	EDU-QMS-F19	EDU-QMS-F87 EDU-QMS-F88
20	Continuous improvement process	EDU-QMS-F20	EDU-QMS-F89 EDU-QMS-F90 EDU-QMS-F91

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Policies

NO	Policy	Code
1	General Policy on Educational Quality	EDU-QMS-PL00
2	Educational Institution Context Policy	EDU-QMS-PL01
3	Leadership and Commitment Policy	EDU-QMS-PL02
4	Beneficiary Satisfaction Policy	EDU-QMS-PL03
5	Educational Risk and Opportunity Management Policy	EDU-QMS-PL04
6	Human Resources and Educational Competency Development Policy	EDU-QMS-PL05
7	Infrastructure and Learning Environment Policy	EDU-QMS-PL06
8	Curriculum and Educational Activities Implementation Policy	EDU-QMS-PL07
9	Teaching, Assessment, and Continuous Learning Policy	EDU-QMS-PL08
10	Educational Activities, Innovation, and Student Projects Policy	EDU-QMS-PL09
11	Audit Policy	EDU-QMS-PL10
12	Continuous Improvement Policy	EDU-QMS-PL11

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Role Description Card

NO	Card	Code
1	School Principal Role Description Card	EDU-QMS-C01
2	Role Description Card for Academic Vice Principal	EDU-QMS-C02
3	Role Description Card for Vice Principal for Student Affairs	EDU-QMS-C03
4	Role Description Card of the Quality Officer	EDU-QMS-C04
5	Role Description Card of the Quality Committee Chair	EDU-QMS-C05
6	Teacher of Role Description Card	EDU-QMS-C06
7	Role Description Card of the Student Counselor	EDU-QMS-C07
8	IT Officer Role Description Card	EDU-QMS-C08
9	Safety Officer Role Description Card	EDU-QMS-C09
10	Librarian Role Description Card	EDU-QMS-C10