



د افغانستان د مدیریت ملی انسٹیټوټ

## NIMA Entrance Examination Policies and Procedures

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## Entrance Examination Policy

### Timetable for Entrance Exams:

1. The NIMA Entrance Exam will be offered twice a year.
2. The NIMA Entrance exam is administered in January and June (before Ramadan).
3. The Entrance Exam is offered over a two and half week period. Each exam must have a few days between in order that the employees offering the exam have time off and have the opportunity to travel to each site.
4. The duration of the Entrance Exam is one hour and thirty minutes.

### Types of Questions on the Exams:

1. The NIMA Entrance Exam consists of twenty (20) high school level Math questions and a writing sample.
2. The Math portion consists of questions covering Algebra 1, Algebra II, Geometry, Analytical Reasoning, Logic, and basic Math.
3. The NIMA Entrance Exam has a written section consisting of paragraph writing with at least 8 prompts.

### Grading Scale of the Entrance Exam:

1. All prospective students must score 60 or above in order to become eligible to enter the Refresher Course of Study.
2. Students who graduate from a provincial high school receive 10 points added to their final total. Students must show proof of provincial high school graduation in order to receive the provincial points.
3. Due to past low participation in higher education, all female test-takers receive 10 points.
4. The English portion counts for 10 points.
5. All scores are weighted according to the above criteria.
6. Scores are released by name only. No number grades are posted. A list of persons making 60 or above using the weighted score is published on the NIMA website and the NIMA Facebook page.

### Admission to NIMA:

1. The top 500 hundred students scoring 60 or above will be offered admission to NIMA.
2. All prospective students are expected to bring all required MOE documents to NIMA.
3. If the student fails to produce all of the required documents, the student cannot be admitted for the upcoming semester.
4. If a student fails to provide the required documents, NIMA can withdraw admission to the student.

### Postponement of Admission:

1. Postponement of acceptance is allowed.
2. Students may postpone admission for one year.
3. The student must declare this in a letter to the Director of NIMA. The intention must be conveyed to the NIMA Registrar.

### Locations of the NIMA Entrance Exams:

1. NIMA Entrance Exams will be offered twice every year in Kabul. Students from every province are allowed to register at NIMA in Kabul.
2. Exams will be offered in the provinces on a rotating basis given MOE financial means. Sites will include the following: Herat, Paktia, Kandahar, Nangarhar, Bamyan, and Balkh. Security in each site will govern if the test can be offered twice a year. Employees who invigilate the exams should have all travel expenses covered by MOE.
3. All students are allowed to register and take the NIMA Entrance Exam at any site as long as they show proof of proper and complete registration.
4. Registration is only allowed at one site. Multiple registration is not allowed.

### Administration of the Exams:

1. Minister of Education Schools and Educational Centers will be used to conduct the exams.
2. Local MOE staff and teachers will be used to invigilate the NIMA Entrance Exams.
3. All invigilators will receive at least 1 hour of training about how to administer an exam.
4. Invigilators are volunteers.
5. Invigilators do not receive any financial compensation for their service.
6. Invigilators can be teachers, MOE staff members, local high school teachers, and other governmental staff members.
7. Each group of 25 students should have at least one invigilator.
8. Large classroom spaces such as libraries can be used as long as each student has a desk. In these instances, every group of 25 students should have at least one invigilator.

### Registration Policy:

1. All graduating seniors and graduated students ages 18-24 have the right to apply to take the NIMA Entrance Exam.
2. All prospective NIMA students must show proof of citizenship. A current Tazkira or Afghan ID card is necessary to register.
3. Students must complete a Ministry of Education form to complete the registration process.
4. Registration for the NIMA Entrance Exam is free.

### Absence due to Religion:

1. Entrance Exams shall not be conducted during religious holidays.

### Absence due to illness:

1. There are no excused absences in regards to the Entrance Exam.
2. Students who miss the Entrance exam may elect to take the Entrance exam at another site.
3. There are no make-up tests for the Entrance Exam.
4. Students who elect to take the Entrance exam at another site must pay all expenses incurred themselves. No financial support is available for travel.

### Extra time for Writing Exams:

1. Students are not allowed any additional time for the Entrance Exams.
2. All students receive 1 hour and thirty minutes to take the Entrance Exam.

### Chief Exam Organizer and committee members:

1. The Chief Exam Organizer shall be nominated by the Minister of Education.
2. The Chief Exam Organizer shall be assisted by eight faculty members nominated by the Director of Schools.
3. Four members (half) of the committee must be women.
4. All nominees must be approved by the Academic Coordinating Council.
5. All persons are nominated and approved by July 1 each year. The persons vetted by July 1 will take over their duties on October 1 each year.
6. Each approved nominee will have a one year-term.
7. One person will continue with the committee and will take an advisory role to the committee for the next year.
8. This Entrance Exam Committee shall conduct all NIMA Entrance exams using locally trained educators to assist with the testing in the provinces.
9. The Chief Exam Organizer shall be given a release from his/her duties in order to fulfill all Entrance Exam testing requirements.
10. Committee members that are also faculty members must be given a course release in order to fully participate.

### Graders of the Entrance Exam:

1. All NIMA Entrance Exams will be returned to NIMA.
2. Three persons from each department will be nominated to serve as graders for three weeks.
3. All departments, in addition to English, will serve as graders. A total of twelve persons will be graders.
4. Graders are rotated every grading cycle.
5. Graders that served in January may not serve in June.
6. All tests papers are graded at NIMA in the conference space.
7. Tests papers cannot be removed from NIMA for any reason.

### Grade Sheet:

1. All Entrance Exams are graded using an official grade sheet.

### Results Approved

1. Results are presented to the MOE Director of Schools.
2. The MOE Director of Schools approves the final list of grades received from the Chief Exam Organizer.

### Published grades:

1. All grades are published by name only.
2. All students who passed will have their name listed on the NIMA webpage and/or on the NIMA Facebook page.
3. Students who accept admission to NIMA will have the Entrance Exam grade added to their Fedena Student profile.

### Review of Exam by a student:

1. All test takers have the right to request a review of their Entrance Exam.
2. A student who wishes to review his/ her Entrance Exam should complete a form for review and return it to the main office at NIMA.
3. All requests should be processed in 60 business days after the announcement of the results.
4. No one is allowed to charge any fees for a review of an exam. All reviews are free of charge.

### Review of the Exam by an outside body:

1. An outside body may request a review of the Entrance Exam Tests.
2. A formal written request must be submitted to the Chief Exam Organizer.
3. The Chief Exam Organizer will be present during the review from the outside body.
4. No Entrance exams can be removed from NIMA.

### Retention of Exam Papers:

1. All Entrance Exams are kept for 2 years.
2. After two years, students who did not accept admission to NIMA will have their papers destroyed.
3. NIMA students will have their Entrance exams filed with their permanent record.
4. All permanent records will be kept for a total of ten years.
5. After ten years, all records will be given to MOE for storage, or they will be destroyed if MOE does not want to store them any further.

## Entrance Exam Review Request

Student's Name:

Father's Name:

Tazkira number:

NIMA examination registration number:

Testing site:

Date of request:

Request:

Approved for Review (Signature of Authorized person)

Action Taken:

Date of Action taken:

## Examination Guidelines Code of Conduct for Students (Sample)

1. Registration check-in begins at 8:15 am.
2. At 8:55 am registration closes. No one will be admitted late.
3. The exam will begin at 9:00 am each morning.
4. English will be given in the morning. The English test will last approximately three hours. The test will cover grammar, cloze, vocabulary, reading, writing, and listening.
5. Students will have a one-hour lunch break.
6. Afternoon registration starts at 1:15pm.
7. The afternoon test starts at 2:00 pm.
8. The content area tests will cover general knowledge questions about students' majors.
9. Content Exams will last one hour. Questions will include the following types: multiple choice, short answer, fill-in the blank, and short scenarios to analyze.
10. There are no Make-Up Exams. There are NO Excused Absences. All students wishing to take the exams must be present on the assigned dates.
11. All students will sit in assigned desks.
12. All students must show proof of identification in the form of a picture ID-preferably a NIMA identification card.
13. Students are not allowed to bring in any personal items to the testing site.
14. Students may have two pens or pencils and their identification card. No other personal property may be in the room including a purse or backpack.
15. No cell phones are allowed at the testing site. Anyone found with a cell phone will be asked to leave the testing site. His/her exam will be marked ZERO.
16. No food or drink is permitted in the testing site.
17. Once the student sits in his/her assigned seat, there is no talking. No questions are allowed before, during, or after the exam. Anyone who speaks during the exam will have his/her exam removed and marked with a ZERO. The testing site requires that all persons remain silent until the time is complete.
18. Students will receive an announcement regarding the time remaining at the five-minute mark.
19. Students are not permitted to leave the testing site for any reason. Any student leaving the site forfeits the right to return to the exam. His/her exam will be taken and will not be graded or returned to the student. This exam will be marked with a ZERO.
20. All students must remain in their seats until the exam time is complete.
21. All incidences of cheating must be reported and documented to Mr. Shirzai. Any student caught cheating will be removed from the testing site. His/her exam will be marked with a ZERO. The student will be referred to disciplinary action.
22. All exams must be returned to their original envelope. Any exam outside the original envelope will be marked "INVALID", and scored ZERO.
23. Any testing irregularity will be documented and returned to the administration of NIMA.
24. All tests will be graded by a content area specialist. Scores will be released to students. Each student will receive a letter with his/her results.



### Entry Level Test Invigilators (SAMPLE)

1. All proctors must report at 7:30 am to the main office of NIMA.
2. All proctors must wear a photo identification.
3. All proctors will check-in twenty-five students per classroom.
4. All proctors will report present and absentee students.
5. All proctors will distribute and collect twenty-five exam papers. All exams must be returned to the main office.
6. All proctors must sign that they received and returned all twenty-five exam papers.
7. All exam papers must be returned and sealed in the original folder.
8. All exam papers will be mailed to Ball State University on the same day of the exam. Any exam paper not returned in this manner will be disqualified.
9. No make-up exams are available.
10. The exams are one hour and a half long. No additional time will be allowed.
11. All proctors will read the Code of Conduct to the students before beginning the test.
12. Any proctor not abiding by the established Code of Conduct will be referred for disciplinary action to the appropriate governing body.

### All Tests Administered at NIMA

Examinations	Date Administered	IP personnel responsible	Purpose	Did this exist before?
Entrance Math Exams (English)	Prior to the start of each semester; twice yearly	Dr. Julie Barker Lebo Holland with MOE;ASDP; and NIMA staff	Entry to NIMA	Yes, but the Math test and The English test did not Meet international Standards. Completely Redesigned.
APTIS Exam (English Proficiency Exam)	Prior to the Start of each Semester	Dr. Julie Barker Lebo Holland with Ms. Nelum Asif registering students	English Proficiency	No
Mid-term Exams	Middle of each semester; twice yearly	Dr. Julie Barker Lebo Holland edits all exams; exams are administered by teachers and the NIMA Examination Committee. Ms. Nelum Asif observed to ensure that all procedures were followed.	Progress within each subject	Yes, but the exams Were poorly written, had Incorrect grammar. They Did not meet international Standards.
Final Exams	End of each semester; twice yearly	Dr. Julie Barker Lebo Holland edits all exams; exams are administered by teachers and the NIMA Examination Committee. Mr. Jawed Samsor and Ms. Nelum Asif observed to ensure that all procedures were followed.	Summative measure of all academic subjects	Yes, but the exams Were poorly written, had Incorrect grammar. They did not meet International standards.
Projects and Quizzes	Throughout the semester	Administered and graded by teachers	Formative measure	Sometimes, but was not Frequently observed.
Content area capstone (exit exams)	At the end of the 4 <sup>th</sup> semester	Dr. Julie Barker Lebo Holland	Summative measure	No
English Proficiency Exams	At the end of the 4 <sup>th</sup> semester	Dr. Julie Barker Lebo Holland	Summative measure of English proficiency	No
Sample of current students English proficiency	In the middle of the semester	Dr. Robyn Shifrin in the past; Ms. Christine Burns	Formative measure of English proficiency	No
Pre-tests for content area courses	Beginning of every semester	Tests created and graded at BSU-supervised by Dr. Julie Barker Lebo Holland; administered by Mr. Jawed Samsor	Formative measure of content mastery	No

Post-test for content	At the end of every semester	Test created and graded at BSU- supervised by Dr. Julie Barker Lebo Holland; administered by Mr. Jawed Samsor.	Summative measure of content mastery	No
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