



Mark Entry User guide

This guide provides comprehensive instructions for school registrars to ensure accurate and complete mark entry in the eSIS system for all subjects across various curricula. Registrars must follow the steps outlined in this guide to maintain data quality and ensure that all student report cards reflect the correct academic records.

Please adhere strictly to the following rules when entering marks for:

Language	Arab students	Non-Arab students
Arabic Language		<ul style="list-style-type: none"> Enter the mark for non-Arab students & enter "Exempted" for Arab students.
Islamic Education	<ul style="list-style-type: none"> Enter the mark for Arab students & enter "Exempted" for non-Arab students. 	<p>Notes:</p> <ul style="list-style-type: none"> It is strictly prohibited to enter the marks of Arab students under the non-Arab field without prior approval from ADEK. If an exception is required, schools must submit a formal request for approval by contacting Private Schools Curriculum & Assessment at the designated email address "psca@adek.gov.ae"
UAE Social Studies and Civics - Arabs & Moral Social and Cultural Students - Non-Arabs	<ul style="list-style-type: none"> Enter the mark for UAE Social Studies and Civics - Arabs. Enter "Exempted" for Moral Social and Cultural Students - Non-Arabs. For Grades 1 to 9 "Years 2 to 10" 	<ul style="list-style-type: none"> Enter the mark for Moral Social and Cultural Students - Non-Arabs. Enter "Exempted" for UAE Social Studies and Civics - Arabs. For Grades 1 to 9 "Years 2 to 10"
Moral Education	<ul style="list-style-type: none"> Enter the mark for Arab students from Grades 1 to 12 "Years 2 to 13". Grades 9 to G12 "Years 10 to 13", The final marks are excluded from the total average on the student report card. 	<ul style="list-style-type: none"> Enter the mark for non-Arab students from Grades 10 to 12 "Years 11 to 13". Grades 10 to 12 "Years 11 to 13", The final marks are excluded from the total average on the student report card.