



KINGDOM OF BAHRAIN

Ministry of Education

Back-to-School Guidelines

Schools, Universities and all Educational Institutions

September 2020





The new academic year 2020-2021 starts in the Kingdom of Bahrain as the world continues to grapple with the novel coronavirus (COVID-19).

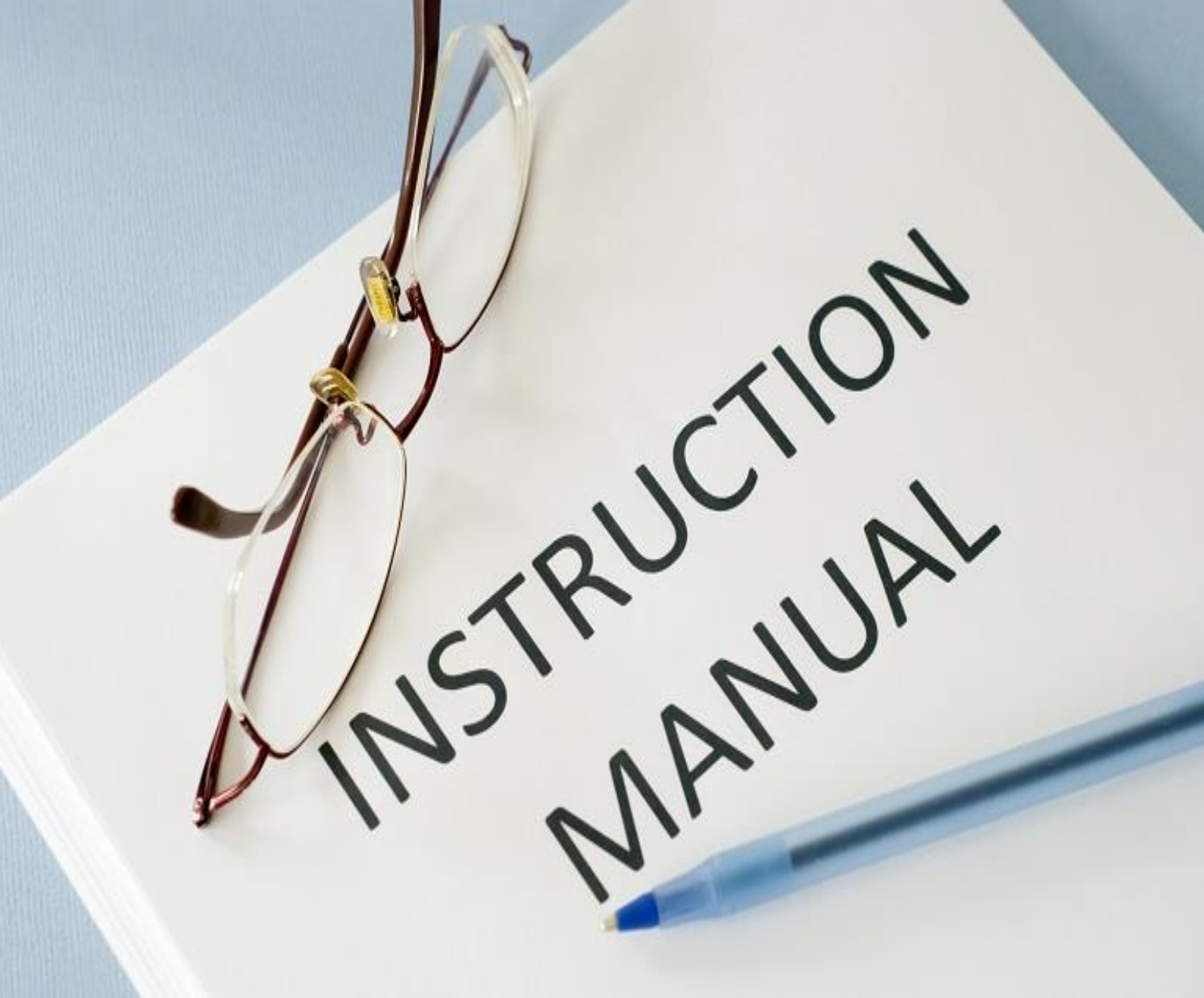
These guidelines have been developed to support educational institutions in providing a safe learning environment for students returning to school. Each educational institution has to assign a trained team to monitor and enforce precautionary health protocols outlined in this document. These guidelines clarify a range of core issues pertaining to teaching and learning and provides further useful and practical information in the appendices.

Table of Contents

• Guidelines to Manage Risks and Implement Health Protocols	
• Physical Infrastructure:	5
Buildings	6
Clinics / Nurses Rooms	7
Buses	8
• People	9
Students	10
Personnel	11
Parents	11
• Administrative Procedures	12
Admission	13
Electronic Payment	13
Learning Materials	13
• Organisational Procedures	14
Entry and Exit	15
Social Distancing Measures	16
Records	18
• Health Procedures	19
Hygiene and Sanitization	20
Screening and Case Detection	21
Emergency Plan	22
• School and Academic Calendar	23

Table of Contents

• Teaching and Learning	
• School Learning Scenarios	5
• Assessment and Evaluation	9
• School Curricula	12
• Online Learning Roles	14
• Instructions for Higher Education Institutions	19
Scenario Implementation: General Instructions and Guidelines	
Online Learning Students' Assessment: General Controls and Guidelines	
• General Guidelines for Educational and Rehabilitation Institutions	47
• Appendices	49
• COVID-19 Precautionary Measures and Health Protocols for Government Schools Reopening	
• COVID-19 Precautionary Measures and Health Protocols for Private Schools Reopening	
• COVID-19 Precautionary Measures and Health Protocols for Private Universities Reopening	
• Ministry of Health Disinfection Guidelines	
• COVID-19 Guide for Educational Institutions (Public Health Directorate)	
• COVID-19 Precautionary Training	
• Ministry of Health COVID-19 Complete Guide	



Guidelines:

Individuals' Safety and Social Distancing

Physical Infrastructure ■ Clinics / Nurses Rooms ■ Buses

Physical Infrastructure

All educational institutions must:

- be disinfected before the return of staff and students.
- assess and reorganise their space as appropriate, to ensure a minimum of 1.5 metre between individuals.
- utilize premises, such as learning resources centers, labs and auditoriums, as teaching venues to ensure minimum distancing measures are met (high density schools).
- display posters containing Covid-19 precautionary advice at visible locations throughout the facilities.
- allocate a separate room or building with an external entrance to communicate with parents whenever necessary.
- allocate an isolation place for suspected infections amongst administrative and teaching staff or students.
- ensure that where possible buildings are separated as independent units that do not mix with each other and further, students are split into fixed bubbles that do not mix with other bubbles.
- shut unused facilities, such as prayer venues, pools and changing rooms.
- use outdoor open air safe spaces, while maintaining mandatory social distancing, and postpone activities and collective games until further notice. Open air equipment may be used, once cleaned and sterilized properly after use.

Clinics / Nurses Rooms

All educational institutions must:

1

allocate a nurses room and provide a nurse or an employee tasked to promote health and safety, raise (COVID-19) awareness, highlight infection risks and preventative measures and take necessary actions for suspected cases.

2

ensure the readiness of nurses rooms and provide accurate thermometers to record the temperature of all individuals entering the premises.

3

ensure nurses room staff attend COVID-19 training sessions.

4

allocate a place to isolate cases suspected of showing COVID-19 symptoms.

Buses

All educational institutions must:

- 1** assign a supervisor to each bus to monitor students and ensure full adherence to mandatory precautionary health and safety protocols.
- 2** operate buses at half capacity to ensure social distancing and display signs to guide students to appropriately spaced seats.
- 3** check students' temperature before boarding the bus and prevent those whose temperature is 37.5 °C or above from boarding.
- 4** maintain the mandatory social / physical distancing (at least a 1.5-metre) between students when boarding the bus and disembarking.
- 5** provide sanitizers and disinfectants on board each bus.
- 6** advise private transportation and bus companies to disinfect the vehicles on daily basis and ensure those buses are only used to transport students.
- 7** keep a daily record featuring the names of all bus passengers as part of the daily transport itinerary.



Guidelines:

Individuals' Safety and Social Distancing

Students ■ Personnel ■ Parents

Students

All students must:

1

bring their own meals and water, taking into account health and preventative requirements, in case their educational institutions shut restaurants or cafeterias.


2

remain on the premises during recess, staying within their unit or bubble.

3

maintain physical / social distancing (a minimum of 1.5-metre) and wear face masks for students from grade 7 onwards (except special education students).

4

maintain hygiene and preventative behaviors against infectious diseases, such as washing and sanitizing hands and covering the mouth and nose when sneezing. 

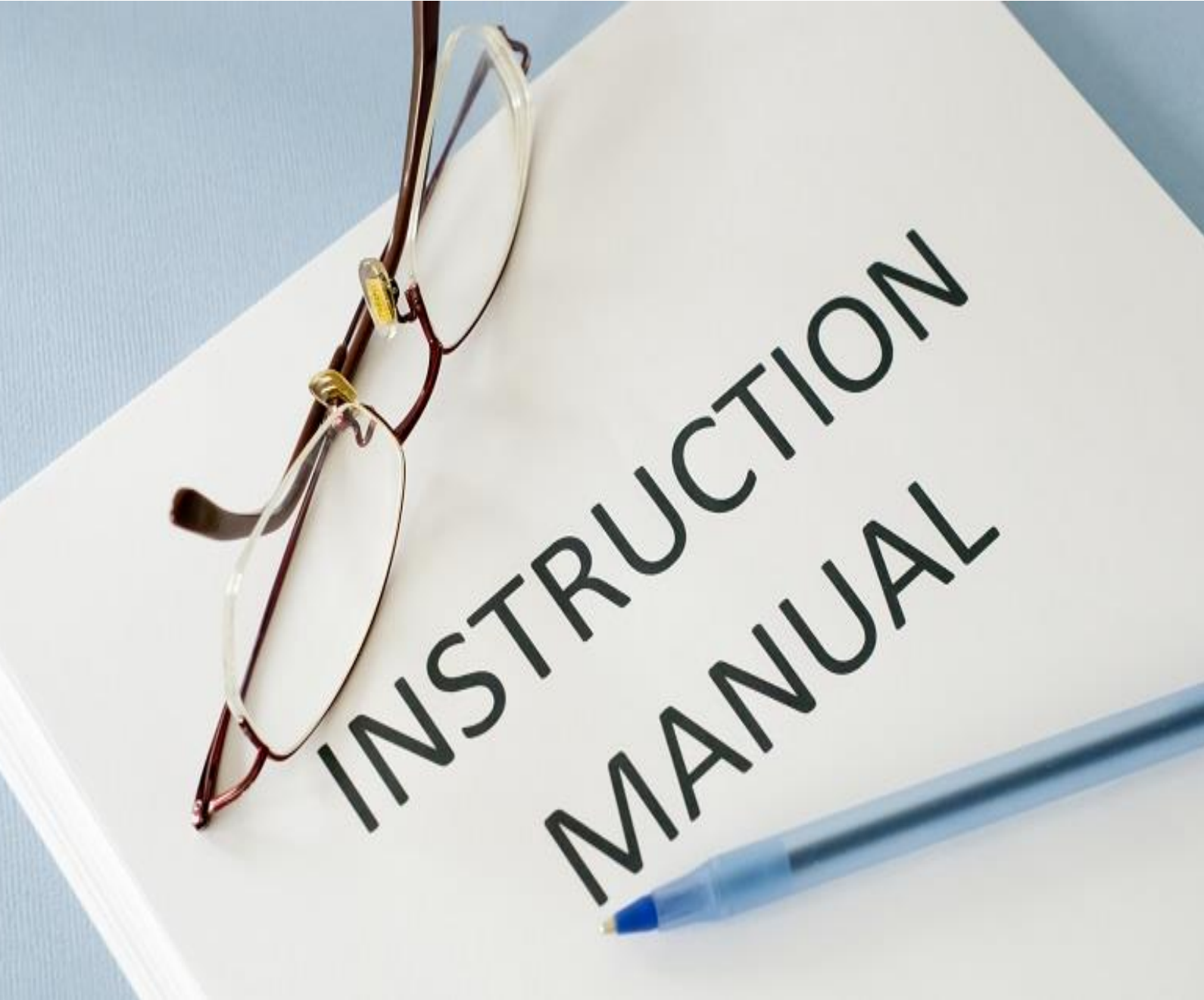
Personnel

- Educational staff shall attend remote training programmes on monitoring and dealing with cases of infection, as well as close contacts cases.
- Educational staff are required to wear face masks and gloves, and to adhere to mandatory health rules and guidelines.
- Seating arrangements for the educational staff should adhere to the minimum 1.5 metre social distancing guideline.
- Meetings shall be held remotely by means of visual communication technique.
- Educational staff must download the Be Aware application.

Parents

Parents must:

- allow only one member of the family to accompany the student at the time of pick-up or drop off. Elderly or vulnerable individuals with chronic medical conditions should not accompany students at any time, in compliance with the mandatory precautionary measures.
- refrain from entering the educational premises. A separate room or building with an external entrance must be allocated to communicate with parents when necessary.
- communicate with the educational institution via telephones or electronic means and platforms.



Guidelines:

Individuals' Safety and Social Distancing

Admission ■ Payment ■ Learning Materials

Admission

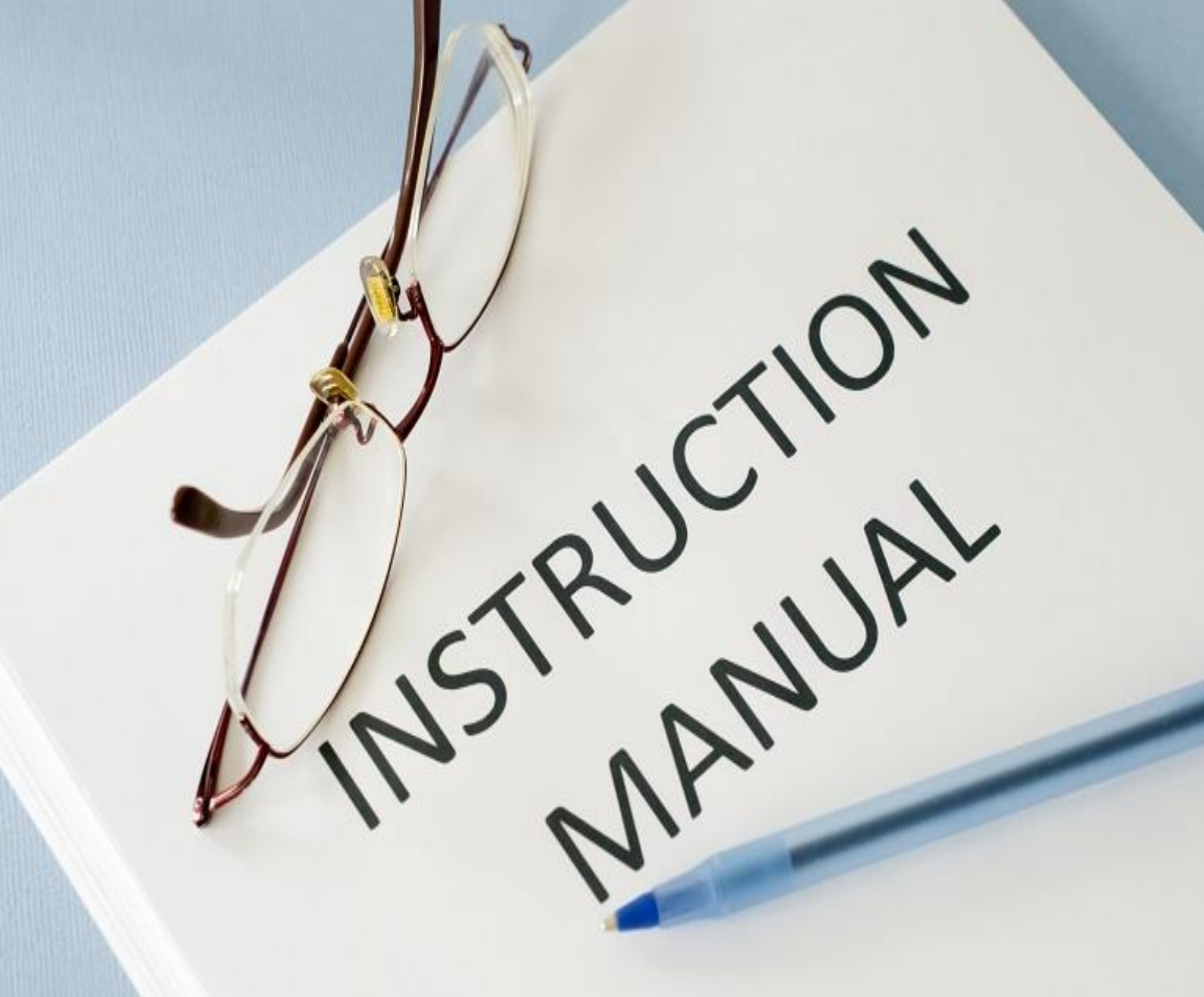
- Admission procedures must be processed electronically. Students must be transferred between schools through the Student Transfer Service.

Payment

- Benefit Pay, Bwallet, by bank transfers or other electronic applications should be used to pay fees to private schools and higher education institutions.

Learning Materials

- Commitment to health and safety conditions when handing over books to students, while avoiding the distribution of any additional paper publications to limit the spread of infection.
- Private schools -with regard to the four national curricula- should make use of the digital books and all the digital educational content uploaded on the Educational Ministry's official website (<https://www.moe.gov.bh/> or educational portal (<https://edunet.bh/>).



Guidelines:

Individuals' Safety and Social Distancing

Entrance & Exit ■ Organising Students ■ Records

Entrance and Exit

Schools must:

- 1** assign a team to manage the entry and exits of students to avoid overcrowding, gatherings and to ensure unused facilities remain closed.
- 2** ensure that everyone entering the educational institution buildings wears a face mask and uses hand sanitizer at the entrance.
- 3** record the temperature of all individuals entering the premises and deny entry to anyone whose temperature is 37.5 °C or above.
- 4** ensure that there are appropriate staggered entry and exit timings to avoid overcrowding and maintain social distancing at minimum of 1.5-metre between individuals.
- 5** allocate specific places and times that do not exceed 10 minutes for families to pick up and drop off their children in order to avoid any interaction or overcrowding and maintain physical distancing, with full commitment to wearing protective face masks all the time.
- 6** allocate timings outside official working hours for the maintenance work and the delivery of goods, materials and parcels at a specific designated area to reduce contact between individuals.
- 7** encourage the spraying of students and staff's bags and shoes with disinfectants upon their arrival in the schools.

Organising students

Schools must:

1

display clear visual clear signs the ground indicating safe physical / social distancing intervals.

2

maintain physical/social distancing in all common areas, by keeping the 1.5 metre distance and avoiding queuing.

3

ensure bathrooms are not overcrowded by limiting the number of students using them at the same time.

4

ensure that there are visible guides to appropriate social distancing intervals placed on the ground in all elevators, indicating the correct spots, and elevator users must abide by these signs.

5

close all showers and changing rooms and ensure that students attend school in appropriate sportswear on days they have physical education classes.

6

request students and teachers to bring their own stationery materials and devices, such as laptops, tablets, headsets and not share these materials between individuals.

7

ensure that students not share their food or drinks. The educational institution should monitor precautionary measures when providing and distributing meals through an accredited contractor.

8

distribute students into fixed groups or bubbles such that they only mix within their own bubbles and not with other students.

9

ensure that each bubble is be kept together whenever possible, taking into account the following:



Ensure students remain in the same small learning group all the time every school day. Different groups of students must not mix during the school day or in the following days.



Ensure teachers and cadres who deal with each learning group remain unchanged, whether during the school day or in the subsequent school days.



Inter-class mixing of students' groups is not allowed. For curricula requiring inter-class mixing, students must remain in a specific classroom with teachers rotating instead of them.



Allocate a specific seat and table for each student. Switching seating places or exchanging chairs is not allowed.

Records

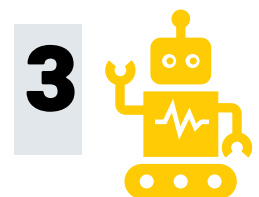
Schools are required to:

keep records of employees, students and visitors' names, mobile phone numbers and dates of visits, in case close contact tracing with these persons becomes necessary. Employees' work records shall include accurate information, which can be used in tracing contact cases.



start -right from the beginning of the school year - collecting disclosure forms about students and employees' health status and travel. Forms can be prepared and provided to them.

adopt a strategy to encourage paperless work and increase reliance on technology in the delivery of administrative and educational services to reduce contact.



maintain a daily record, in which all bus passengers are registered during the scheduled daily transport trips, including absences.



Guidelines:

Individuals' Safety and Social Distancing

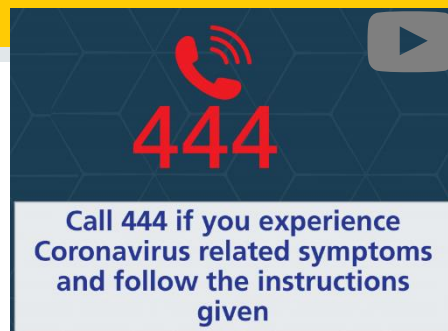
Hygiene and Sanitization ■ Screening and Case Detection ■ Emergency Plan

Hygiene and Sanitization

- 1** Provide sanitization materials and tools in all classes, bathrooms and all other facilities.
- 2** Monitor the compliance of cleaning companies with procedures, including the provision of sufficient numbers of workers to clean and disinfect toilets regularly after each use and sterilize classrooms and facilities daily, once everyone has left.
- 3** Provide foot-operated lid-fitted waste bins in classrooms and facilities.
- 4** Conduct a complete sterilization of all areas and surfaces, especially those frequently used, such as door handles, elevator buttons and appliances. Complete sterilization should also be carried out at the end of each school day.
- 5** Comply with all cleaning regulations and avoid using products bearing "warning" of "corrosive" signs as they may affect the health of children and individuals suffering from respiratory or other illnesses. Detergents and sterilizers should not be mixed together under any circumstances
- 6** Encourage strict hand washing routines and allow students adequate breaks to do that. Children who cannot wash their hands shall be helped.
- 7** Ensure hand sanitizers are distributed in all school buildings and areas, and avoid keeping within reach of children. All types of sterilizers used have to be approved.
- 8** Schools should ventilate areas by using natural ventilation, such as window opening or ventilation units.

Screening and Case Detection

- In case a student, a visitor, or a member of the administrative or teaching staff is suspected of having (COVID-19) symptoms, the school's health and safety officer should notify the administration quickly to take action and contact the hotline 444.
- Class teachers shall refer any student showing (COVID-19) symptoms (such as cough, body aches, fatigue, shortness of breath, runny nose, sore throat, diarrhea, headache, or loss of sense of smell or taste) immediately to the nurse or health and safety officer to undergo the necessary checks in accordance with the approved protocols.
- Symptomatic students, teachers and other staff should be required to abide by the mandatory stay-at-home policy when feeling sick.



Emergency Plan

- The nurse or health and safety employee must be assigned to deal with emergency cases, ensure the follow-up, monitor the implementation of precautionary health and safety measures, and carry out the necessary training to enhance the awareness of students and teaching staff, in addition to monitoring the designated isolation room.
- In case of emergency, such as a suspected infected student or a member of the administrative or teaching staff, the nurse or health and safety employee must implement the approved guidelines for dealing with such cases:
 - isolate the suspected case immediately.
 - inform the administration.
 - inform the guardian and to take necessary measures, if the suspected case is a student.
- Anyone infected with (COVID-19) should not be allowed to return to school before obtaining a clearance certificate from competent health authorities as evidence that they are free of the disease. In case the patient tests negative after the first examination, then they must observe quarantine according to the period prescribed by the competent health authorities.
- In case the lab test is positive, all the school personnel who have had contact with the infected patient have to be traced to undergo medical screening.
- Sterilization procedures must be followed, in compliance with the approved guidelines, including all facilities used by the infected patient and the isolation room where he had waited to be transferred.
- In case that a student, visitor, or member of the administrative or teaching staff is confirmed to be infected with (COVID-19) according to the result issued by accredited health authority, then the infected patient must not be allowed to return to the educational institution unless he has completed the mandatory isolation or quarantine period.
- Each school must fully adhere to tracing procedures and supply the relevant health authorities with data and records pertaining to cases of potential contact with confirmed infected cases.



2020

**Back To
School**

**School and Academic
Calendar**

School and Academic Calendar

Schools must:

draw up a flexible and tight calendar, taking into consideration the applicable scenario (to cover 180 days for schools).

1**2**

possible review of the calendar in line with health protocols and according to developments.

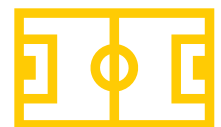
in case schools have delayed their start or have re-closed after opening, alternative plans will be drawn up, according to the evolution of the epidemiological situation.

3**4**

holidays can be shrunk in order to provide enough school days to meet students' core competencies.



students' internal and external activities have to be halted, in line with the precautionary measures to limit the spread of (COVID-19).

5



Teaching and Learning

Teaching and Learning



- **Preschool education remains an option for the parent. In case registration is open for nurseries and kindergartens, it should be based on parent's desire and decision first and foremost.**
- **Draw up plans that include teaching and learning scenarios (classroom learning, online learning and the hybrid-learning format).**
- **Develop control procedures to ensure the quality of online learning, along with guidelines and protocols for monitoring and evaluation.**
- **Dedicate the beginning of the term to revise the previous year's curricula to ensure students are ready for the new academic year.**



Classroom Learning and Online Learning for all Schools / Universities

- Learning scenarios should be chosen in accordance with circumstances and developments, as each scenario has its pros and cons.
- The primary criterion for choosing a learning scenario is essentially the safety of students and teaching and administrative staff.
- Provision of human resources, academic facilities and all requirements for any scenario has to be approved by the higher authorities.

Several options can be considered to enable institutions to continue the teaching and learning process for the 2020/2021 school year

Scenario 1: Full online learning

- Specify the learning platform and provide a virtual classroom service to ensure synchronous and asynchronous learning opportunities, such as: **EduNet- Microsoft Teams - Zoom - Moodle - Blackboard Collaborate - Google Classroom**
Other interactive platforms, applications and laboratories can also be considered.
- Ensure appropriate platforms and applications are appropriate and cost-effective.
- Train teachers and staff on the use of learning platforms and applications.
- Train teachers to prepare effective and successful learning materials and drawing up viable strategies for online learning.
- Ensure teachers and students have access to the Internet, in addition to computers or smart tablets.
- Prepare instructional materials targeting students and parents with the aim of training students on using learning platforms and applications.
- Draw up rules of good conduct in a virtual learning environment.
- Teachers can start work at schools, heeding social distancing, whilst students continue to learn from their homes.
- Set a schedule of virtual classes, taking into account the distribution of breaks.
- Online activities can be delivered either individually or in groups to accommodate collaborative and participatory learning strategies engaging students.
- Develop control mechanisms to ensure the quality of online learning, with guidelines, follow-up protocols, and a clear system for effective remote evaluation.
- Put in place a clear scenario for the first-cycle students, especially the newcomers, commensurate with the characteristics and needs of the stage, taking into consideration parents' role. A media plan shall also be put in place to engage parents and ensure their contribution.
- Taking into consideration the protocols related to international examinations and certificates (International Baccalaureate - A Level Certificate - IGCSE Certificate, etc. ...).

Several options can be considered to enable institutions to continue the teaching and learning process for the 2020/2021 school year

Scenario 2: Blended learning

- Blended learning approach combines traditional place-based classroom methods and online learning, taking into account students' safe at school, whilst benefiting from virtual learning opportunities and alternatives.
- All of the aforementioned in scenario (1) shall be applied – that is blending online and classroom learning formats.
- Develop an inclusive plan featuring components to be taught in classes and parts for online learning, after studying the curricula and competencies required for each the school stage.
- Adopt the Hybrid or Blending learning strategies, including the **Flipped Classroom**, which is a type of blended learning where students are introduced to content at home and practice working through it at school. This is the reverse of the more common practice of introducing new content at school, then assigning homework and projects to completed by the students independently at home.
- Focus mainly on core competencies in school subjects.
- Develop a clear evaluation plan commensurate with the blending learning format.
- Students gradual and partial return of students:
- Distribution of students, per level and academic subjects, into groups, considering the following criteria:
 - Redistribute students into small classes taking into account the spacing distance (at least 1.5 meters from each other).
 - Start with senior students (university and high school), who are more mature and relatively aware of the pandemic risks, whilst, taking into account their parents' wishes.
 - Increase the number of students, pending health developments, and study the previous implementation phase (in the event of stable caseload).
 - It is difficult to start with primary school students due to their maturity and parents' reluctance to allow them to return schools before other levels.
 - In case the number of COVID-19 cases has significantly reduced the goal is to return to normalcy.
 - Teachers have to develop blended learning practices by merging face-to-face instruction with digital education to create a rich learning environment.

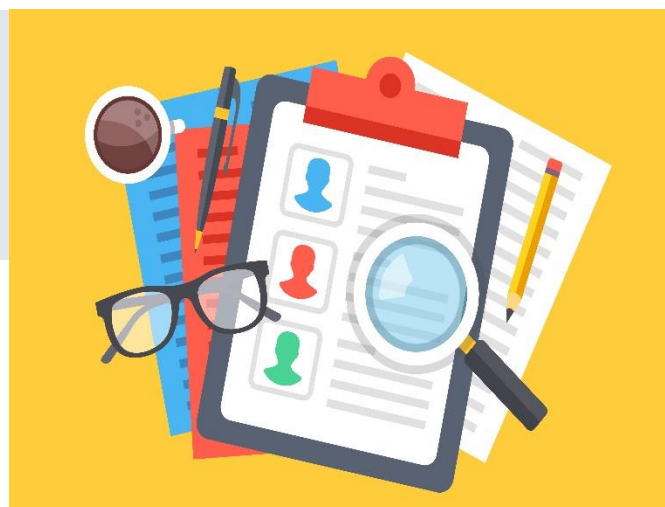


Assessment and Evaluation

Assessment and Evaluation

Devise clear evaluative procedures and explain them to students and parents at the start of the school year.

1

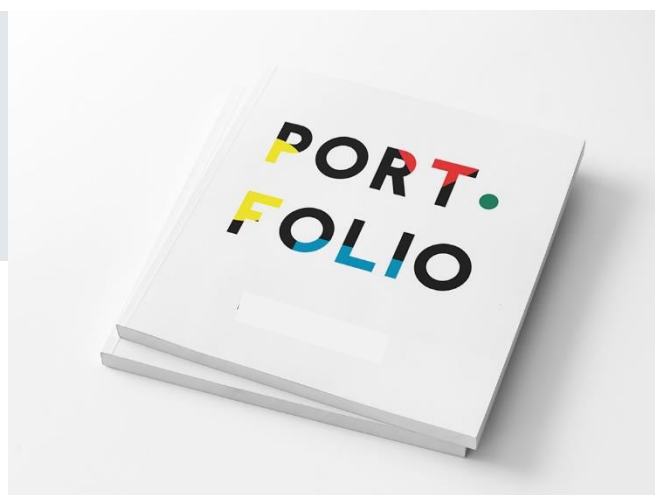


2

International bodies shall direct private schools whenever required (A Level and International Baccalaureate certificates).

Various evaluation scenarios shall be adopted, including file-based evaluation within the formative assessment, not only the summative assessment evaluation, and in accordance with the regulations governing school work.

3





School Curricula

School Curricula



- Provide clear guidelines to teachers on the delivery of the curricula, noting that there may a requirement to shrink the core curricula in the event of further school closure.
- Focus mainly on core competencies.
- Take into account compensation for the basic subject competencies.
- Identify curriculum-enhancing tools and resources. Avoid using items that require blowing, such as musical instruments, whistles, wind tubes. Encourage parents to provide their children with their own tools whenever possible.



Online Learning Roles

Administration

- **Draw up** an online learning plan and training programme.
- **Devise** a study plan and identify competencies and lessons for both online and face-to-face learning for each academic stage, a course description and a subject / course.
- **Set up** daily lesson schedules for all students in synchronous learning.
- **Monitor** teachers and students' attendance.
- **Follow-up on** teachers' management of online learning via platforms and virtual classes.
- **Set** approved evaluative mechanism and tools and follow up on academic progress.
- **Enhance** awareness and prepare students and parents about face-to-face and online learning formats. Update parents and students about latest developments and services available.
- **Cooperate** with teachers to set plans for lessons preparation, activities, applications and evaluative tests in order to motivate students to learn and ensure the follow up.
- **Oversee** students' use of learning platform and virtual classrooms. Direct teachers and communicate with parents in the event of noticing non-use or lack of activation.
- **Provide** technical support to ensure the proper functioning of online platforms and applications and enable everyone to access and benefit.
- **Ensure** teachers do not overburden parents with the costs of printing paper activities, which should be restricted to electronic format.
- **Take** into account students with special needs and physical disabilities and provide them with appropriate learning opportunities.

Teachers

Teachers must:

- 1 Clarify** teaching and learning methods to students, supply them with remarks and instructions and respond to their inquiries.
- 2 Monitor** students' performance, record their attendance and absence, provide moral support and encourage them to learn and use the educational platforms.
- 3 Set** evaluative mechanisms based on time distribution and approved topics, **determine** the evaluation time and tool (taking into account the inclusion of various digital evaluation tools) and **send** them to students along with the weekly schedule.
- 4 Deliver** lessons, **include** interactive activities and applications to ensure students interact with the content, and **monitor** students' academic progress.
- 5 Observe** intellectual property rights and adhere to the code of conduct in the virtual learning environment.
- 6 Continue** attending training programmes to further hone online learning skills.
- 7 Take** into consideration students' individual differences in the learning activities provided and tools.
- 8 Take** all required security measures during virtual classes and make sure students' identity is protected to avoid breaching privacy. Activating electronic waiting rooms is a must.

Students



- Follow their teachers' instructions and communicate with them for any inquiries.
- Adhere strictly to the code of conduct within the virtual learning environment.
- Ensure regular attendance and contact with lessons and learning tasks. Follow up on everything published by teachers.
- Complete activities and tasks submitted by teachers on time.
- Commit to the specified time for implementing assessment tasks requested by teachers.

Parents

Parents should:

- 1** motivate students to carry on studying by logging to e-learning platforms.
- 2** encourage their children to participate actively and optimize the use of their time.
- 3** support children's learning and ensure the necessary follow-up.
- 4** urge students to adhere to the code of conduct within the virtual learning environment.
- 5** provide a suitable environment to ensure students' learning is not disruption by providing the following:
 - internet connection.
 - calm space for students to learn and concentrate.



Higher Education Institutions

Complete Online Learning Process Scenario

General instructions and guidelines

The Academic Institution has to:

- **Draw up** a clear strategy for e-learning (**Remote Learning**), to be used whenever necessary, and involve the stakeholders in building this plan and clarifying its objectives.
- **Implement** an e-learning system (**Remote Learning**), using the learning platforms (**Microsoft Team-Zoom - Moodle - Google Classroom**). Preserve all evidence supporting educational activities.
- **Train** all faculty / teachers on using available learning platforms. Emphasize the **efficiency** of the information and communication technology infrastructure and strengthening its capacity to meet the requirements of e-learning (**Remote**).
- **Prepare** required electronic content for all academic courses / educational materials in accordance with e-learning standards.
- **Ensure** the e-learning environment meets all the requirements and standards of personal data security approved in the Kingdom of Bahrain, to avert any breach that would threaten the safety of users' personal data, as well as the system integrated digital, by virtue of the Personal Data Protection Law No. 30 of 2018.
- **Provide** users of e-learning system and associated digital services with the necessary information about security and protection. This information shall be published and made available electronically.
- **Assume** full responsibility for adhering to all international standards and good practices for applying the e-learning system (**Remote Learning**) in all offered courses / subject, taking into account the institution's benchmark findings.
- **Arrange** with the academic and administrative personnel for appropriate working hours for the e-learning teaching staff, in a way that guarantees the rights of all parties in accordance with the Bahraini legislation, underlying the contractual agreement binding the institution and all its employees, taking into account the current circumstances.
- The evaluation of the information technology resource directorate in the academic institution is subject to the supervision of the competent authorities in the ministry / Higher Education Council (**HEC**) General Secretariat, in accordance with the requirements of Standard No. (30) of the institutional accreditation criteria. (This has been made possible).

- The academic institution shall have a risk management plan to accommodate the shift towards the e-learning system (**Remote**). All risks shall be studied and self-assessed by competent persons in the institution, and documented in its risk register and according to its approved procedures.
- The mechanisms governing IT-supported teaching, learning and evaluation are specified within the internal regulations of the academic institution as a guide to policies and procedures approved by the Board of Trustees, including, for example, lecturing via e-learning systems, electronic courses management systems (**Management System- LMS Learning**), in addition to distributing various activities and duties to students and collecting them electronically.
- Dialogue forums (**Discussion Sessions**) and chat rooms shall be set up to manage the interaction between course teachers / students on the e-learning system.
- The academic institution shall have a clear methodology for collecting and arranging all data and statistics related to the process of teaching, learning and remote evaluation remotely, in order to have the ability to measure and document performance indicators and classify them effectively and accurately, including data and statistics with respect to students' attendance in situations that require synchronous learning.
- The administrators (**Managers and Employees**) in charge of managing and overseeing e-courses system / educational subjects shall have the necessary expertise to carry out their work. Their numbers shall be sufficient to perform the tasks effectively and competently.
- The academic institution shall have clear and publicized policies and procedures for regulating the conduct of administrative and academic staff and students with respect to the use of its e-learning system (**Remote**). It shall provide an e-course management system environment / study material that guarantee equality for its recipients. It shall also publish the policy and procedures for dealing with any user's inappropriate conduct.
- The academic institution shall have a clear and publicized code of conduct to deal with complaints related to the use its electronic curriculum / material management system. It shall also record, monitor and respond to complaints through its system.
- The academic institution shall not impose additional tuition / service fees on students for using the electronic course management system other than the fees approved by the **HEC** General Secretariat. (Especially for higher education institutions).

- The institution shall be able to monitor the performance of its administrative and academic / teaching staff on its electronic courses / subjects management system through an effective evaluation system that monitors and documents performance in a clear and transparent manner.
- It shall ensure its e-learning strategies and methods in light of the current situation do not have a negative impact on the sobriety of the curricula scientific content / subjects and their educational outcomes (Intended Learning Outcomes).
- The technology used in the e-courses / e-content management system shall be designed in a manner that facilitates students' self-learning and their access to information.
- The institution shall notify its students, by appropriate means, of the schedules for delivering lectures remotely in the case of synchronous e-learning and train them on viewing these lectures / classes after archiving them (whenever possible).
- It shall notify its students, by appropriate means, about the deadlines for the assignments and the reports that they have to submit electronically by uploading them to the course page on the e-learning system used in the institution.
- It shall ensure the methods used by the course teacher take into account the virtual reality of the course. It shall encourage students to actively participate in the activities set by the course teacher.
- All faculty members are required to heed intellectual property rights in all that is published on their courses on the institution's e-learning system.
- The institution shall ensure the technology used provides all possible opportunities for students to communicate with the course teacher in order to discuss and interact about the material / scientific content.
- It shall ensure that its website deliver all updated information and training materials that supports students and provides them with the necessary and sufficient training to engage in distance learning.
- It shall ensure that the technology used for the e-course management system does not constitute an obstacle for students with special needs. It shall provide them with all adequate support.
- The institution shall provide effective and multiple communication systems and methods and dedicate a emergency number to maintain continued contact with students who need help outside work hours and ensure they benefit from e-learning services.

- It shall have a clear policy and viable procedures for monitoring students' attendance of e-learning lectures / sessions (whenever the possibility is available).
- It shall provide its students with sufficient information regarding the number of hours they are required to spend on the electronic course management learning system, the dates for submitting assignments and reports (whenever the possibility is available).
- It must activate the role of an academic advisor on its system for managing electronic courses / educational materials. It shall provide all students and academic advisors with the necessary electronic environment for their communication during the period non-attendance.
- It shall make sure the technologies used in the e-learning system are appropriate and sufficient to download all sources of teaching and learning and capable of accommodating all registered students.
- It shall ensure the e-learning environment provides appropriate capabilities to preserve and archive all teaching and learning resources produced by the academic staff, in addition to the assignments, reports and activities that students perform on this system.
- It shall provide alternatives to exam-based evaluation (such as assignments, writing articles, projects, online exams, etc.). It shall take the necessary measures to ensure students' fair evaluation, whilst opening the door to grievances for these evaluations, pending approved procedures.
- It shall provide e-tests through various programmes and train students conducting mock exams to assess the viability of testing and monitoring exam.
- It shall ensure students are provided with feedback and allowed enough time to assess their progress before sitting their exams.
- It shall have the technical guarantees to carry out online assessments, for example, ensuring the confidentiality and data protection when submitting assessments via the Internet. It shall also ensure an anti-plagiarism policy is applied to students' work and assignments.
- The institution shall consider putting off postgraduate thesis discussions (MA, PhD) where possible (especially for postgraduate students). In urgent cases a speedy process required, then a remote discussion can be used in the narrowest possible limits. The whole discussion shall be recorded and saved electronically and provided to the HEC General Secretariat with a copy of the postgraduate students, dissertation via visual means of communication. The **HEC** General Secretariat shall also be provided with the measures taken in this regard.

Students' Online Assessment

General Controls and Guidelines

- Outline students' online assessment methods through electronic platforms, in accordance with the approved statute of the academic institution to ensure the follow-up of students and achieve effective control over their performance, with an emphasis on the need to inform students and keep them updated.
- It shall provide evaluative alternatives to exams such as (assignments, writing articles, projects, quizzes, etc.) while taking the necessary measures to ensure students' fair assessment. It shall open the door to grievances for the results to challenge these evaluations, in accordance with the approved procedures, taking into account the inclusion of methods and mechanisms for students' online learning assessment as follows:
 - Percentage of student's attendance and participation.
 - Students' interaction with faculty members and the extent of joint communication.
 - The assignments given to students and their accurate completion, using the basic skills they have acquired during the evaluation period, taking into account the provision of appropriate time limits for their delivery.
 - Results of projects and research conducted by students to assess the skills they have acquired during the evaluation period.
- The academic institution shall endorse the highest continuous assessment score for success through the Student Work File (**Continuous Assessment - Course Work**), and the lowest score is for the final exams. As an example, the distribution of grades for this semester in private higher education institutions is as follows: **80** marks for semester / term work, and 20 marks for summative assessment or final exam.
- The academic institution should ensure that learning continues uninterrupted and high quality standards are maintained. Students should have the option to withdraw from the course or semester with a (W) grade by applying via the institution's website, in coordination with the Deanship of Admission and Registration, and for a period of time which is set by higher education institutions, based on the academic calendar.

- Students shall have the right to choose the "incomplete" mark workflow (IC) at the end of the second semester of a course, which implies that the student does not want the result to be endorsed at the end of the semester for that course. Alternative tests shall be held later, in accordance with the mechanisms set by the institution.
- The **Grade Point Average** (GPA) for this semester shall not be included when calculating students' academic warning. A student under academic probation during the first semester, or granted an exceptional semester to study the current second term, but was unable to change his academic standing at the end of this semester, will not be affected academically, and can thus register for the next first semester regardless of his score or level at the end of this semester. Students shall be exempted from the entry denial to sit the final exam for all courses during this term.
- Clinical and practical courses have to be managed through the mechanism endorsed by each higher education institution, in light of the exceptional circumstances resulting from the novel coronavirus (COVID-19) the Coronavirus.
- Registered students enlisted in the **2nd** term practical training courses shall be evaluated and results of their training shall be entered at the end of this term, in accordance with the mechanism pertaining to each relevant department, based on the practical level and students' practical skills.
- All that applies to other programmes shall also apply to the preparatory year programme, giving the option to be excused from continuing the term, in accordance with the mechanism endorsed by the institution.
- Students' grade analyzing function for past semesters shall be activated automatically by the admission, registration and IT deanships in higher education institutions in a manner that does not compromise their **Grade Point Average** (GPA). In case students obtain an average (for their grade in the course) that is lower than the previous semesters, a pass / fail is calculated, based on the students' desire the average is not recorded so as not to disadvantage the student. A re-examination shall be considered in case a student obtains a failing grade or desires to improve his grade in the course in which he succeeded in order to amend the GPA. A student shall have the right to appeal and re-test without incurring any university fees for re-examination.

- The higher education institution shall grant students who will complete their graduation requirements an academic qualification, based on results of the final evaluation for the 2019/2020 academic year, including the period, which was specified for activating e-learning platforms through distance-learning means.
- It shall provide electronic tests, through a range of programmes, and train students on e-tests by conducting mock exams tests aim to assess the testing and monitoring mechanisms.
- It shall supply students with feedback and allow a period of time to assess their progress before sitting their exams.
- It shall have the technical guarantees to carry out online assessments, for example, ensuring the confidentiality and protection of data when submitting assessments via the Internet. It shall also ensure anti-plagiarism policy is applied to students' work and assignments.
- All that applies to postgraduate programs also applies to university studies programmes (bachelor's and diploma). Institutions shall decide whatever they see fit to postpone the examination at the doctoral stage so that it could be held at a later time and in accordance with the available mechanism.
- The institution shall consider putting off postgraduate thesis discussions (MA, PhD) as much as possible (especially for postgraduate students). In case a speedy process is required, then a remote discussion can be used in the narrowest possible limits. The whole discussion shall be recorded and saved electronically and provide the **HEC** General Secretariat with a copy of postgraduate students, dissertation via visual means of communication. The **HEC** General Secretariat shall also be provided with the measures taken in this regard.



General Guidelines for Educational and Rehabilitation Institutions

General Guidelines for Educational and Rehabilitation Institutions

- Social / physical distancing does not apply to students with medium or severe physical, mental or emotional disabilities, and those in need of sustained support.
- Specialists have to divide students with disabilities in accordance with their abilities, and devise plans tailoring the required support and the extent of needed social distancing for each category.
- Students with medium or severe mental disabilities are not required to wear face masks whilst at school or in their centre. (Those wearing masks and gloves are required to change them throughout the day).
- Those dealing with students with special needs for extended periods of time, close to each other, are required to wear face shields.
- To avoid disrupting learning and rehabilitation, institutions are required to ensure students who are unable to attend actual classes are provided with all needed materials.
- Allow a maximum of four students per class access to soft play rooms, and only one student to the sensory / tactile room. Allow access to the special need playground, taking into account mandatory precautionary measures set by the National Taskforce for Combating COVID-19.
- Educational and rehabilitation institutions are required to ensure the approved contractor complies with precautionary protocols when distributing meals. Meals must be fully packaged and pre-prepared, as desired by students and in coordination with their parents. Otherwise, students shall commit to bringing their own meals and water from home, without using other's eating or drinking utensils.
- Educational and rehabilitation institutions are required to assign a team to visit all classes and facilities and help students sanitize or wash their hands with water and soap, and dry them.
- Educational and rehabilitation institutions are required to assign companions to help students who need assistance to go to the water closets or wear face masks.

Appendices

- [COVID-19 Precautionary Measures and Health Protocols for Government Schools Reopening](#)



- [COVID-19 Precautionary Measures and Health Protocols for Private Schools Reopening](#)



- [COVID-19 Precautionary Measures and Health Protocols for Private Universities Reopening](#)



- [Ministry of Health Disinfection Guidelines](#)



- [COVID-19 Guide for Educational Institutions \(Public Health Directorate\)](#)

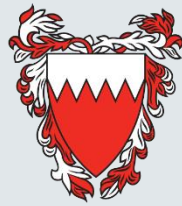


- [COVID-19 Precautionary Training](#)



- [Ministry of Health COVID-19 Complete Guide](#)





KINGDOM OF BAHRAIN
Ministry of Education

Back-to-School Guidelines
Schools, Universities and all Educational Institutions

September 2020